



2024

# Accounts Payable Admin Guide



**Camptra Technologies**  
1309 W 15<sup>th</sup> Street  
Suite 240  
Plano, TX 75075



[info@camptratech.com](mailto:info@camptratech.com)

V1

Camptra Technologies

1/1/2024

Guide Usage and Disclosures .....	3
Guide Information .....	3
How To Use This Guide .....	3
Overall Process Flow.....	4
Glossary of Terms .....	5
Day to Day Operations Guide .....	7
Creating A Supplier .....	7
Creating A Supplier With Banking Information.....	26
Add A Year To An Existing Calendar .....	38
Creating A 1099 Vendor .....	43
Creating An Invoice In A Spreadsheet.....	54
Correcting Import Errors.....	64
Creating An Invoice Without A Purchase Order .....	75
Creating An Invoice Matched To A Purchase Order .....	81
Creating An Invoice With A Discount.....	88
Creating A Credit Memo.....	95
Creating A Credit Memo Matched To An Invoice.....	103
Creating A Debit Memo Matched To An Invoice .....	112
Creating A Prepayment.....	119
Applying A Prepayment.....	127
Creating An Invoice With A Distribution Set.....	133
Placing A Manual Hold On An Order .....	139
Create An Invoice With A Non-Item Line Type That Transfers To Fixed Assets Module.....	146
Viewing An Invoice.....	155
Adjustment To A Manual Invoice .....	159
Releasing A Manual Hold On An Invoice .....	166
Releasing A System Hold On An Invoice .....	171
Cancelling An Invoice .....	176
Creating A Payment Process Request Template .....	180
Creating A Payment Process Request Using A Template.....	186
Creating A Payment Process Request Using A Template – AP Check .....	192
Assigning Payment Process Attributes.....	203
Reviewing And Adding Installments To A Payment Process Request.....	208

Reviewing And Accounting For A Payment..... 214  
Initiating A Stop Payment..... 221  
Voiding A Payment..... 225  
Paying An Invoice During Invoice Inquiry ..... 229  
Process Payment File And Record Payment Status..... 232  
Resolving Payment File Validation Errors ..... 235  
Transmitting Payment Files Electronically..... 238  
Validating Invoices ..... 243  
Inquiring On Invoices ..... 247  
Running The Payables Data Extraction Program..... 252  
Reviewing The Payables To General Ledger Reconciliation Report ..... 256  
Closing A Payables Period..... 260  
Opening A Payables Period ..... 264  
Running Standard Reports ..... 267

## 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](mailto:learn@camptratech.com).

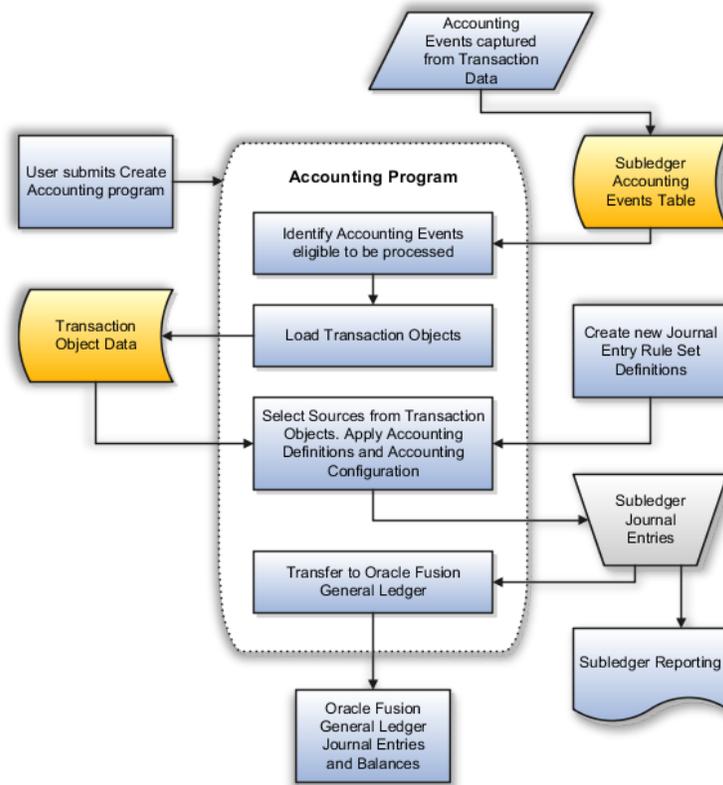
### How To Use This Guide

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

- ✦ 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**

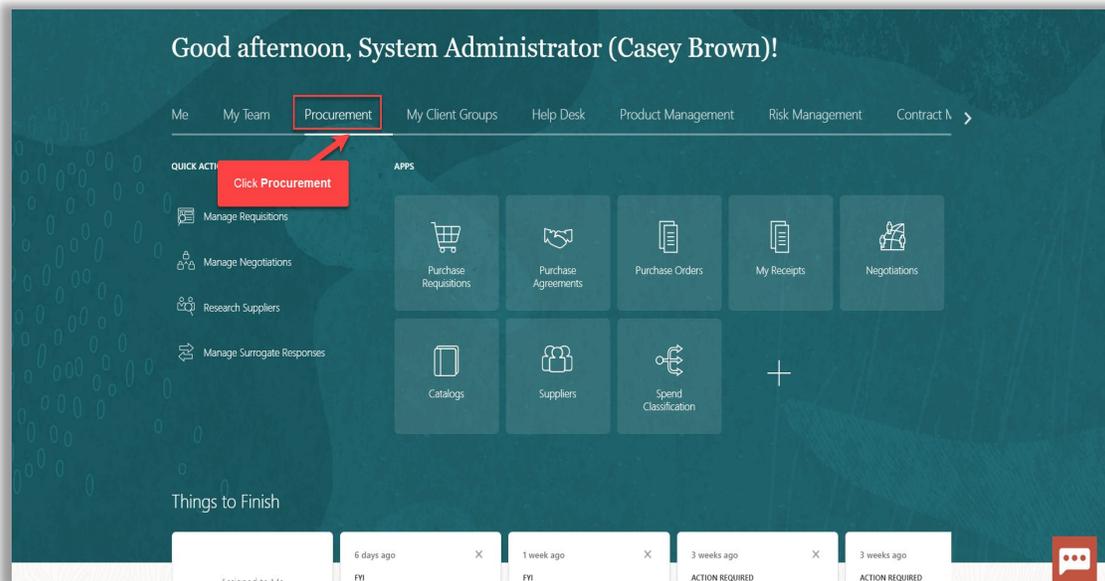
- ✦ A number assigned to each unit of an item and used to track the item.

# Day to Day Operations Guide

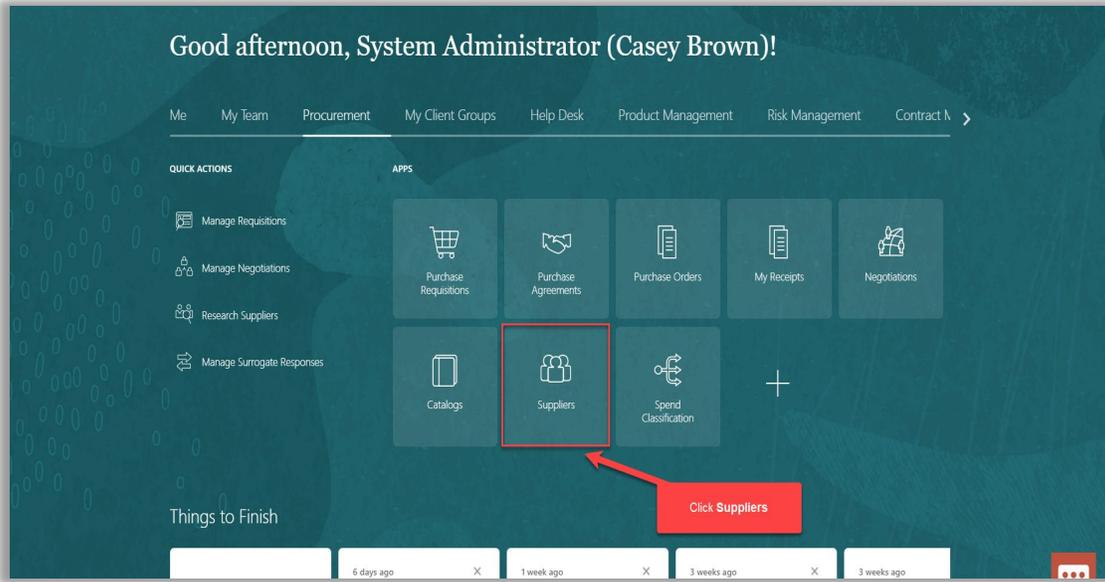
## Creating A Supplier

Navigation: Procurement>Suppliers>Tasks>Create Supplier>Supplier>Business Relationship>Tax Organization Type>Tax Country>Create>Addresses>Actions and select Create>Address 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

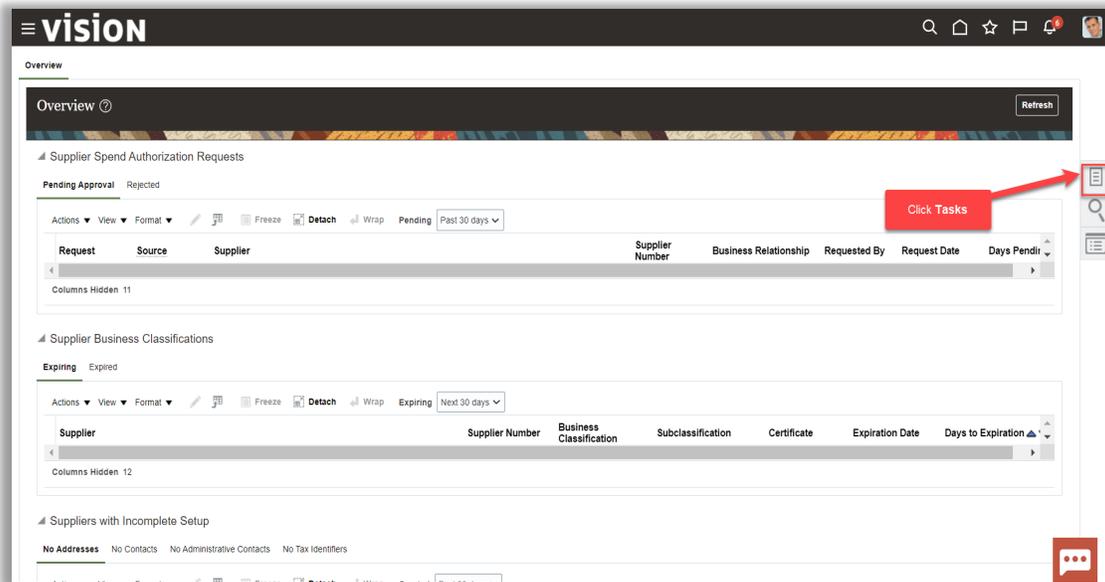
From home screen, click **Procurement**



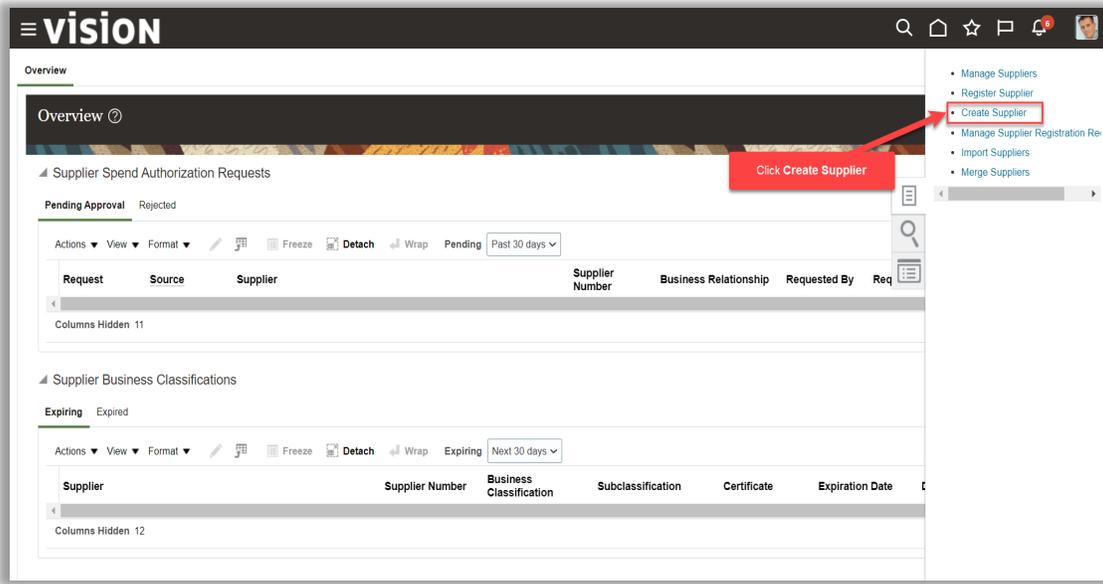
Click **Suppliers**



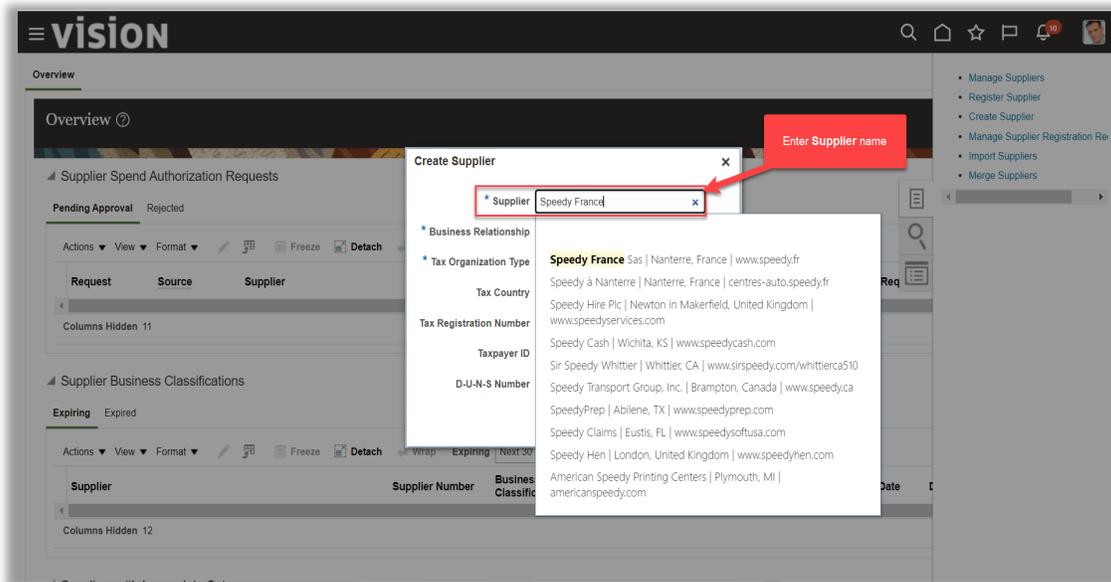
## Click Tasks



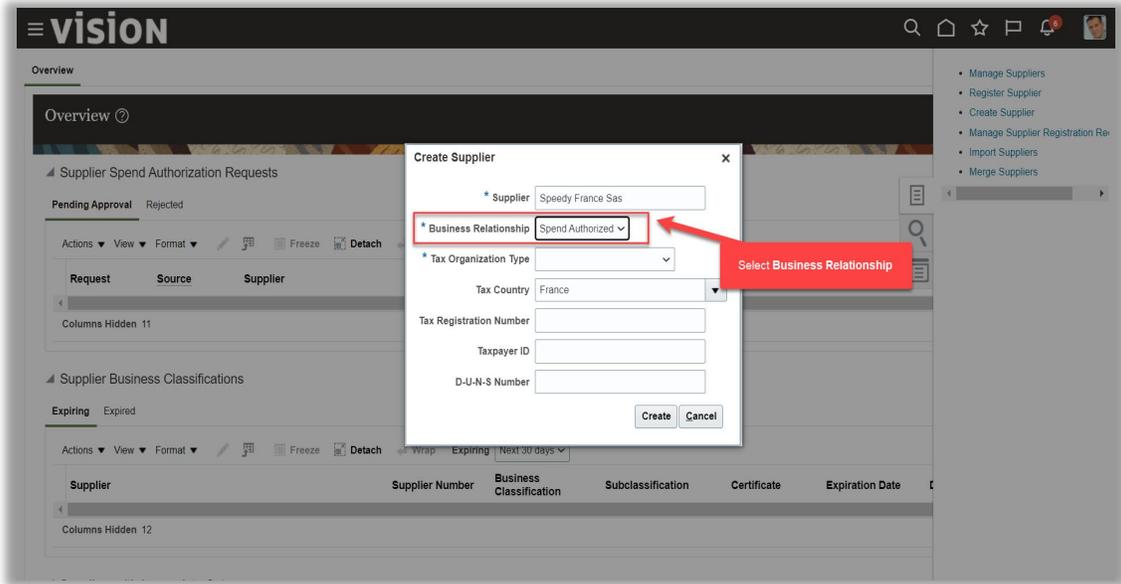
## Click Create Supplier



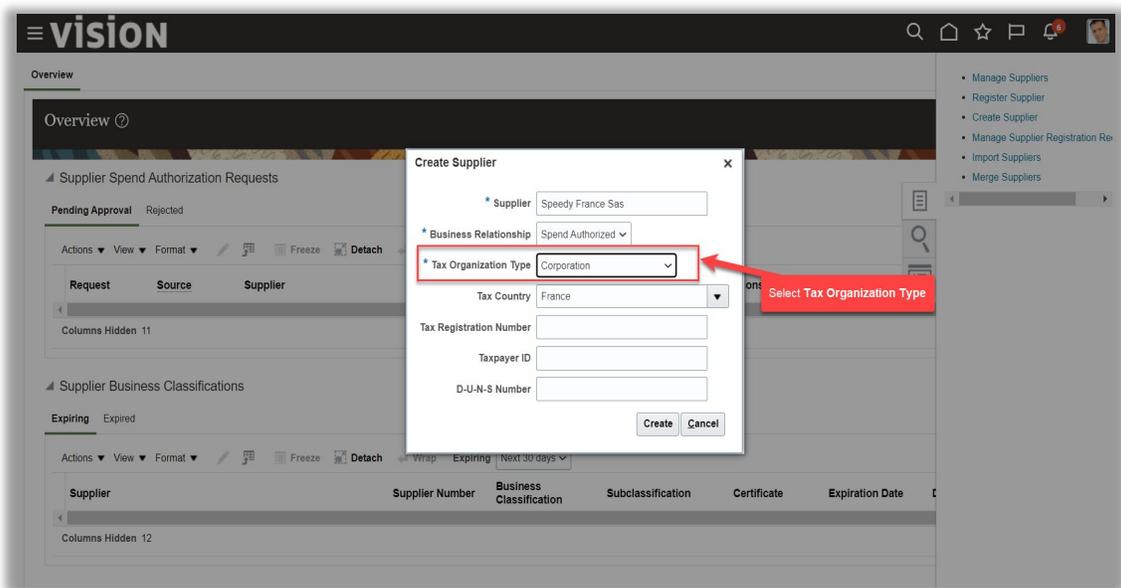
Enter Supplier name



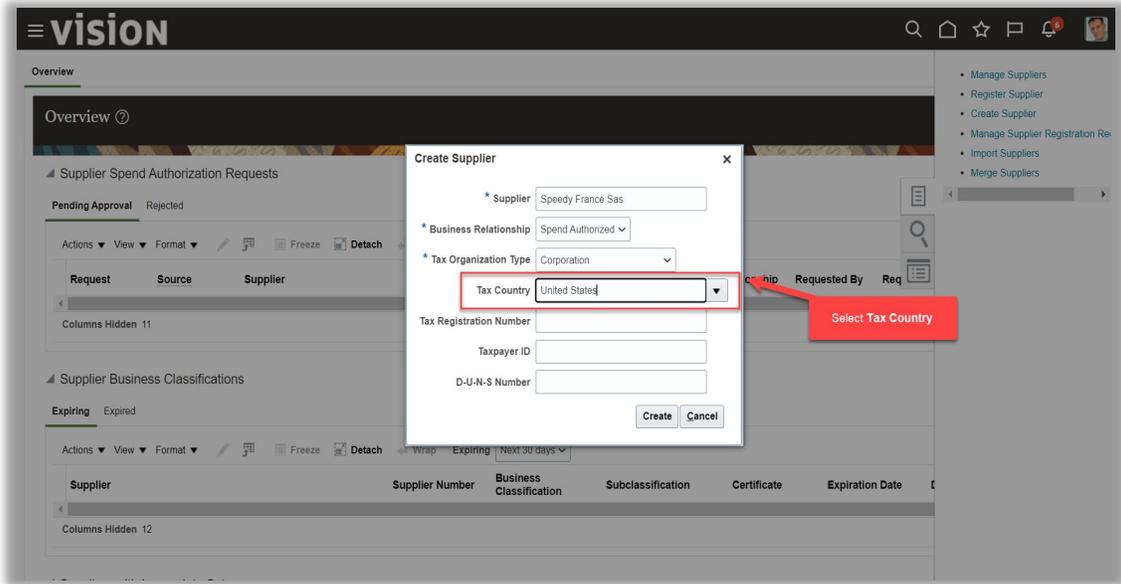
Select Business Relationship



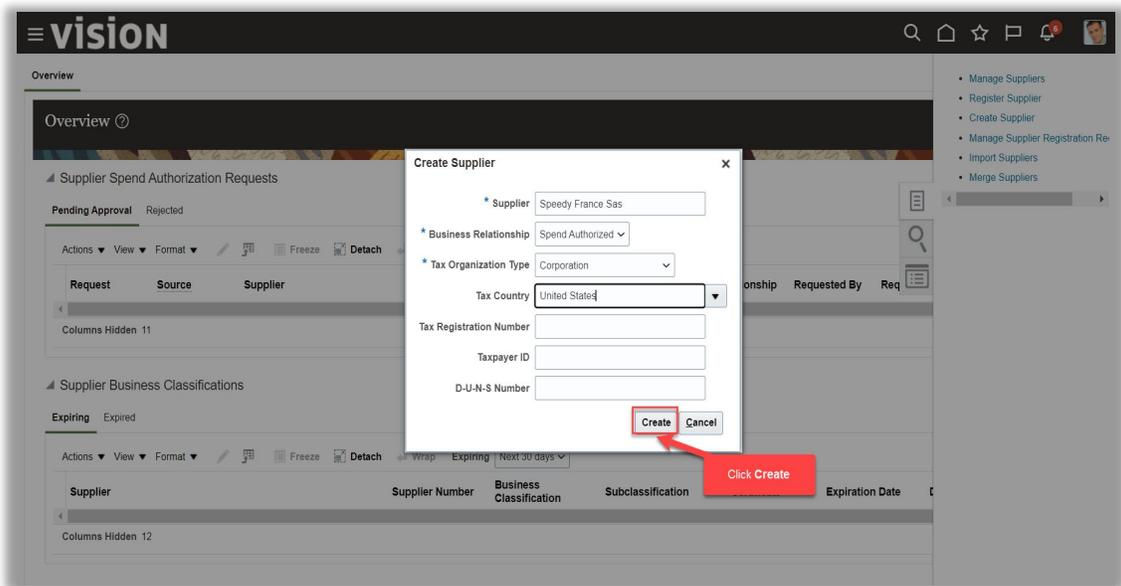
Select Tax Organization Type



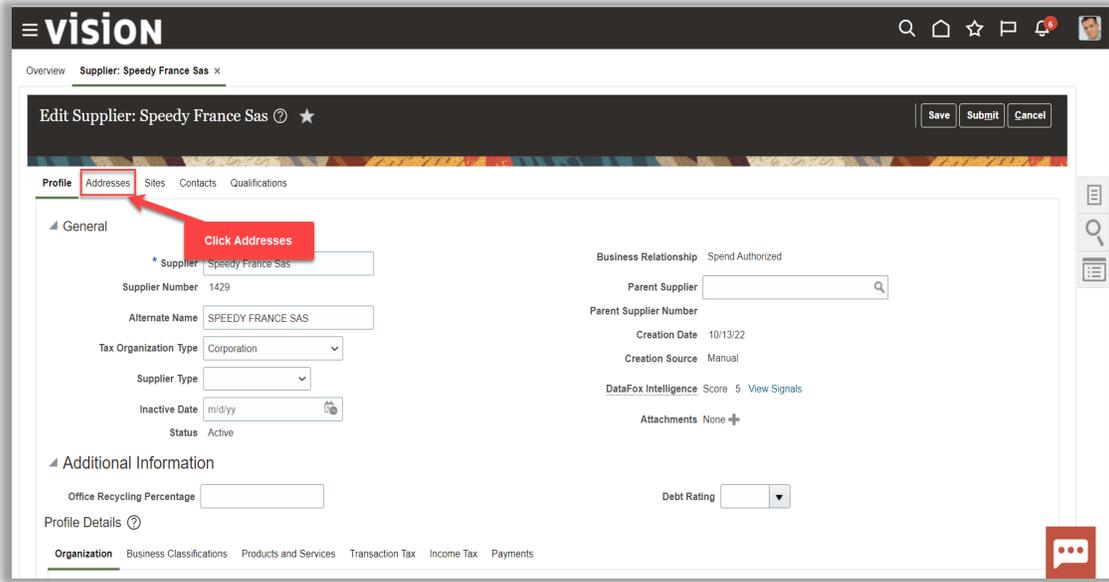
Select Tax Country



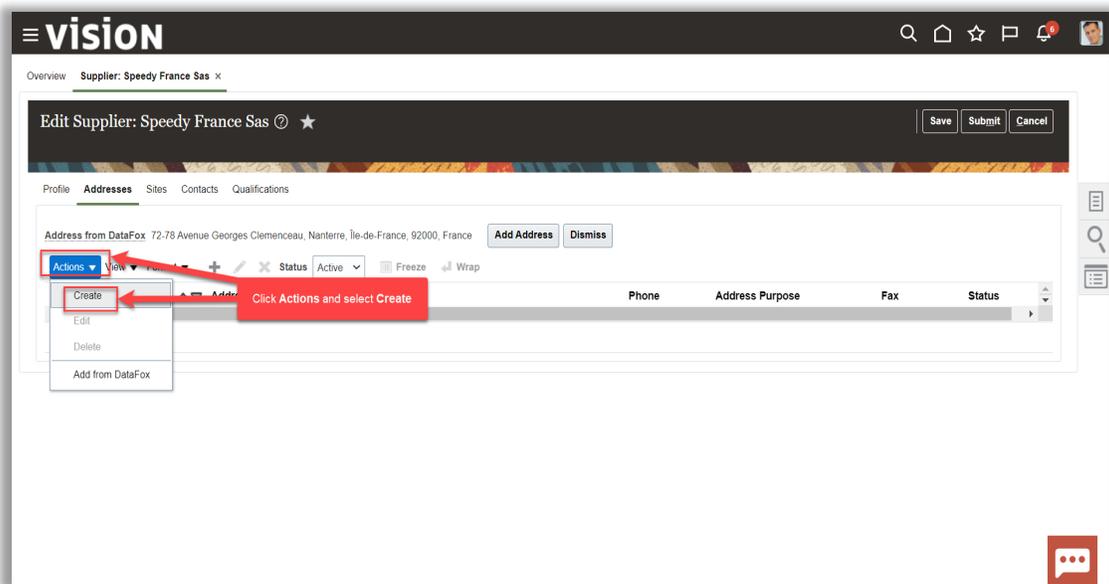
Click Create



Click Addresses



Click Actions and select Create



Enter required Address Information

VISION

Overview Supplier: Speedy France Sas x

Create Address ?

Save Save and Close Save and Create Another Cancel

\* Address Name

\* Country

Address Line 1

Address Line 2

Address Line 3

City

State

Postal Code

Language

\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status Active

Additional Information

Click **Save and Close**

VISION

Overview Supplier: Speedy France Sas x

Edit Address : 301 ?

Save Save and Close Cancel

\* Address Name 301

\* Country United States

Address Line 1 100 Main Street NE

Address Line 2

City Atlanta

State GA

Postal Code

County DeKalb

Language

\* Address Purpose  Ordering  
 Remit to  
 RFQ or Bidding

Phone

Fax

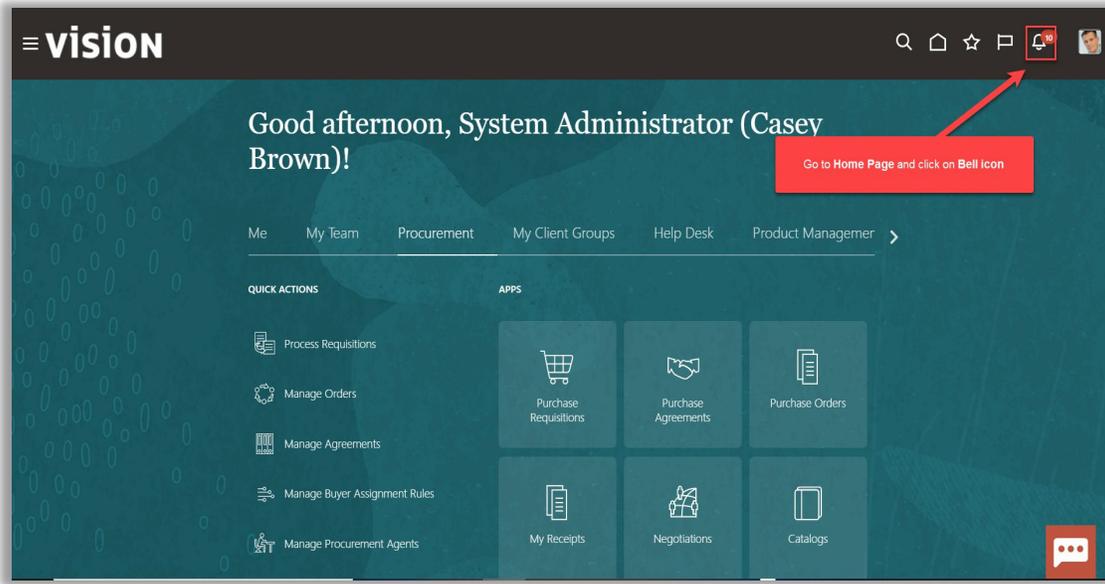
Email

Inactive Date

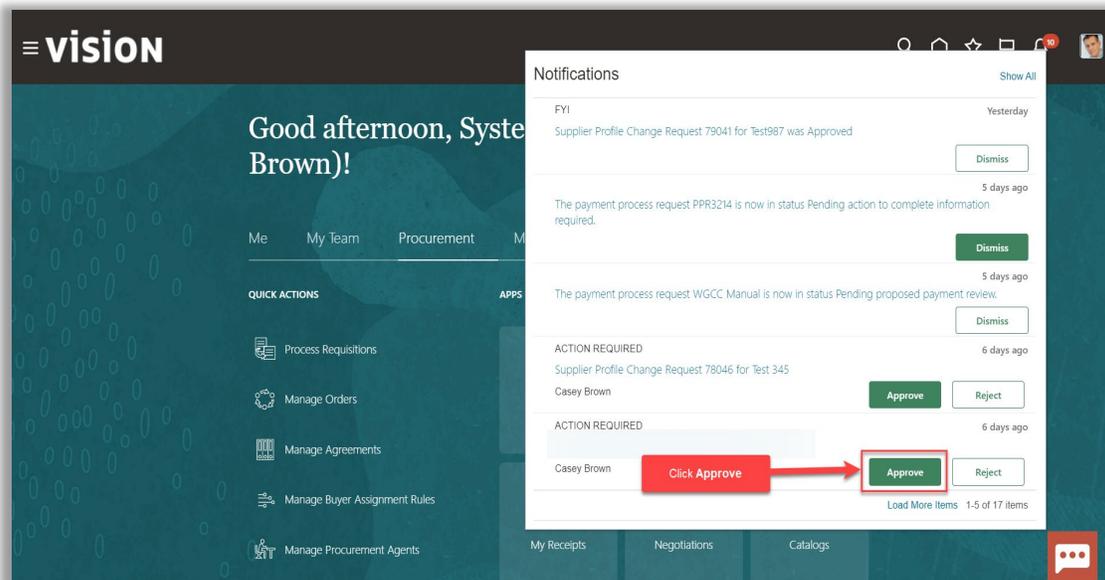
Status Active

Additional Information

Go to **Home page** and click on **Bell icon**

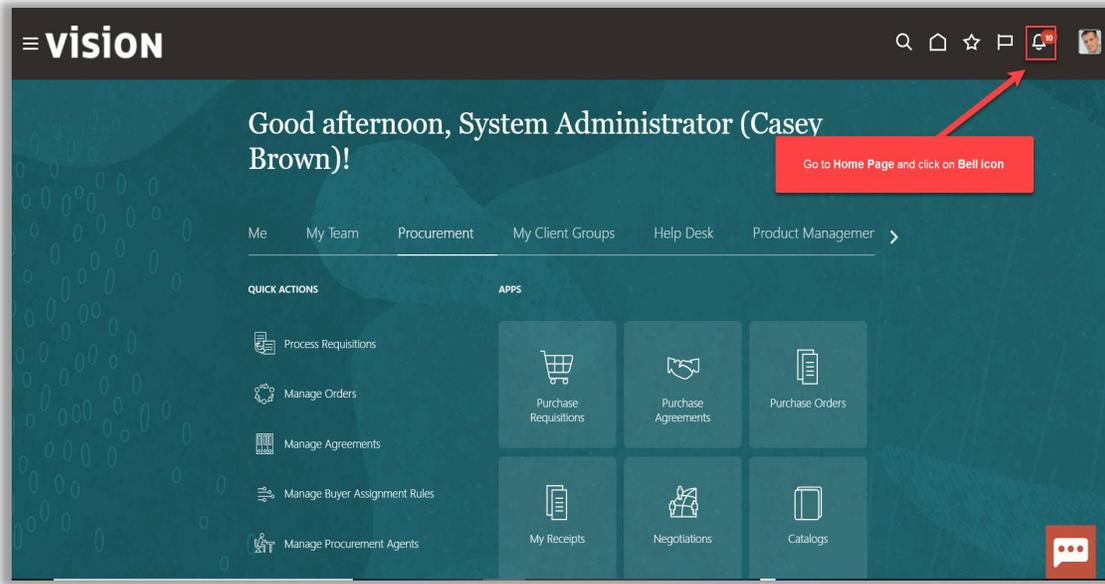


Click Approve

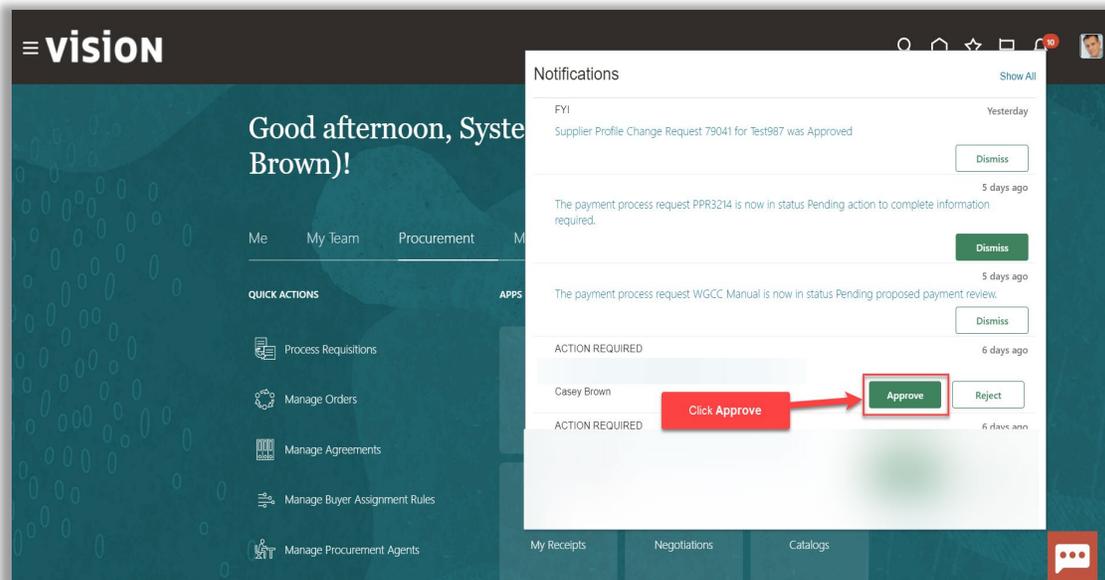


Note: The user who has the Security Access can approve.

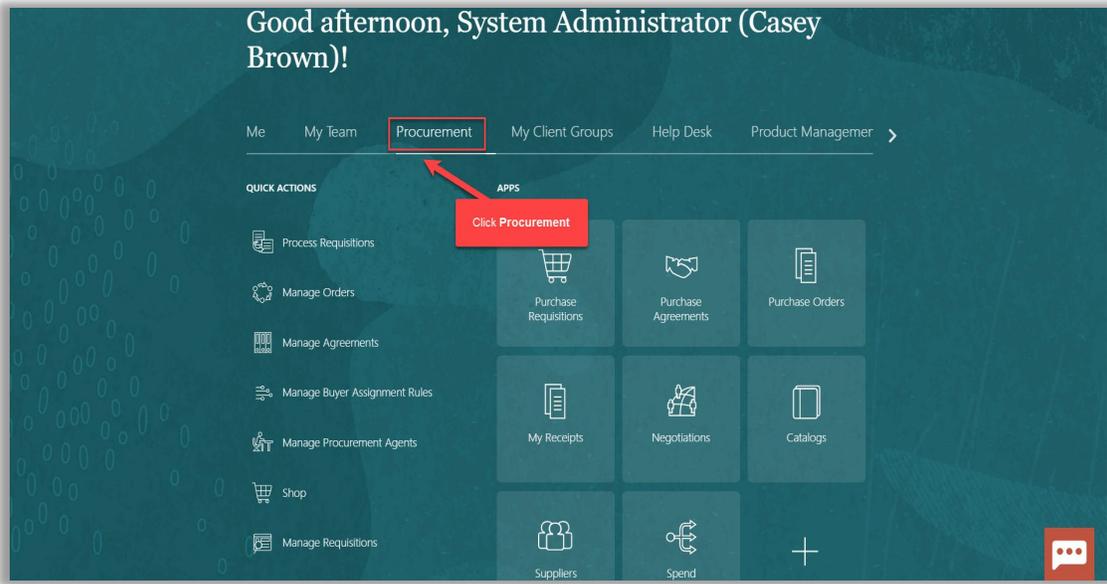
Go to **Home Page** and click on **Bell Icon**



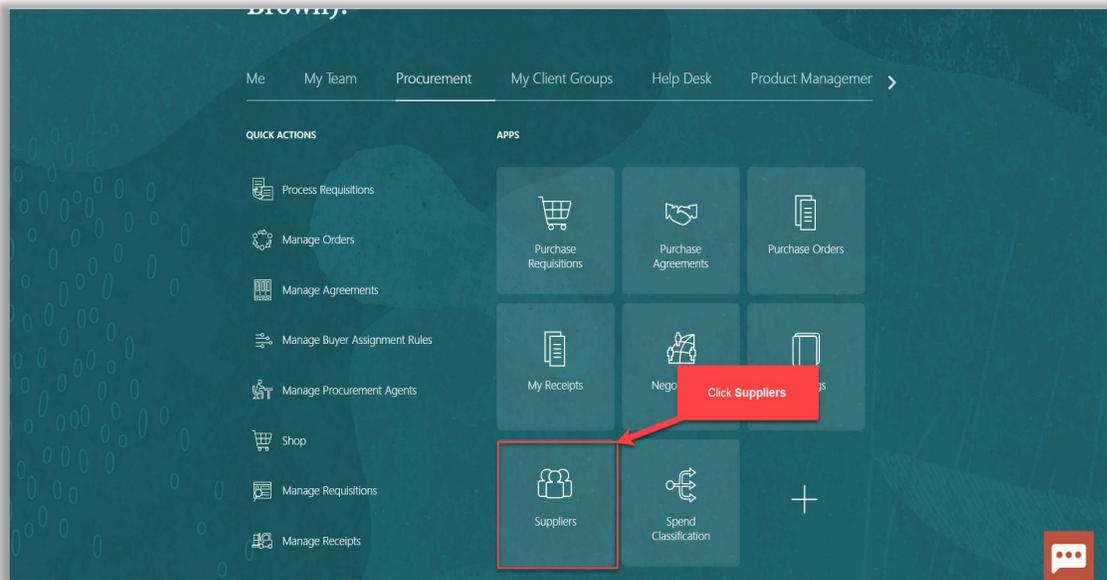
Click Approve



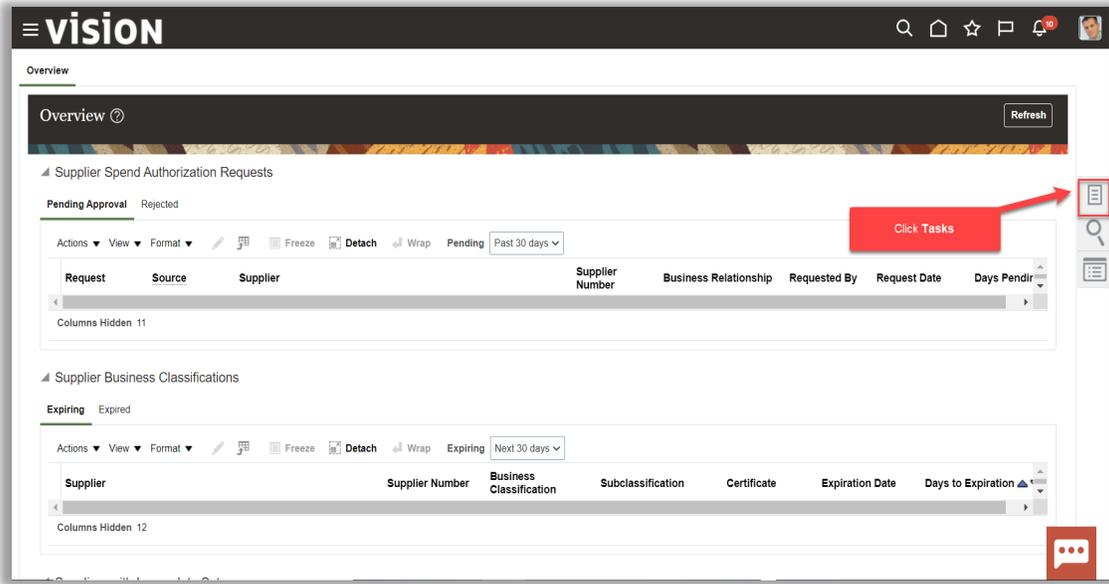
Click Procurement



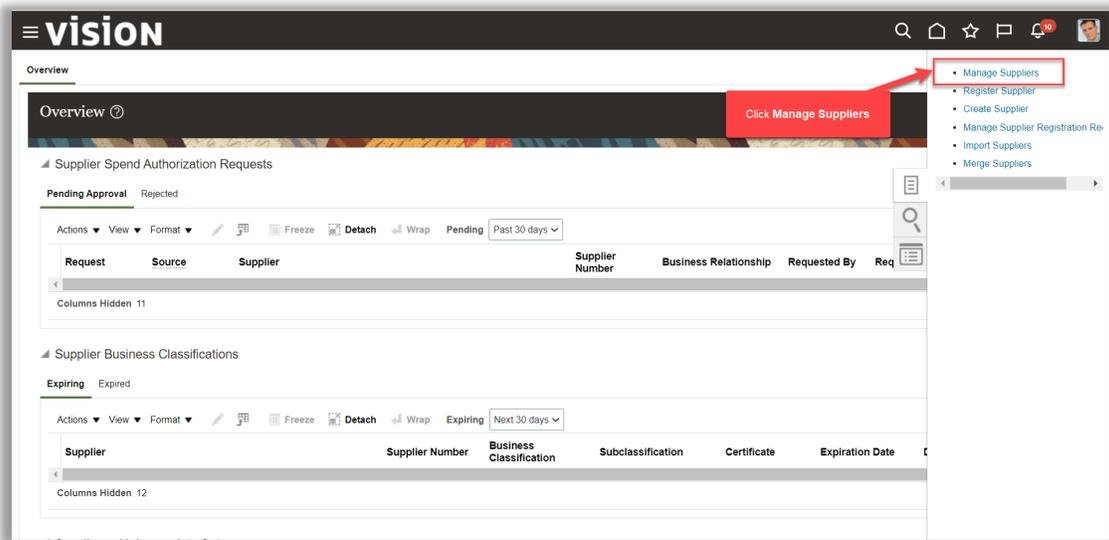
### Click Suppliers



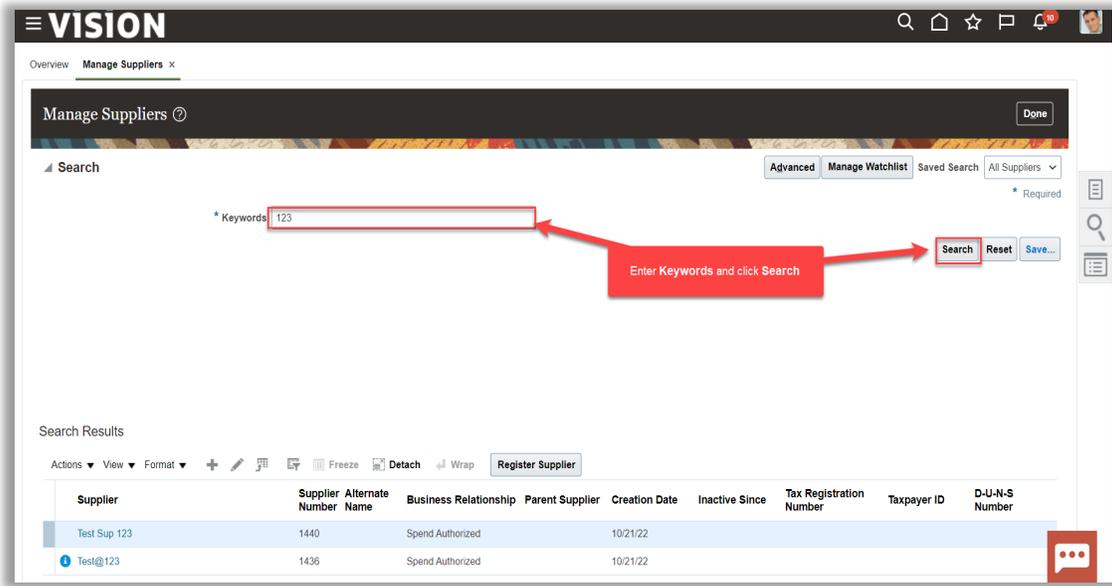
### Click Tasks



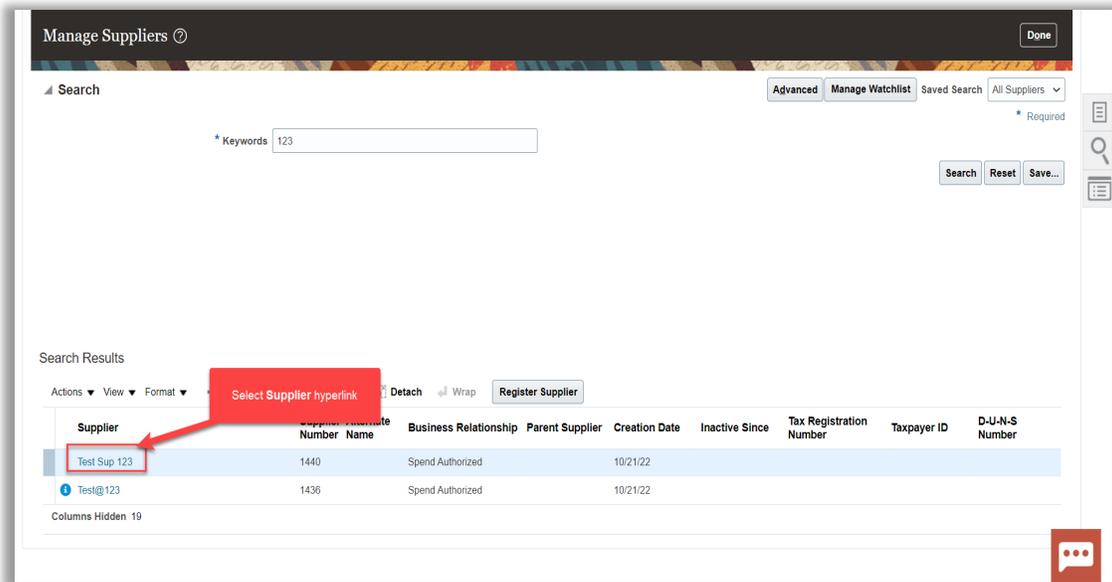
Click Manage Suppliers



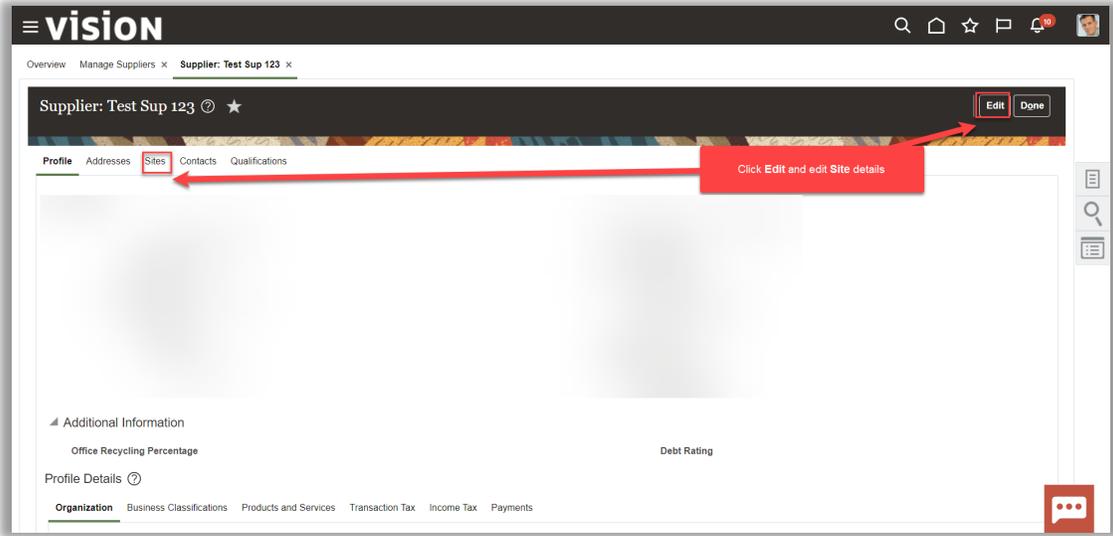
Enter Keywords and click Search



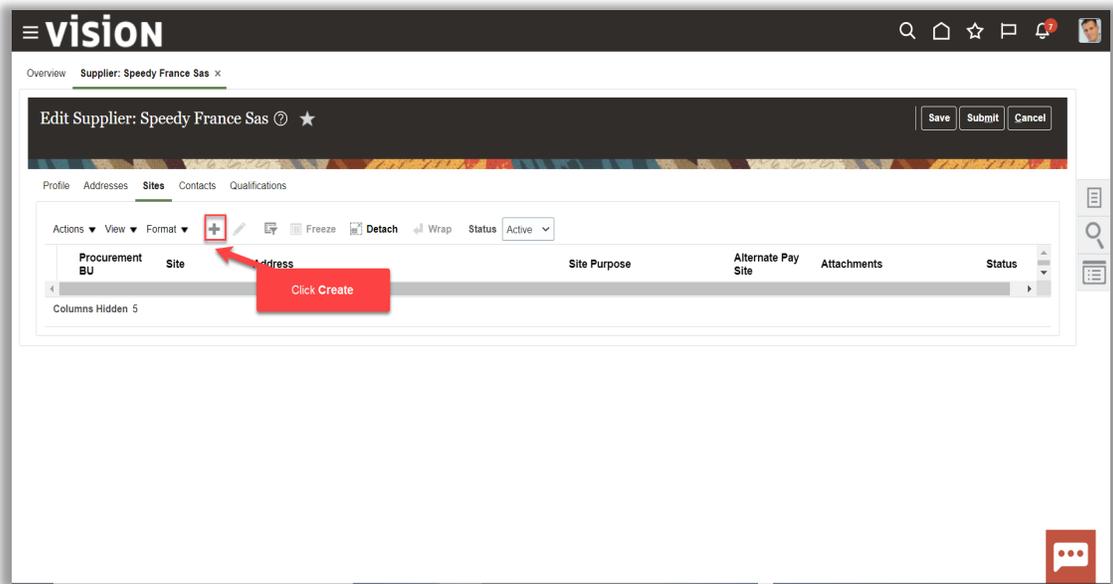
Select **Supplier** hyperlink



Click **Edit** and go to **Sites**



Click Create



Enter below Information

VISION

Overview Supplier: Speedy France Sas x

Create Site ⓘ

Save Save and Close Save and Create Another Cancel

\* Procurement BU [dropdown]  
 \* Address Name [dropdown]  
 Address [text]  
 \* Site [text]  
 Inactive Date m/d/yy [calendar]  
 Status Active

\* Site Purpose  
 Sourcing only  
 Purchasing  
 Procurement card  
 Pay  
 Primary pay

Attachments None +

General Purchasing Receiving Invoicing Payments Site Assignments Qualifications

Identification

Income tax reporting site  
 Alternate Site Name [text]  
 Regional Information [dropdown]  
 B2B Supplier Site Code [text]  
 Customer Number [text]

B2B Communication

Click Save and Close

VISION

Overview Supplier: Speedy France Sas x

Edit Site: 301 ⓘ

Save Save and Close Cancel

Procurement BU US1 Business Unit  
 Address Name 301  
 Address 100 Main Street NE, ATLANTA, GA 30317 Dekalb  
 \* Site 301  
 Inactive Date m/d/yy [calendar]  
 Status Active

\* Site Purpose  
 Sourcing only  
 Purchasing  
 Procurement card  
 Pay  
 Primary pay

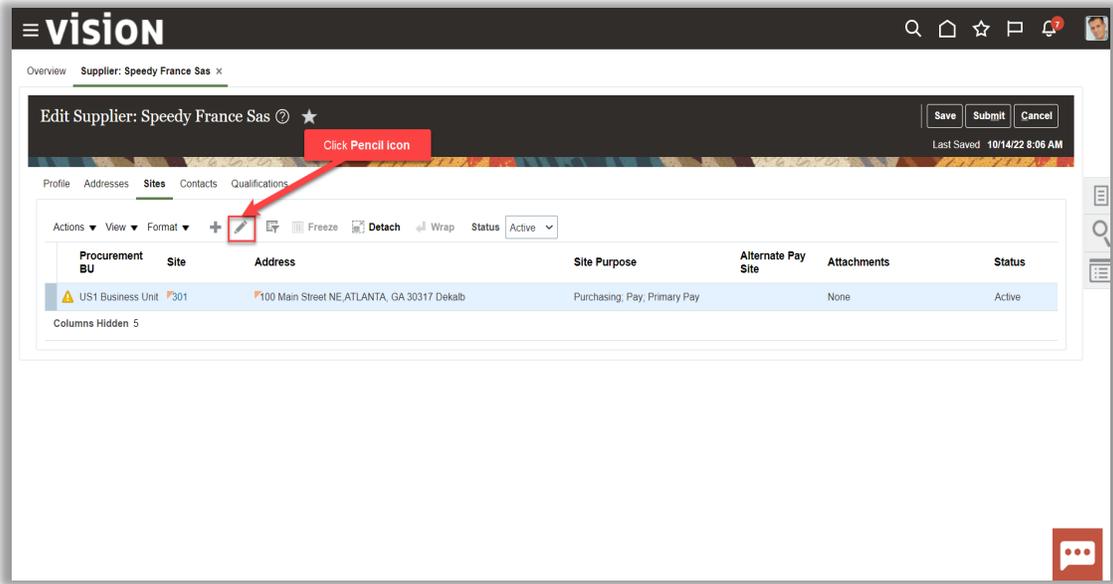
Attachments None +

General Purchasing Receiving Invoicing Payments Site Assignments Qualifications

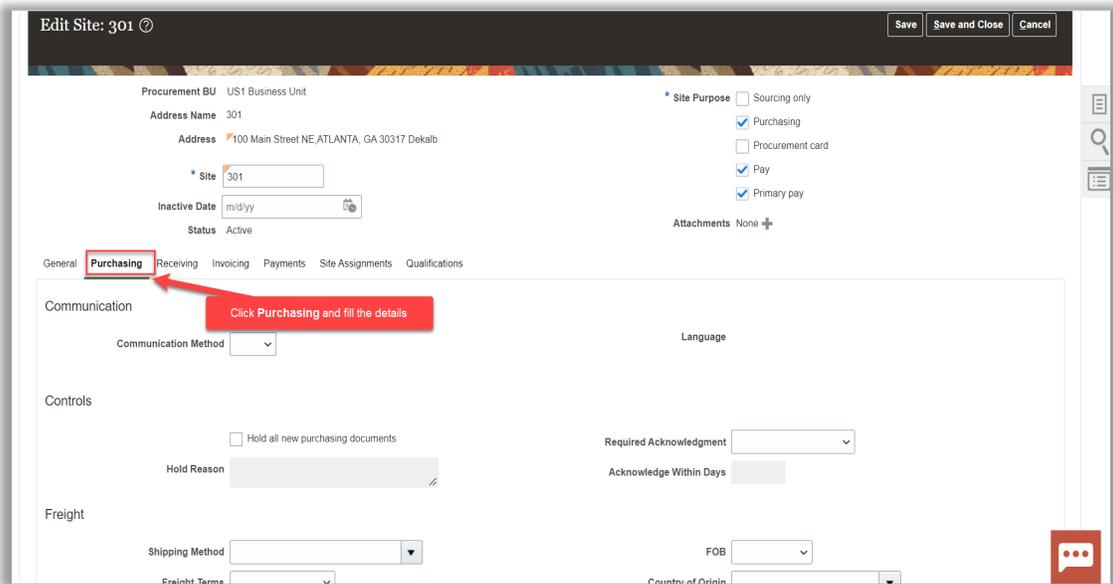
Identification

Income tax reporting site  
 Alternate Site Name [text]  
 Regional Information Supplier Site Attributes for U.S. Federal [dropdown]  
 Limit Trading Partner TAS to AID [dropdown]  
 Default Trading Partner TAS [dropdown]  
 Unique Entity Identifier [text]  
 Customer Number [text]

Click Pencil Icon



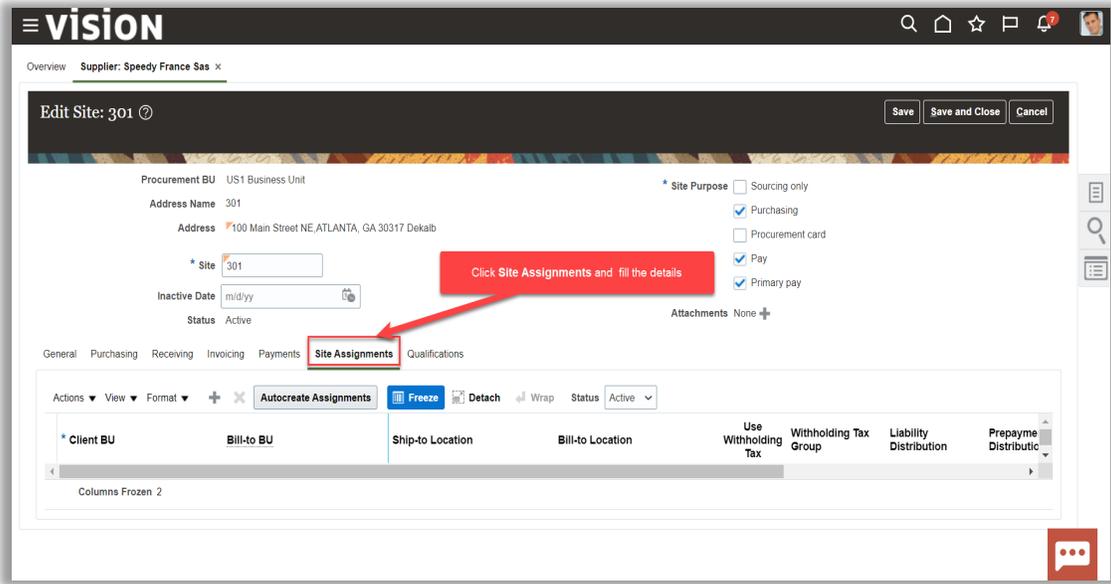
Click Purchasing and fill the details



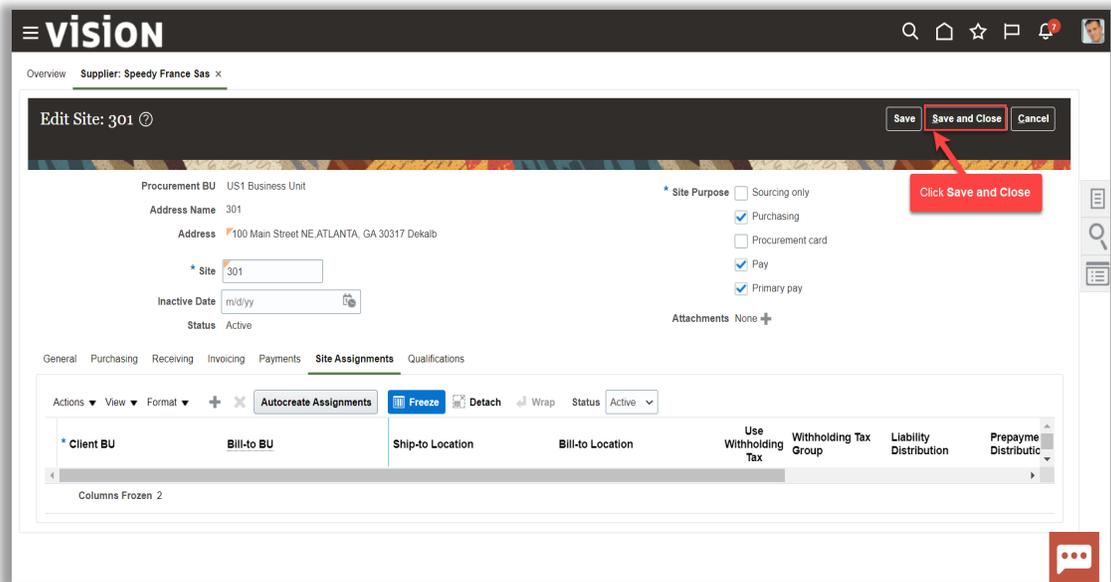
Click Receiving and fill the details

Click Invoicing and fill the details

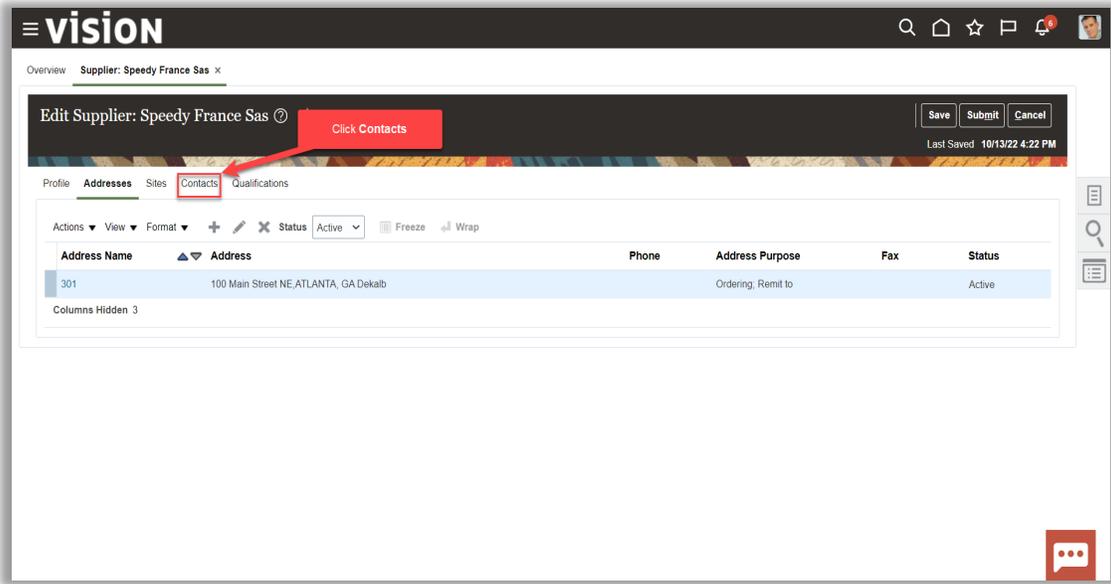
Click Site Assignments and fill the details



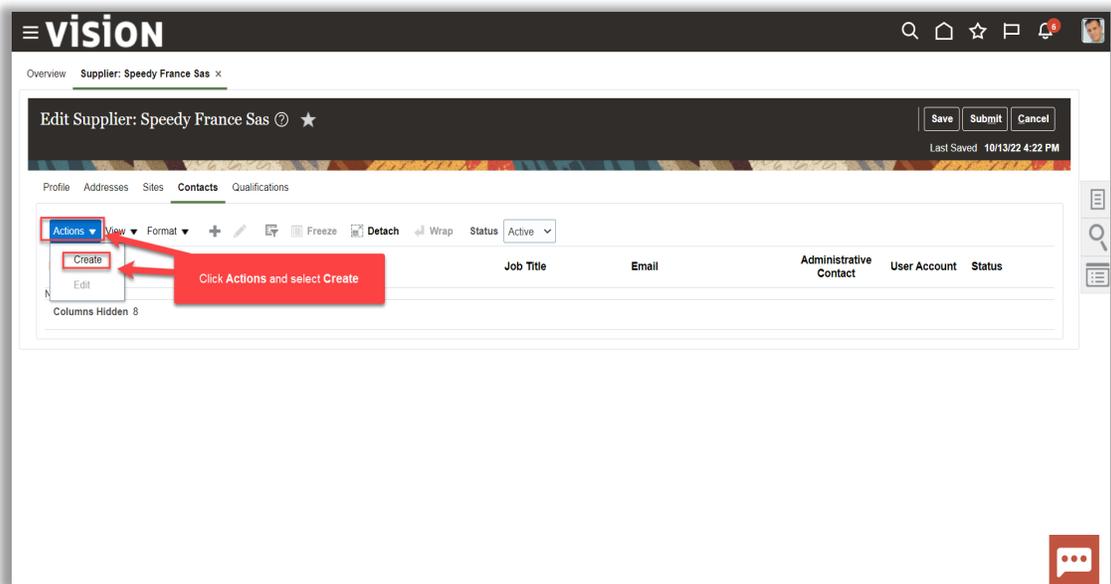
Click Save and Close



Click Contacts



Click Actions and select Create



Enter Contact Information

Overview Supplier: Speedy France Sas x

**Create Contact** Save Save and Close Save and Create Another Cancel

Salutation Ms  Phone

\* First Name Test  Mobile

Middle Name  Fax

\* Last Name Priya  Email

Job Title  Status Active

Administrative contact

Additional Information

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Columns Hidden 4				

User Account  Create user account

Click Actions and click **Select and Add**

Overview Supplier: Speedy France Sas x

**Edit Contact: test sugha** Save Save and Close Cancel

Salutation Ms  Phone

\* First Name test  Mobile

Middle Name  Fax

\* Last Name sugha  Email

Job Title  Status Active

Administrative contact

Additional Information

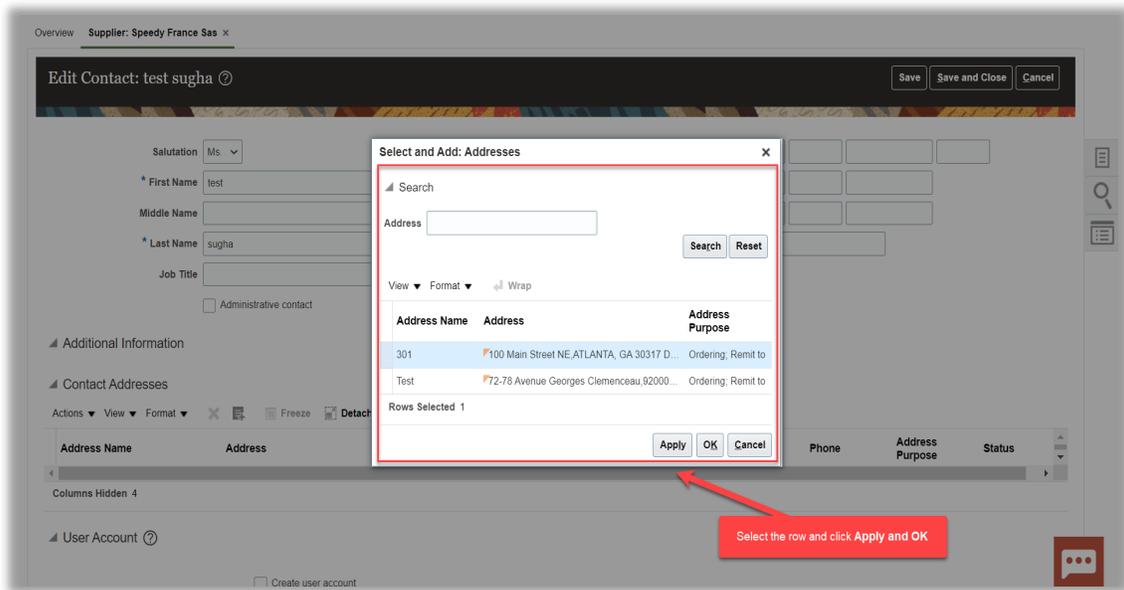
Contact Addresses

Actions View Format Freeze Detach Wrap

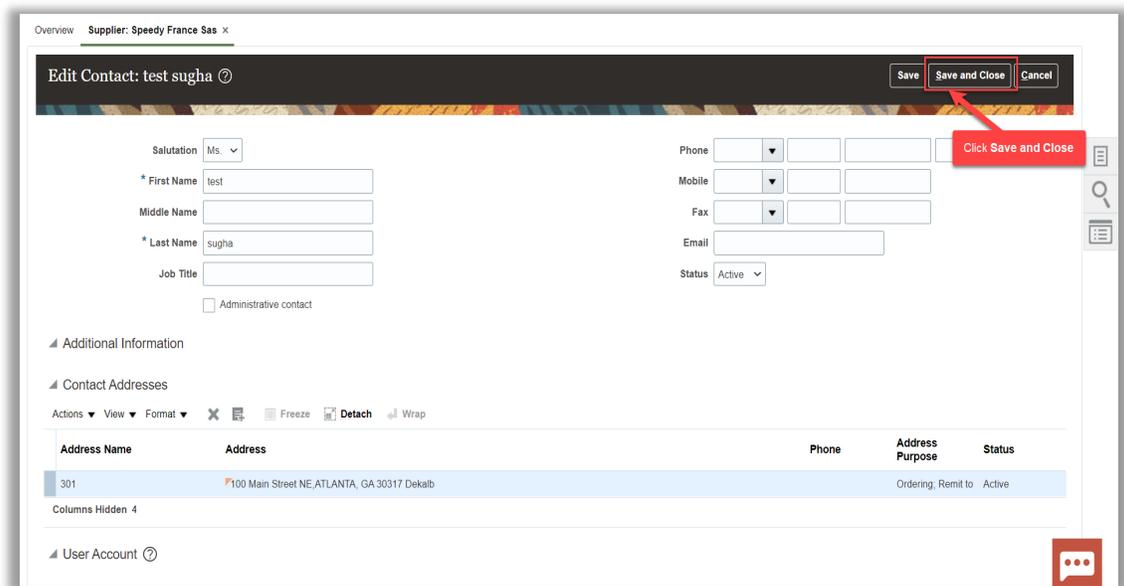
Address Name	Address	Phone	Address Purpose	Status
Columns Hidden 4				

User Account  Create user account

Select the row and click **Apply** and **OK**



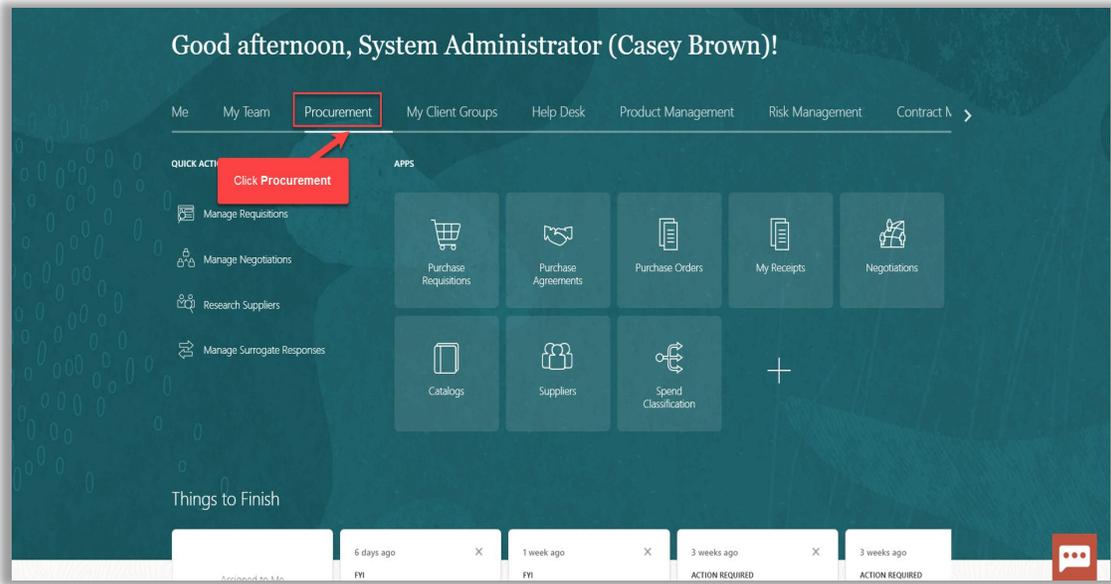
Click Save and Close



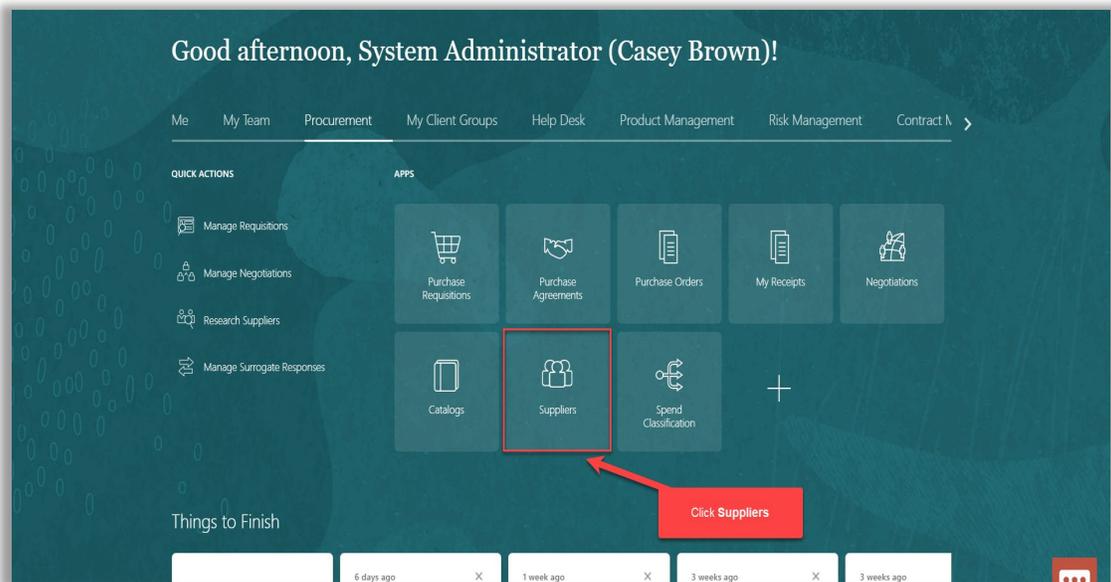
## Creating A Supplier With Banking Information

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

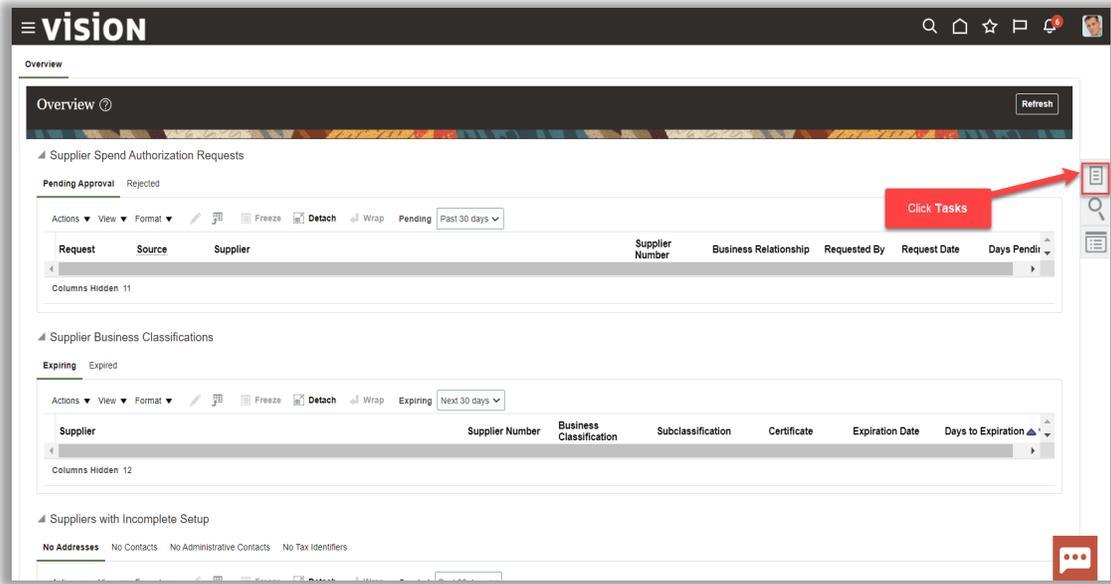
From home screen, click **Procurement**



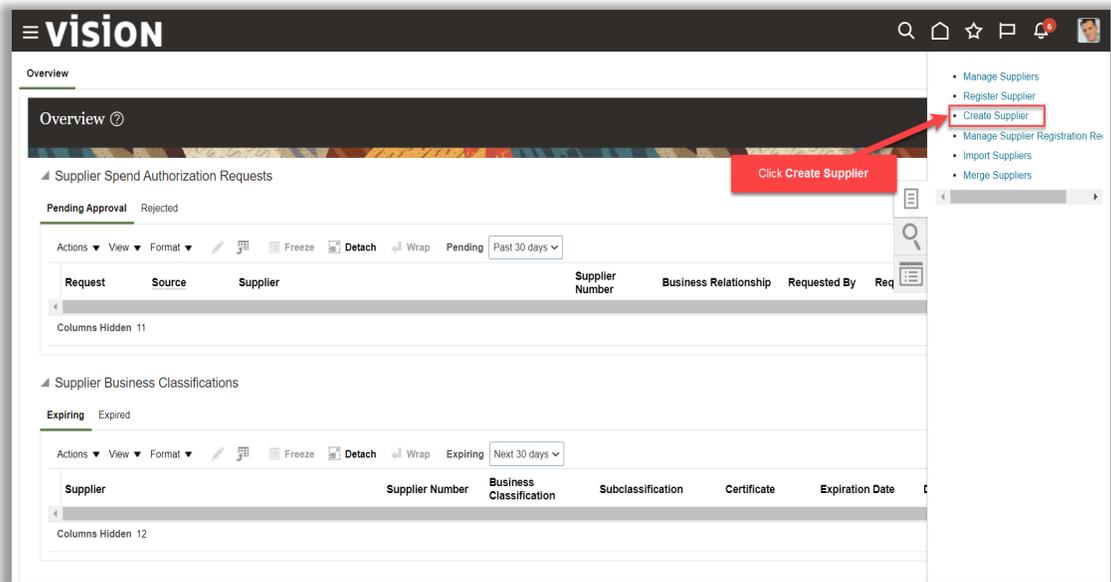
### Click Suppliers



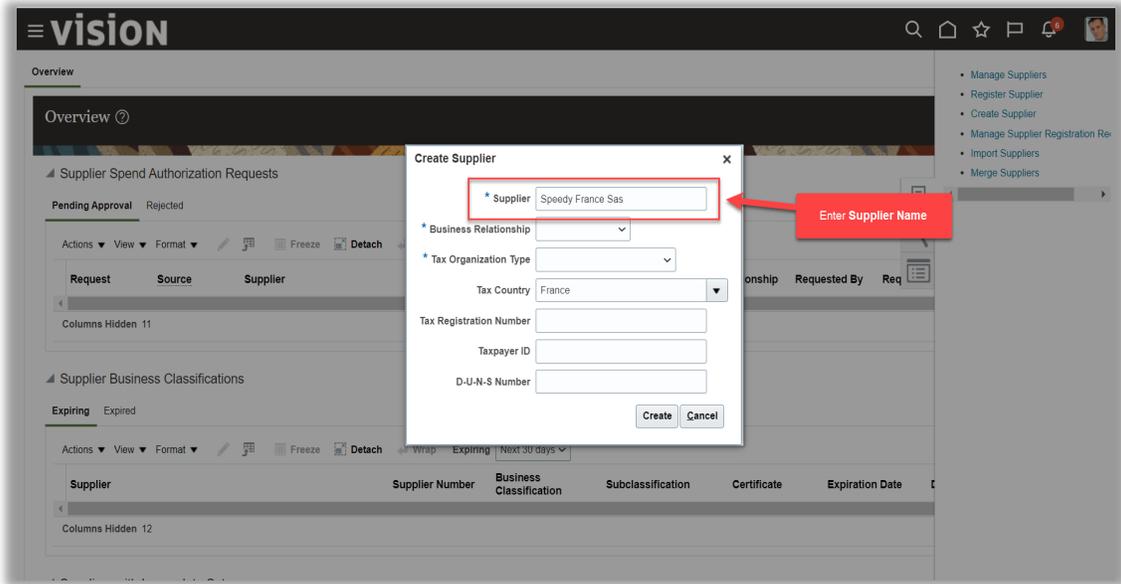
### Click Tasks



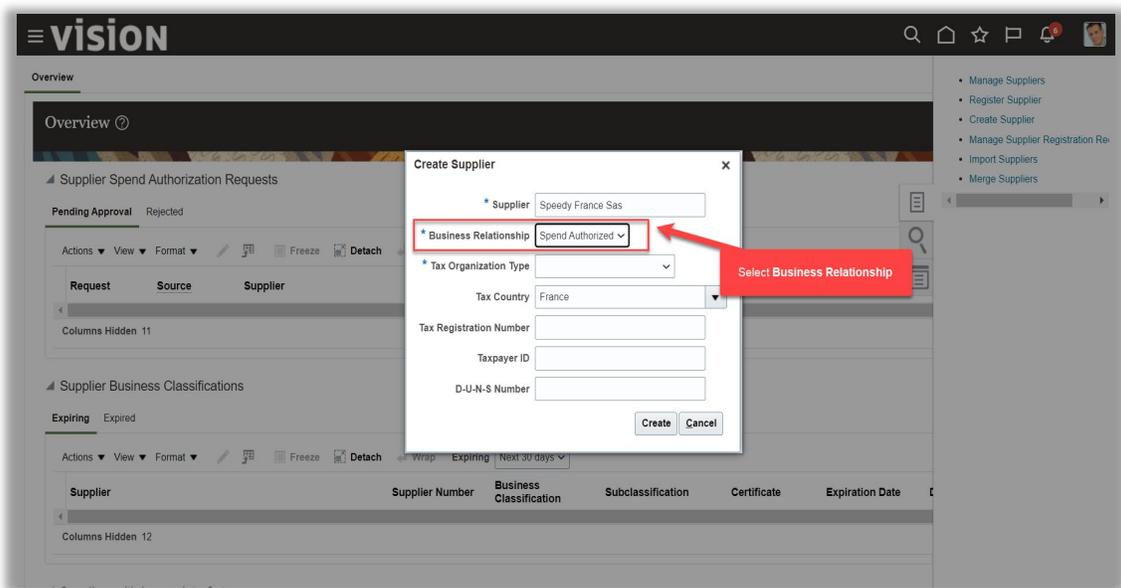
Click Create Supplier



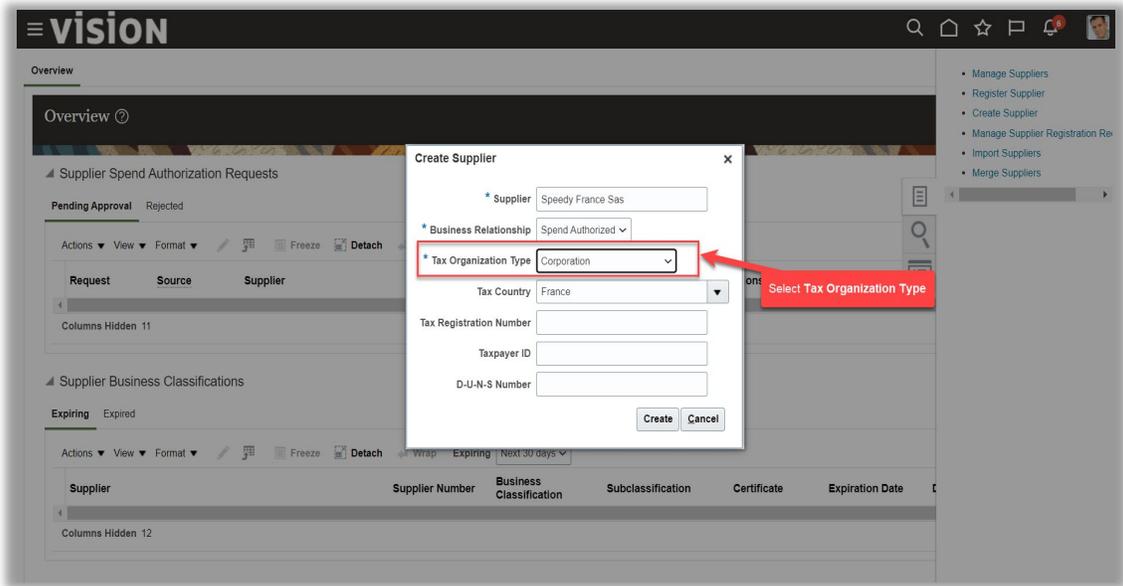
Enter Supplier Name



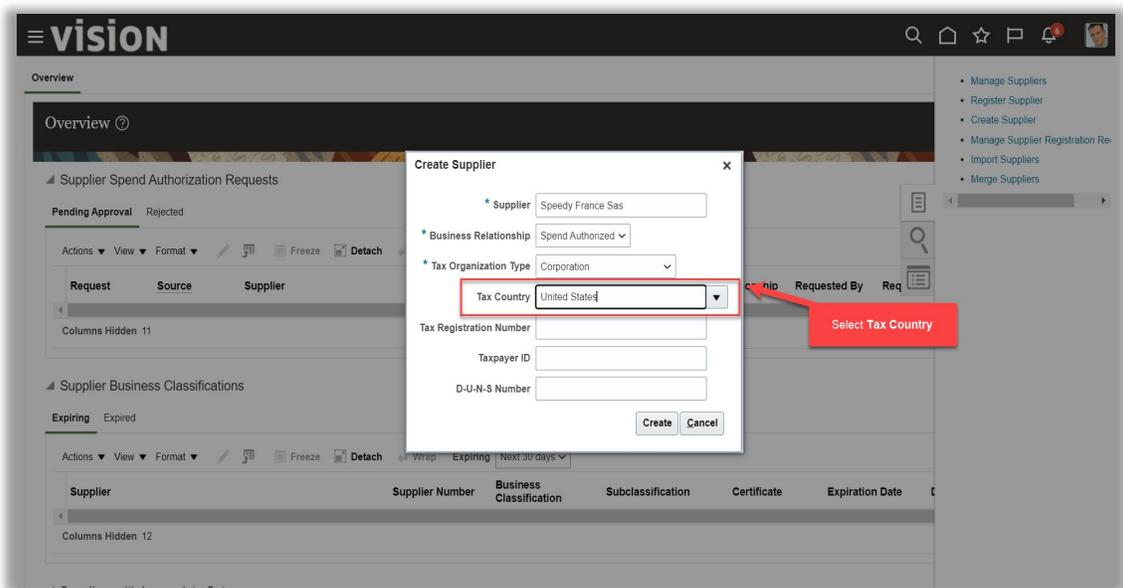
### Select Business Relationship



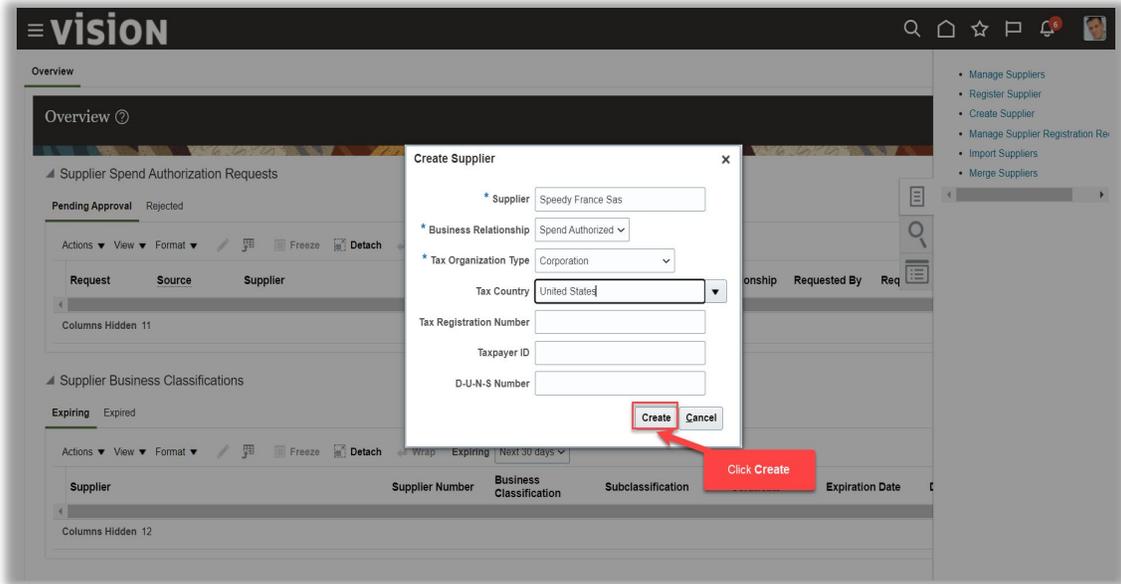
### Select Tax Organization Type



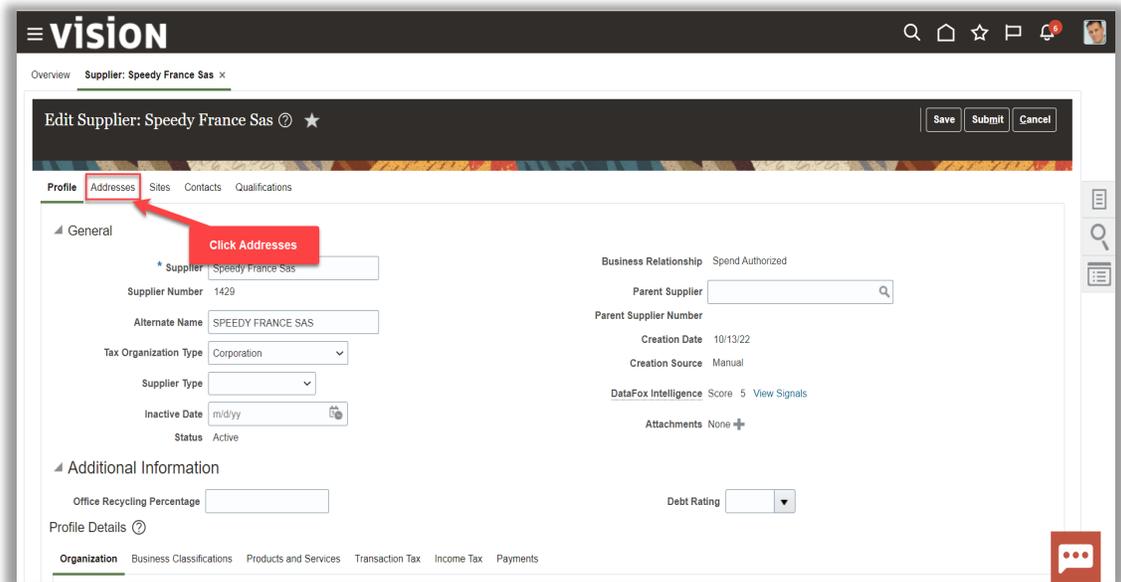
Select Tax Country



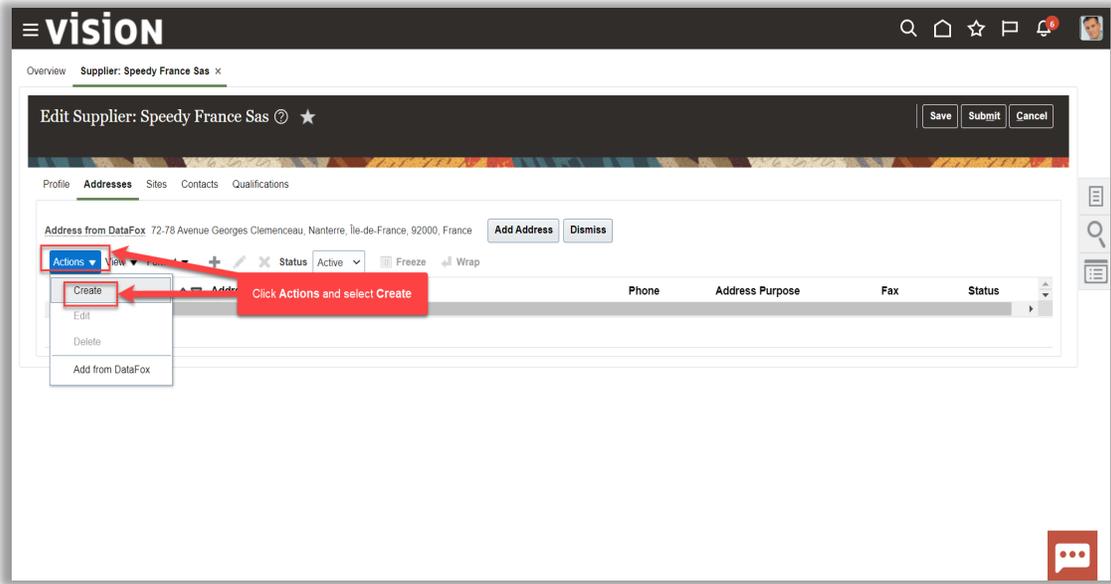
Click Create



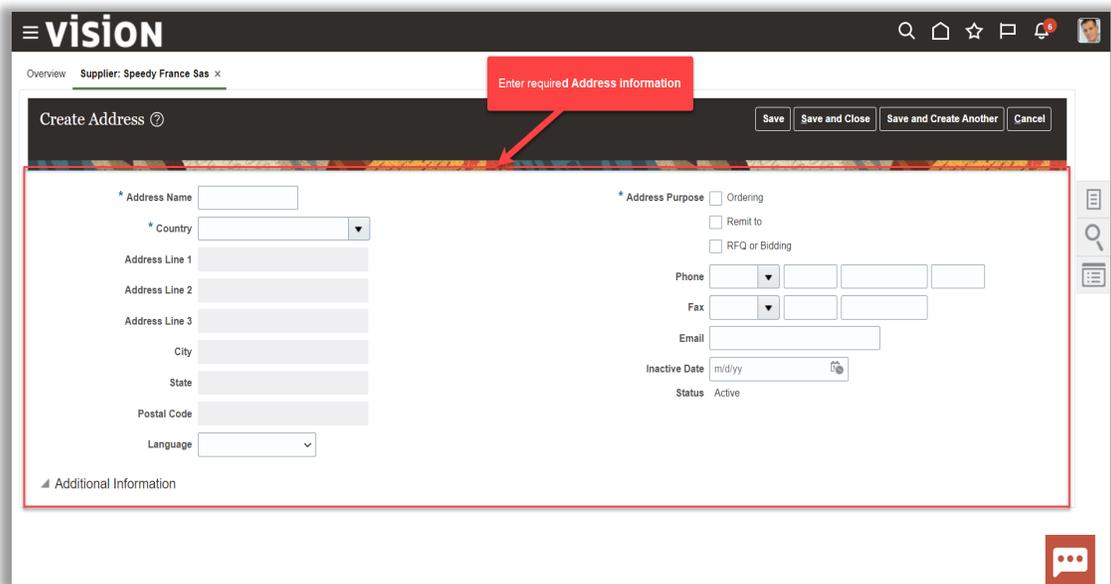
Click Addresses



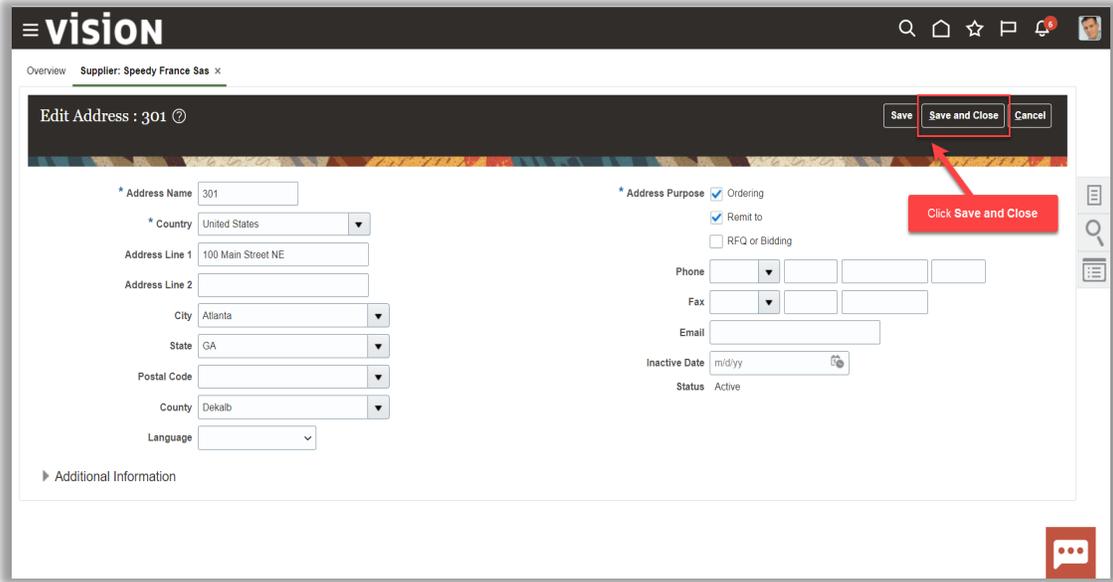
Click Actions and select Create



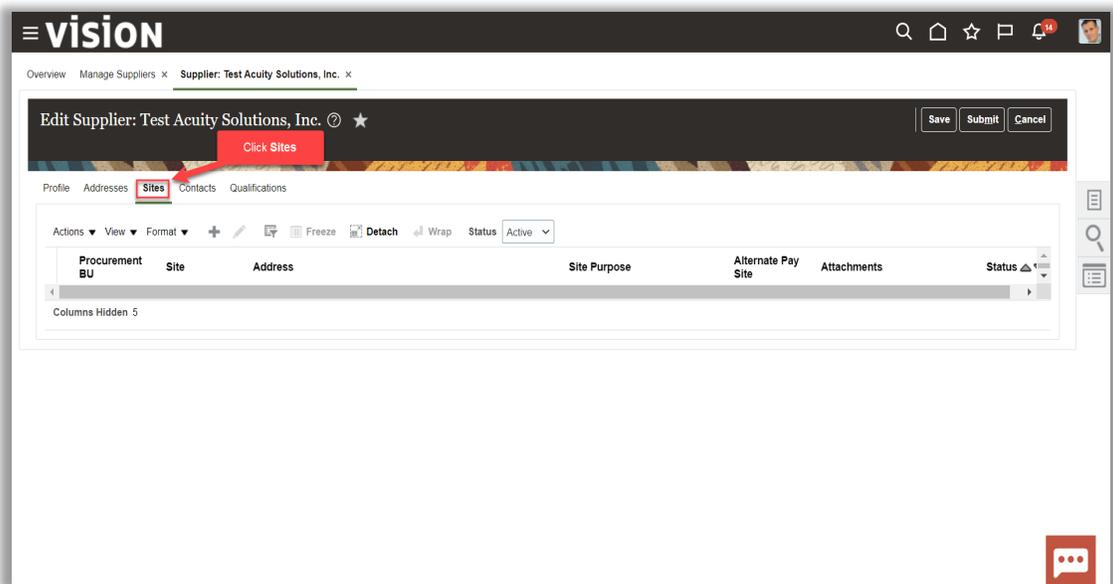
### Enter required Address Information



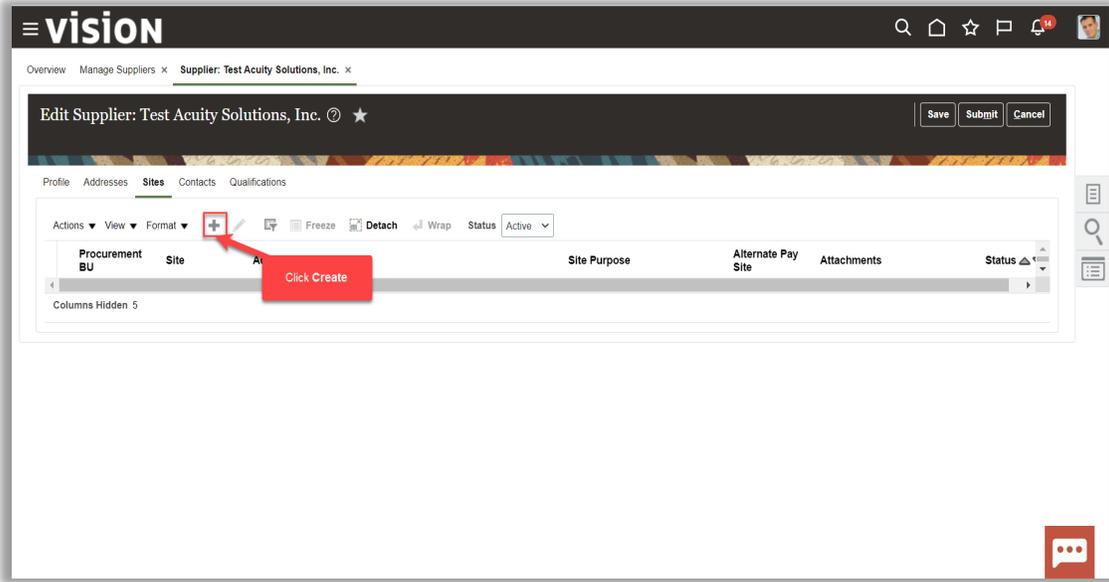
### Click Save and Close



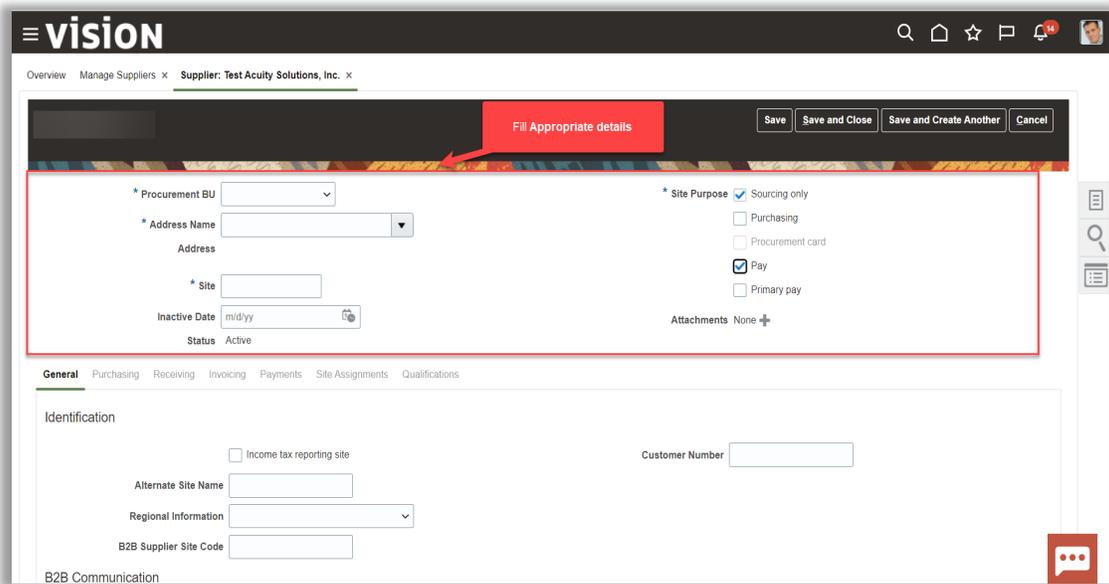
Click Sites



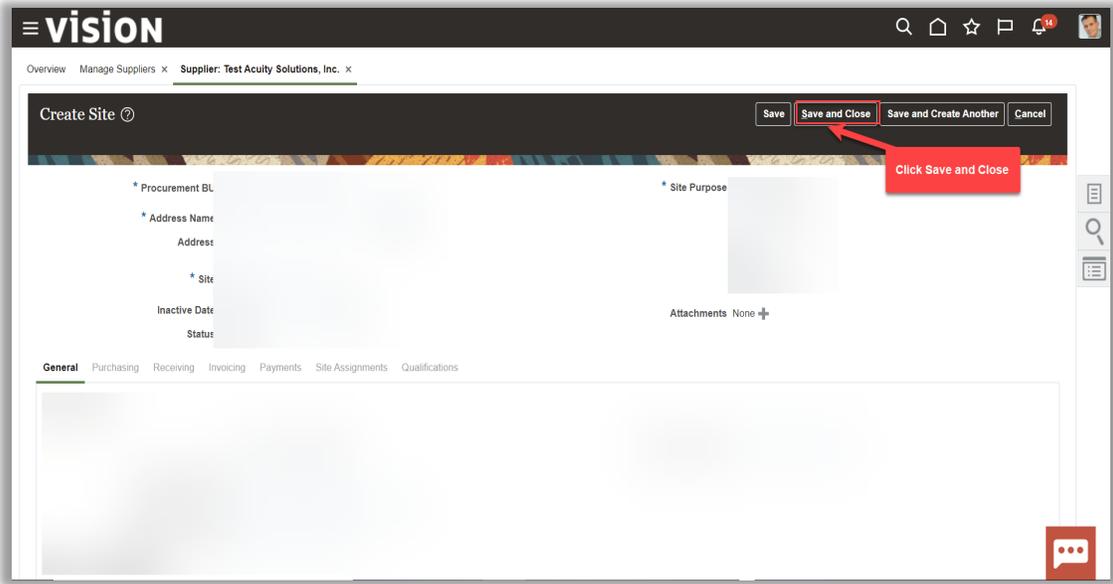
Click Create



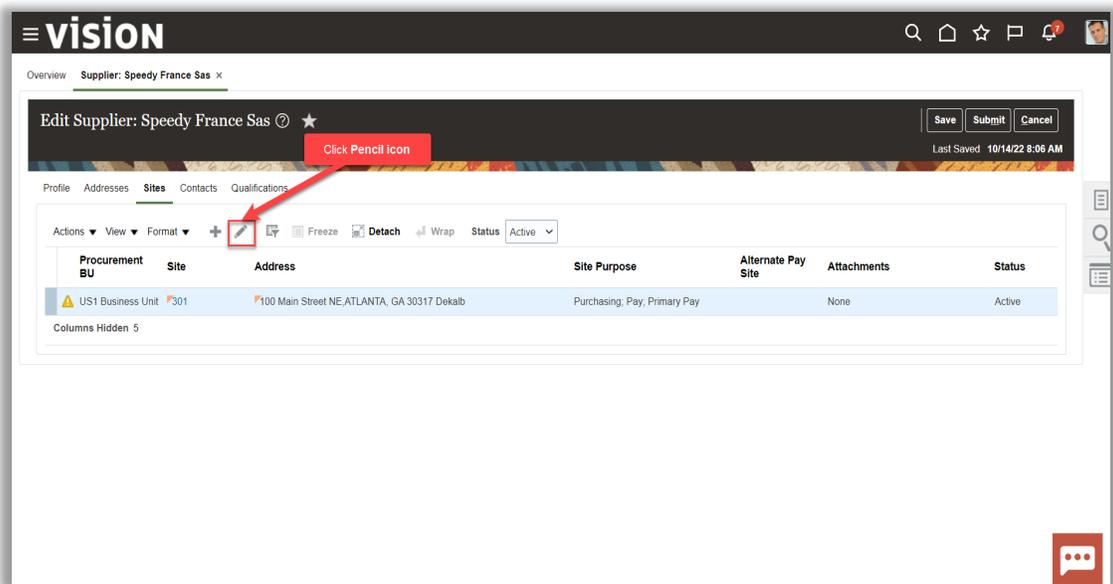
### Fill Appropriate details



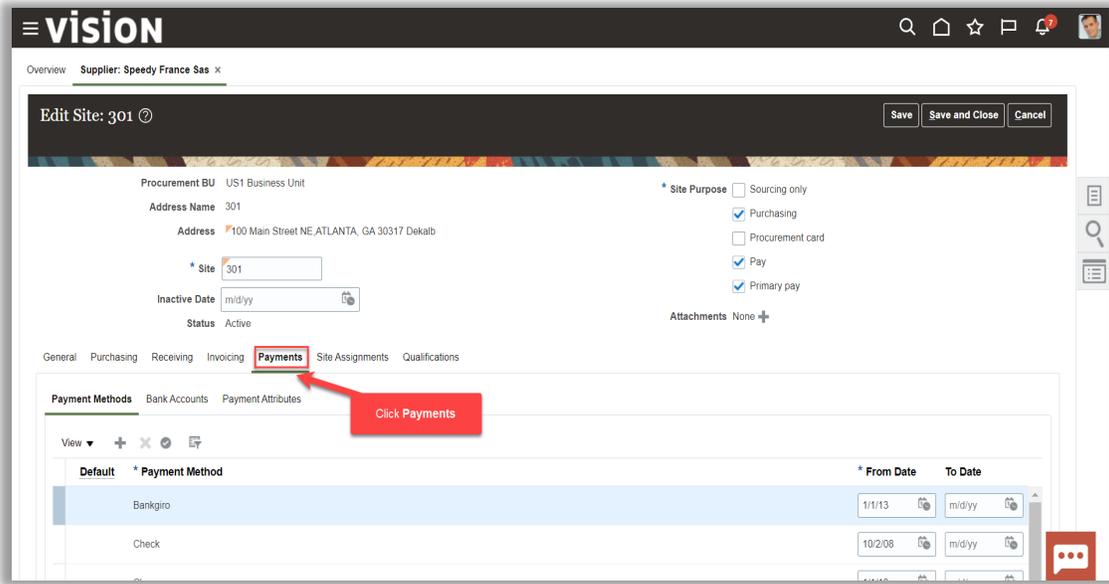
### Click Save and Close



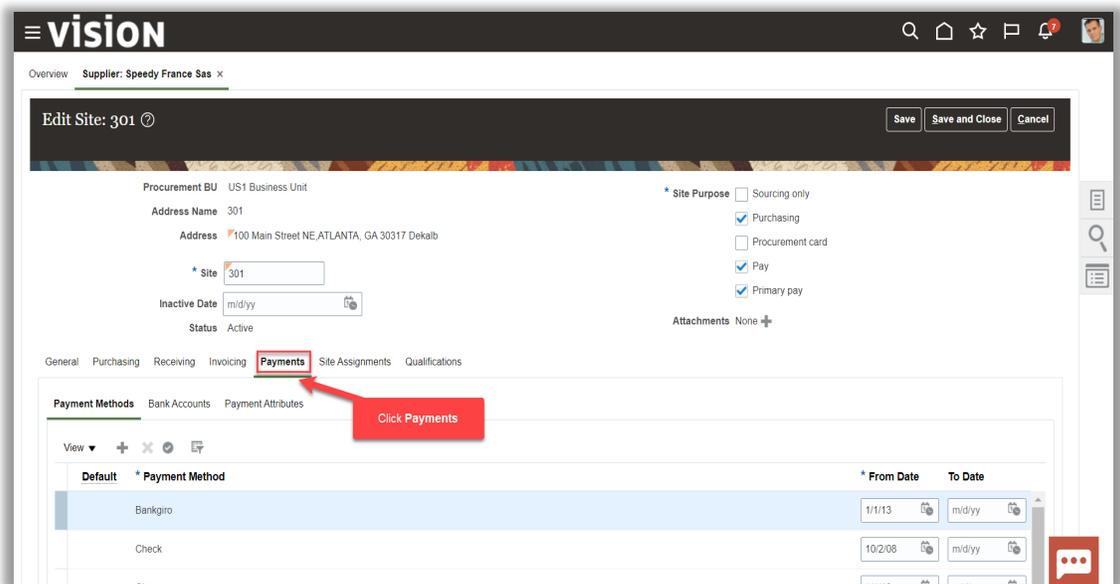
Click Pencil Icon



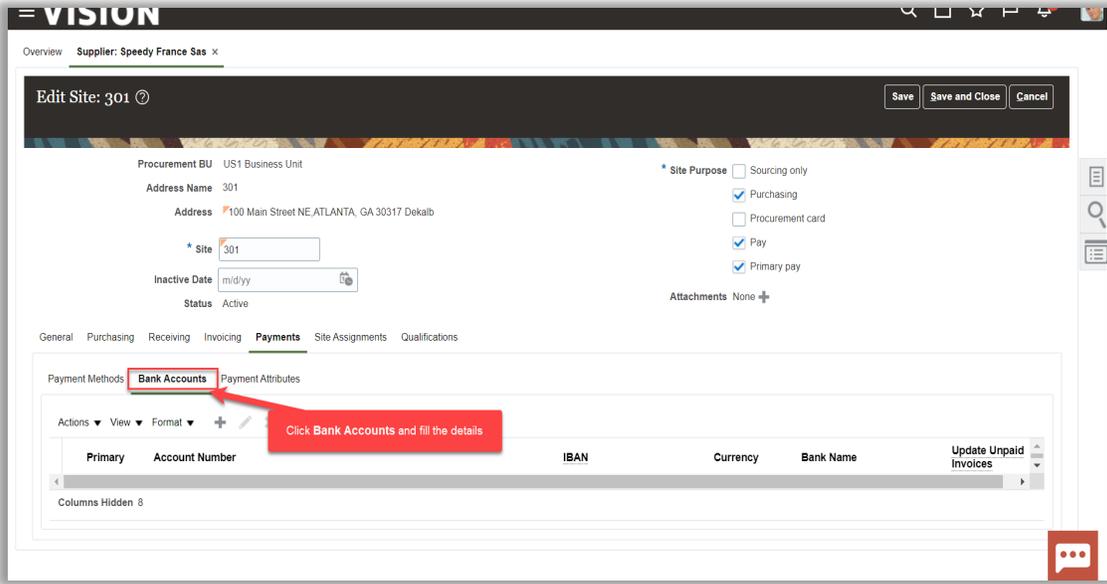
Click Payments



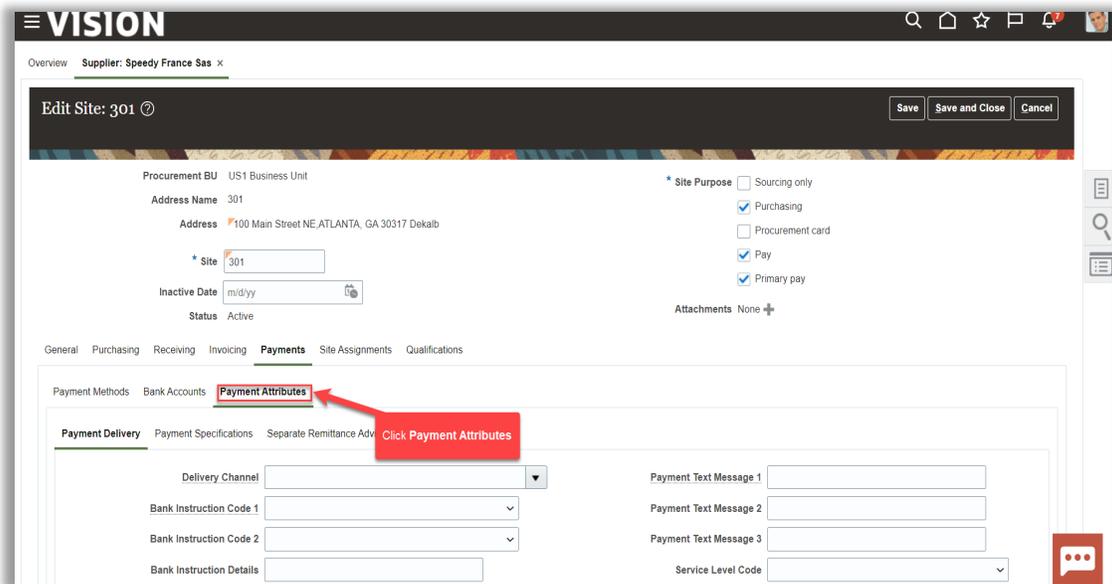
Click **Payments Methods** and fill the details



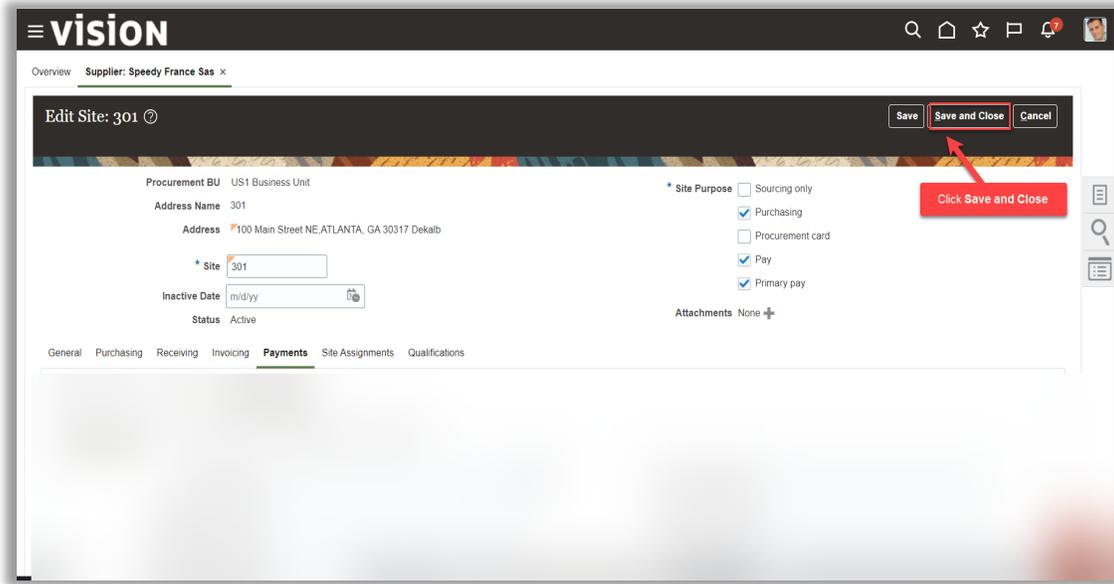
Click **Bank Accounts** and fill the details



Click **Payment Attributes** and fill the details



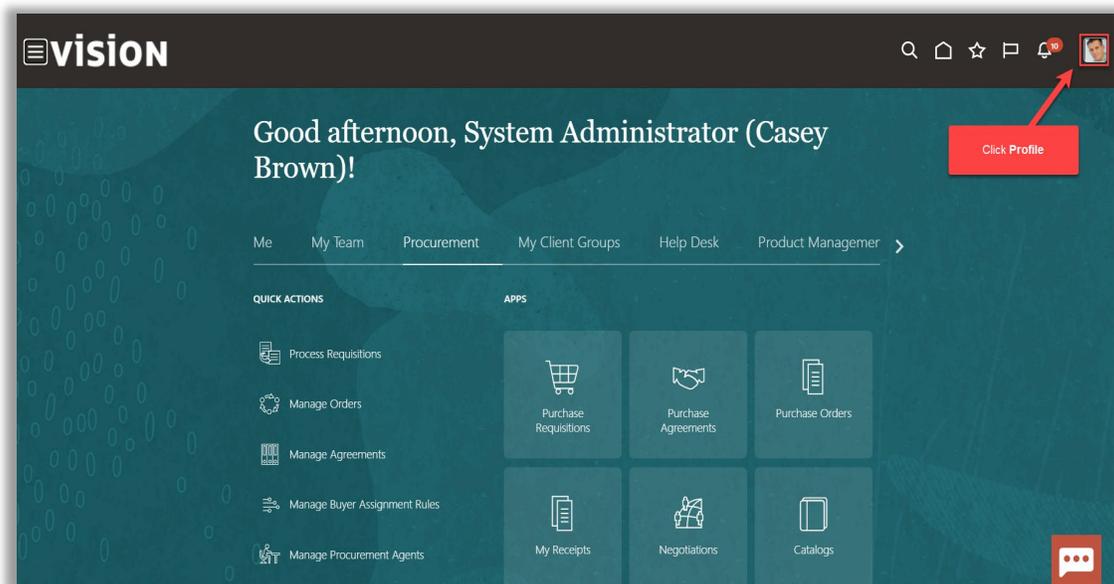
Click **Save and Close**



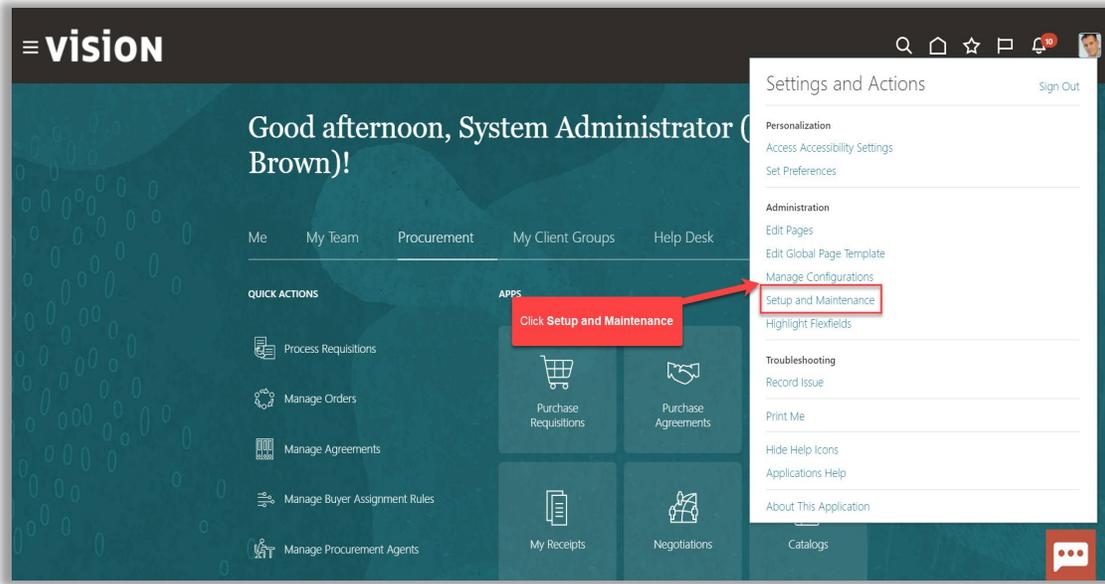
### Add A Year To An Existing Calendar

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

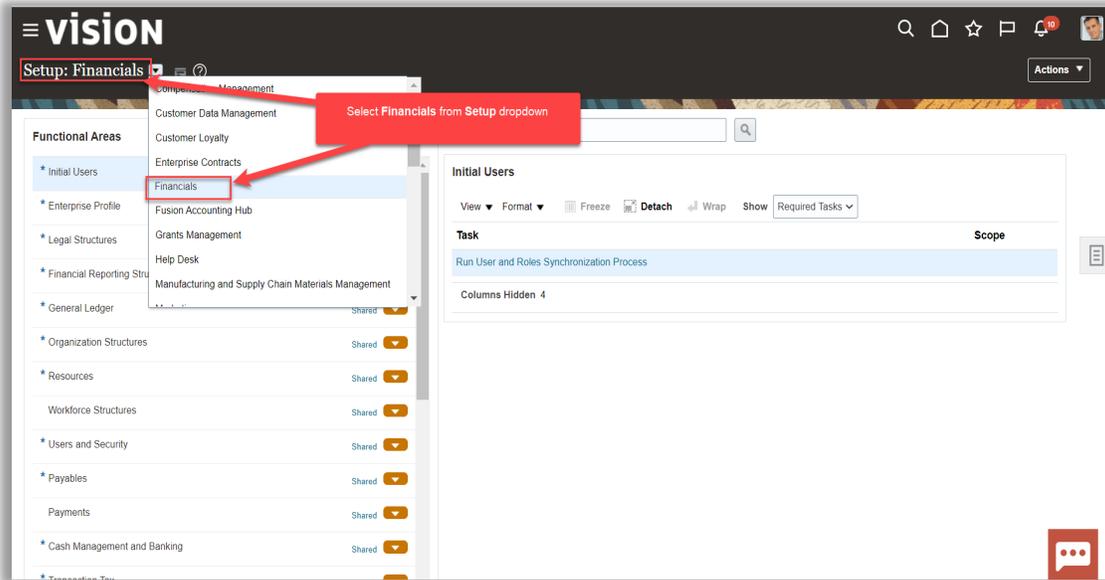
From home screen, Click **Profile**



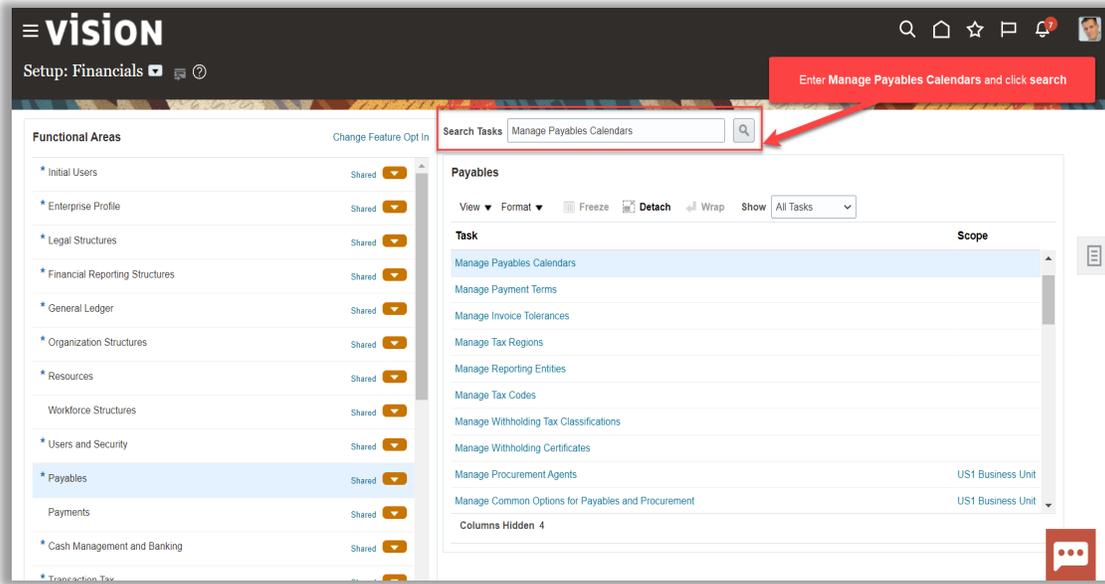
Click **Setup and Maintenance**



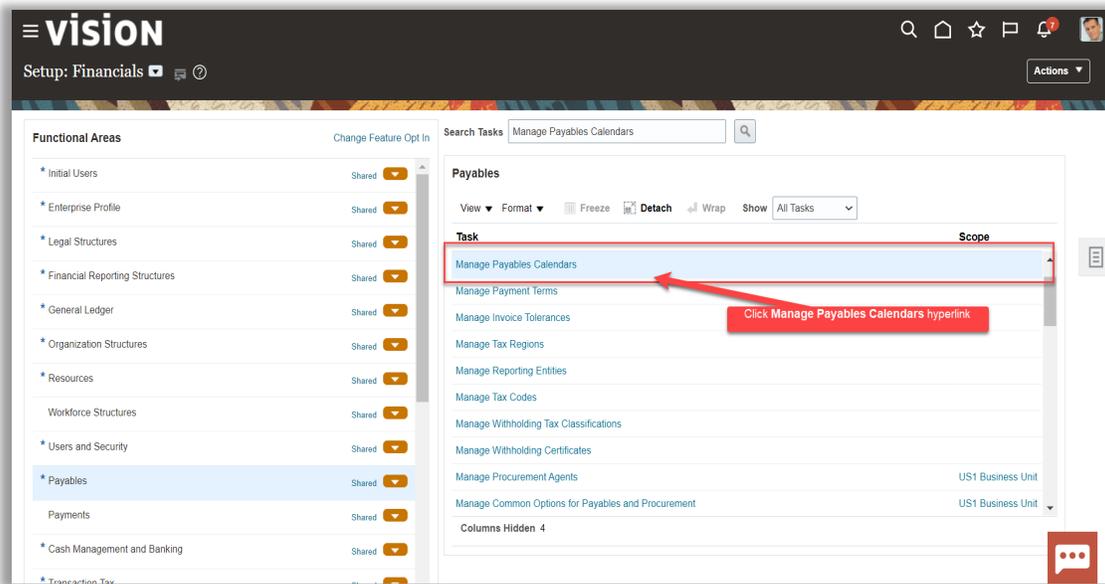
Select Financials from Setup dropdown



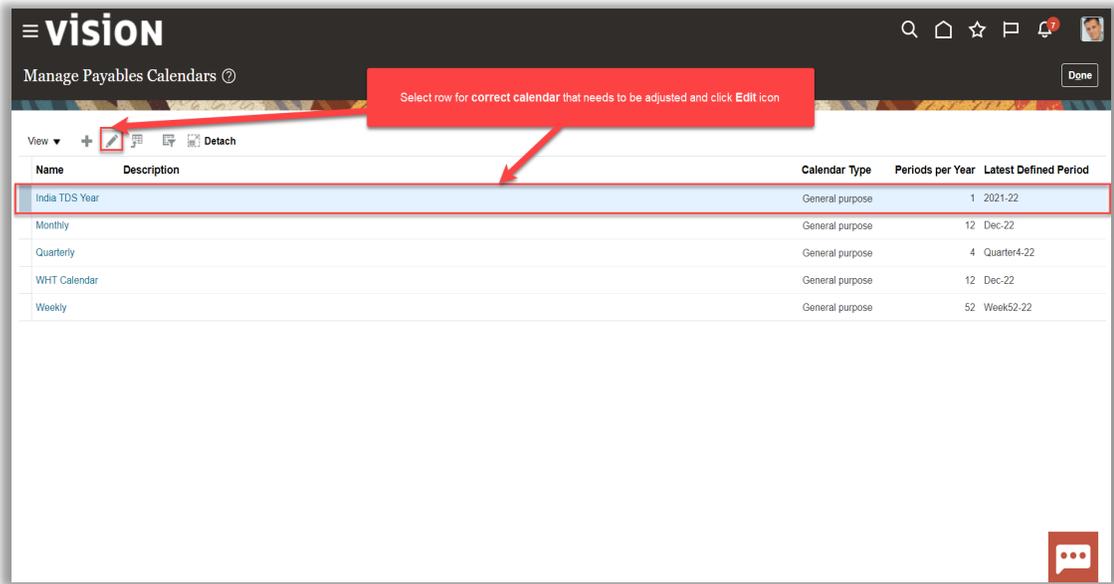
Enter Manage Payables Calendars and click Search



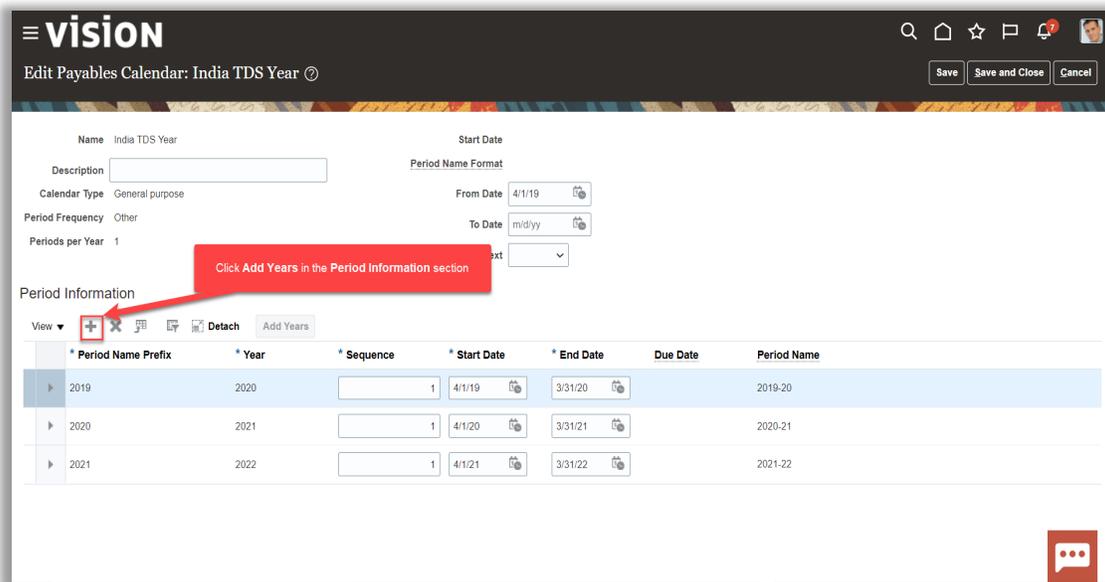
Click **Manage Payables Calendars** hyperlink



Select Row for **correct calendar** that needs to be adjusted and click **Edit** icon



Click **Add Years** in the **Period Information** section



Enter below details

**VISION**  
Edit Payables Calendar: India TDS Year

Name: India TDS Year  
Description:   
Calendar Type: General purpose  
Period Frequency: Other  
Periods per Year: 1

Start Date:   
Period Name Format:   
From Date: 4/1/19  
To Date: m/d/yy  
Context:

**Period Information**

View:

* Period Name Prefix	* Year	* Sequence	* Start Date	* End Date	Due Date	Period Name
test	2023	1	10/14/22	10/28/23		test-23
2019	2020	1	4/1/19	3/31/20		2019-20
2020	2021	1	4/1/20	3/31/21		2020-21
2021	2022	1	4/1/21	3/31/22		2021-22

Click **Save and Close**

**VISION**  
Edit Payables Calendar: India TDS Year

Name: India TDS Year  
Description:   
Calendar Type: General purpose  
Period Frequency: Other  
Periods per Year: 1

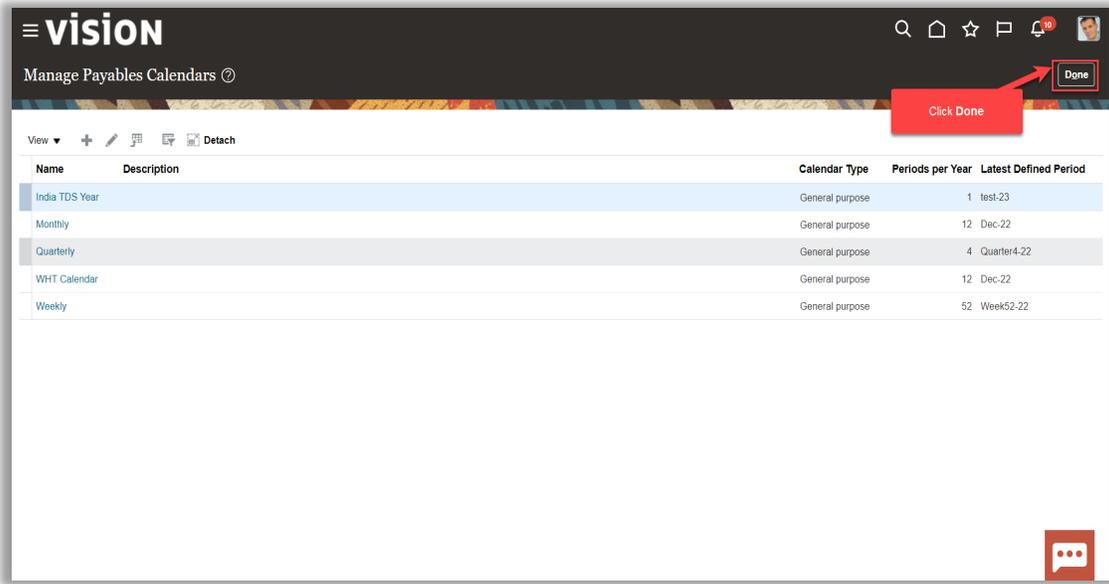
Start Date:   
Period Name Format:   
From Date: 4/1/19  
To Date: m/d/yy  
Context:

**Period Information**

View:

* Period Name Prefix	* Year	* Sequence	* Start Date	* End Date	Due Date	Period Name
test	2023	1	10/14/22	10/28/23		test-23
2019	2020	1	4/1/19	3/31/20		2019-20
2020	2021	1	4/1/20	3/31/21		2020-21
2021	2022	1	4/1/21	3/31/22		2021-22

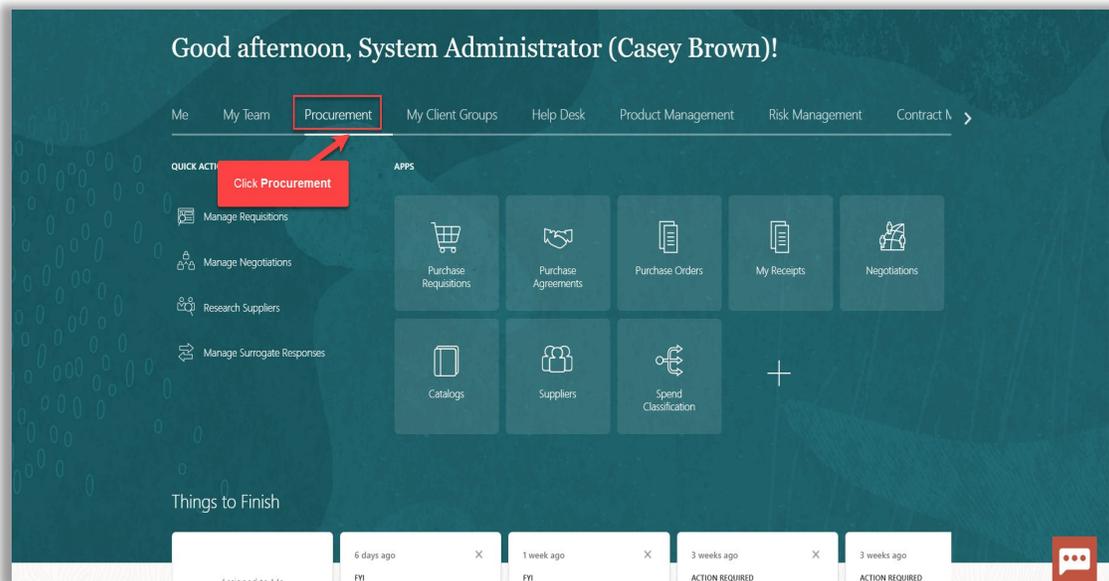
Click **Done**



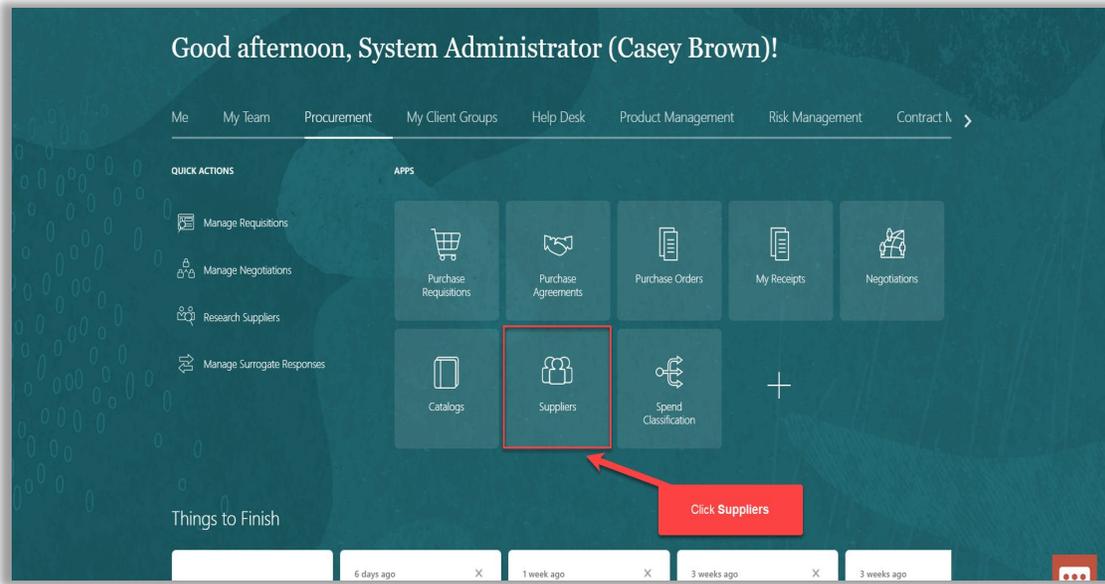
## Creating A 1099 Vendor

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

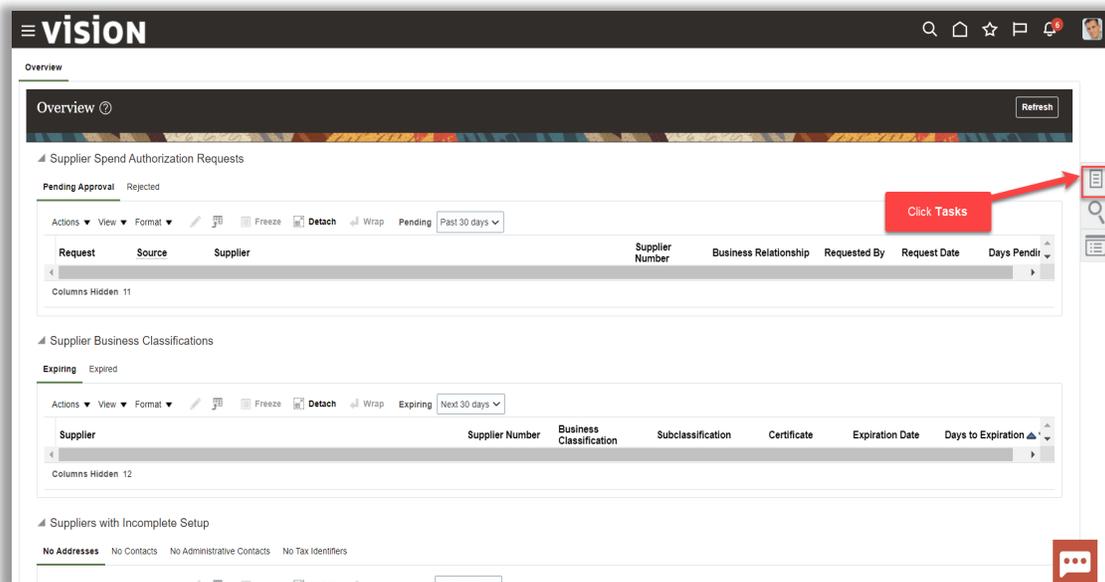
From home screen, click **Procurement**



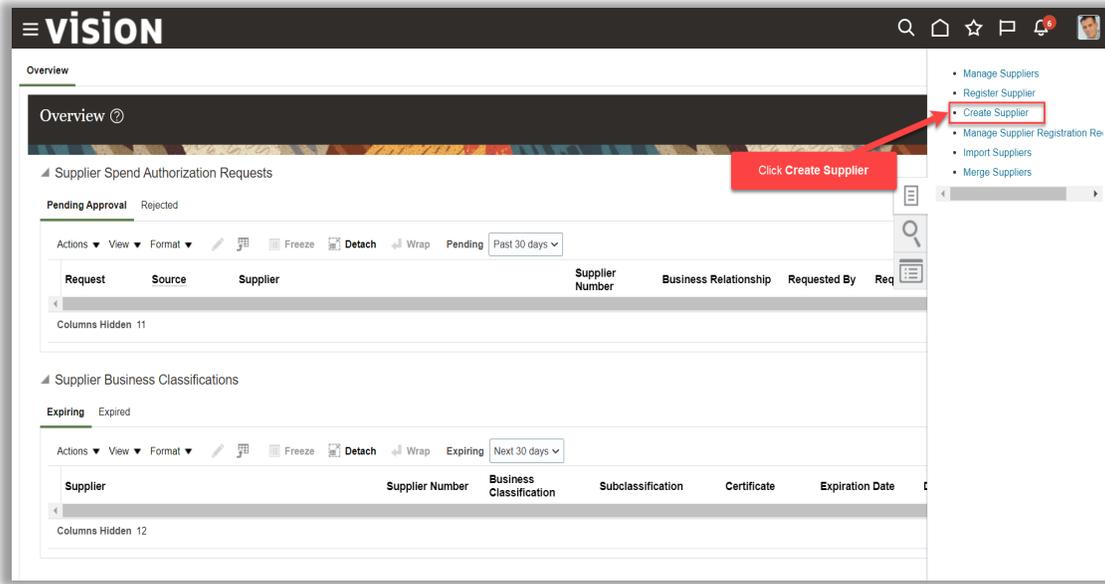
Click **Suppliers**



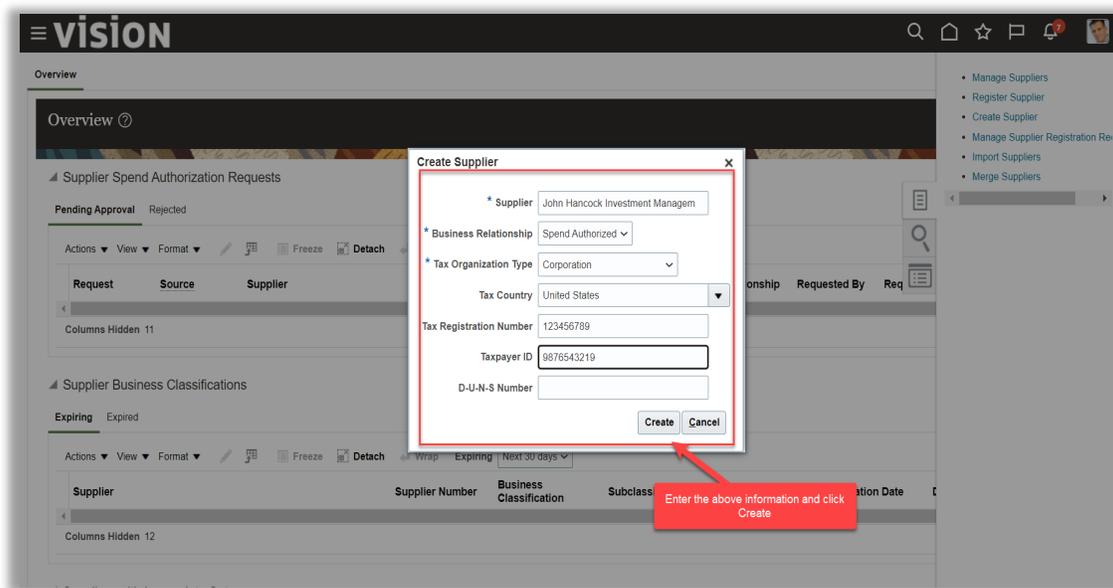
## Click Tasks



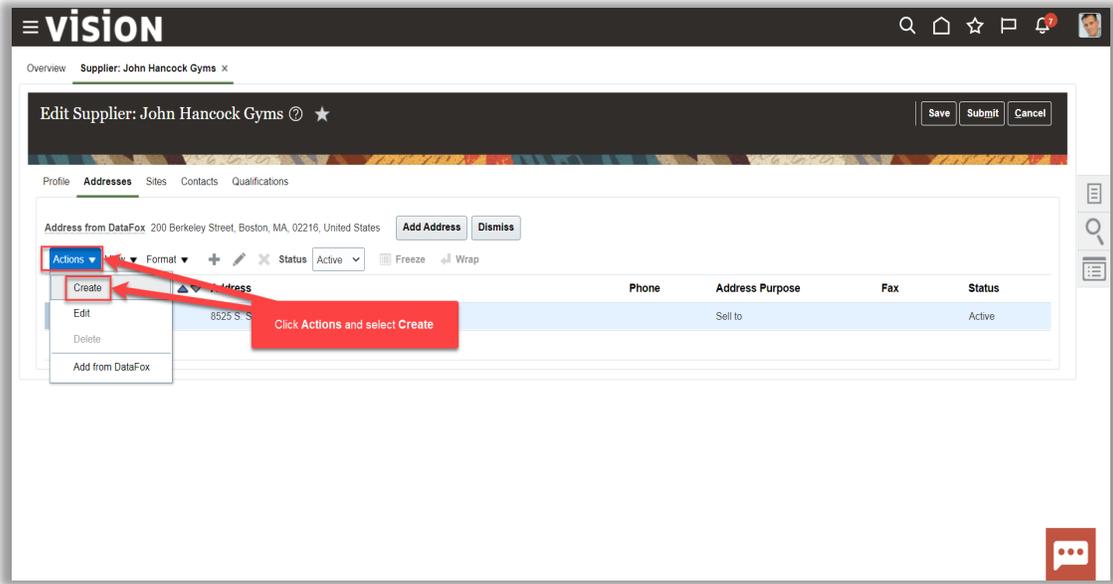
## Click Create Supplier



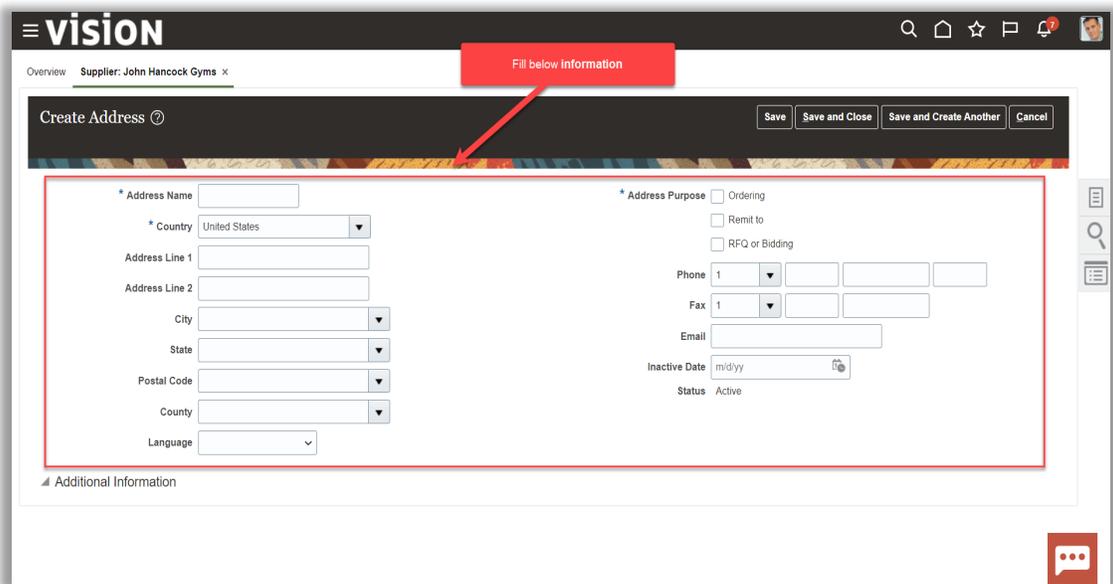
Enter the above information and click **Create**



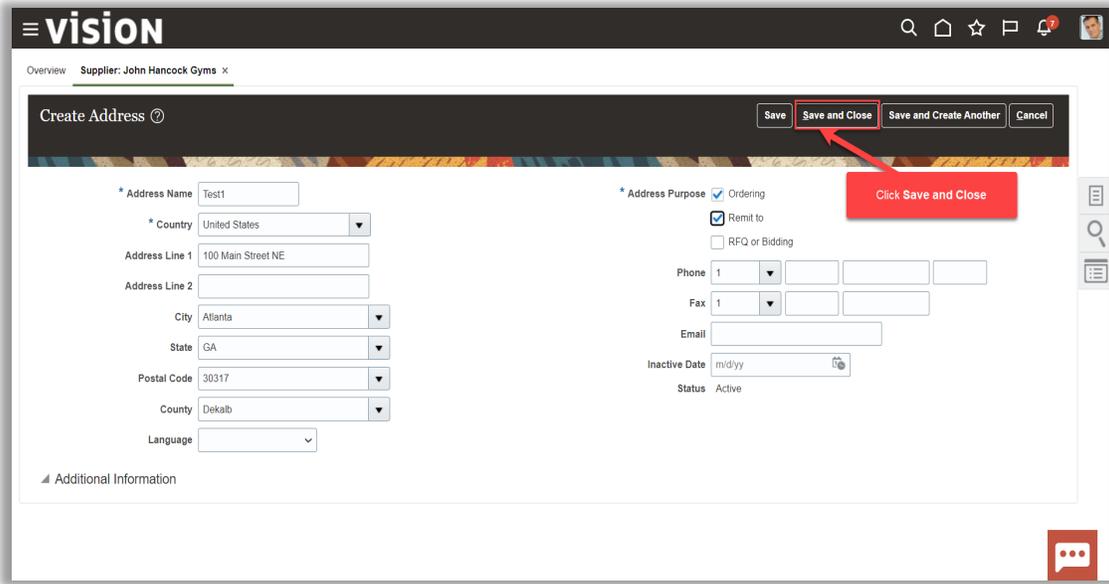
Under Address tab click **Actions** and select **Create**



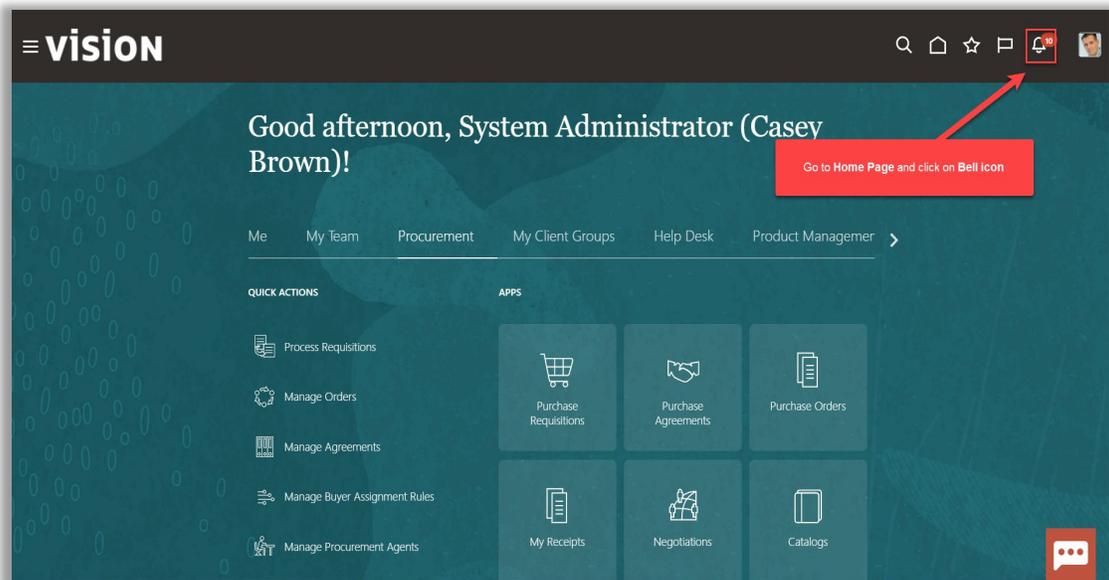
Fill below information



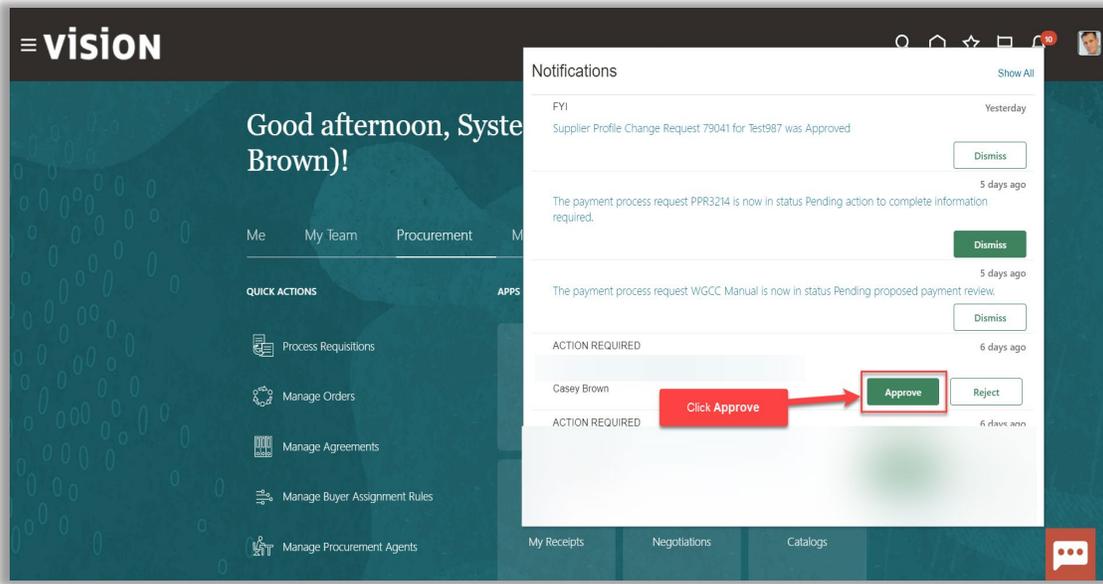
Click Save and Close



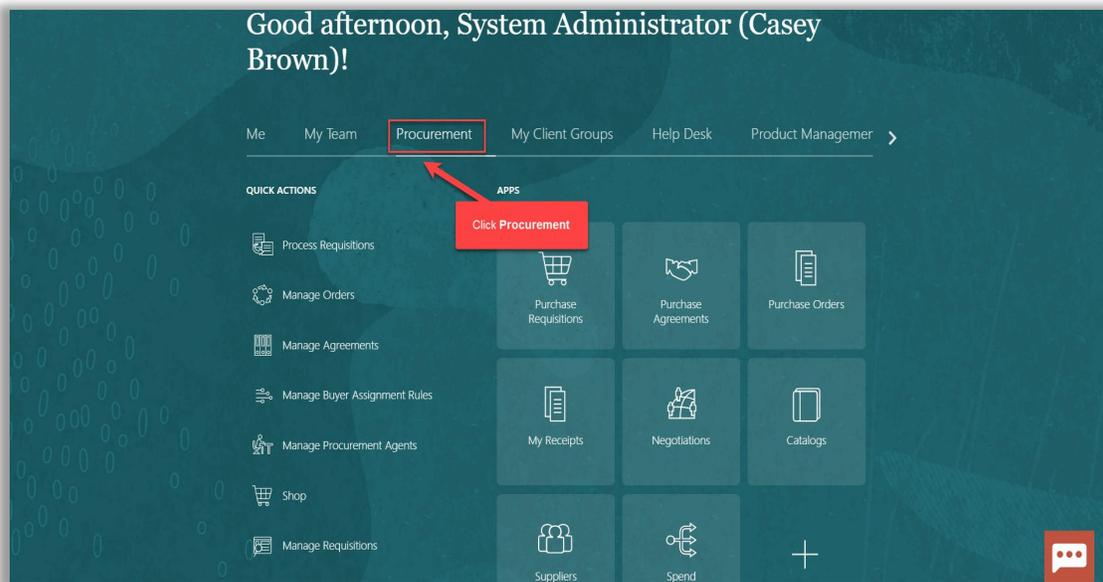
Go to **Home Page** and click on **Bell Icon**



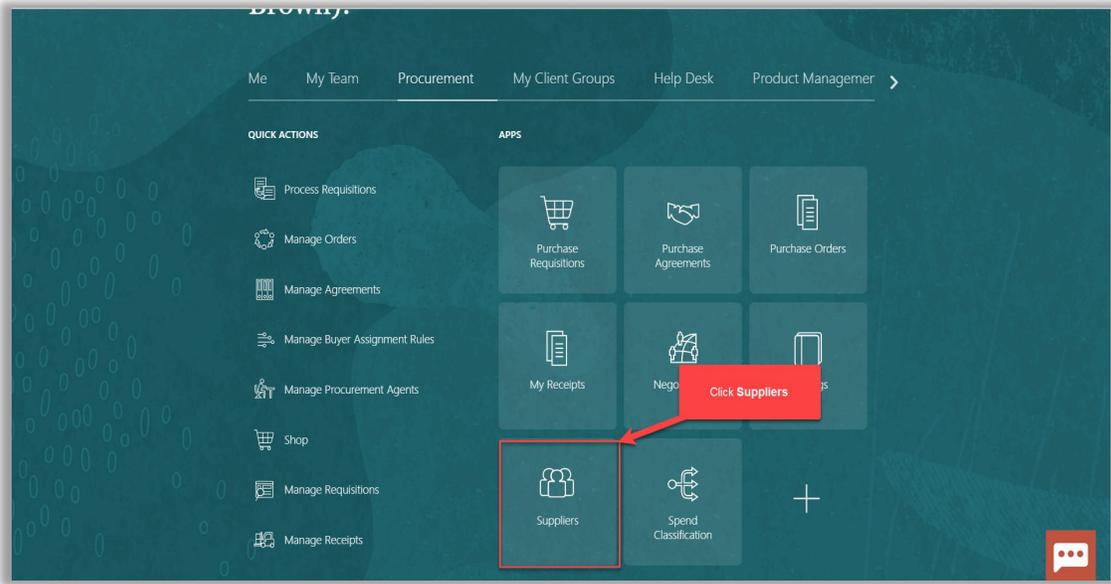
Click **Approve**



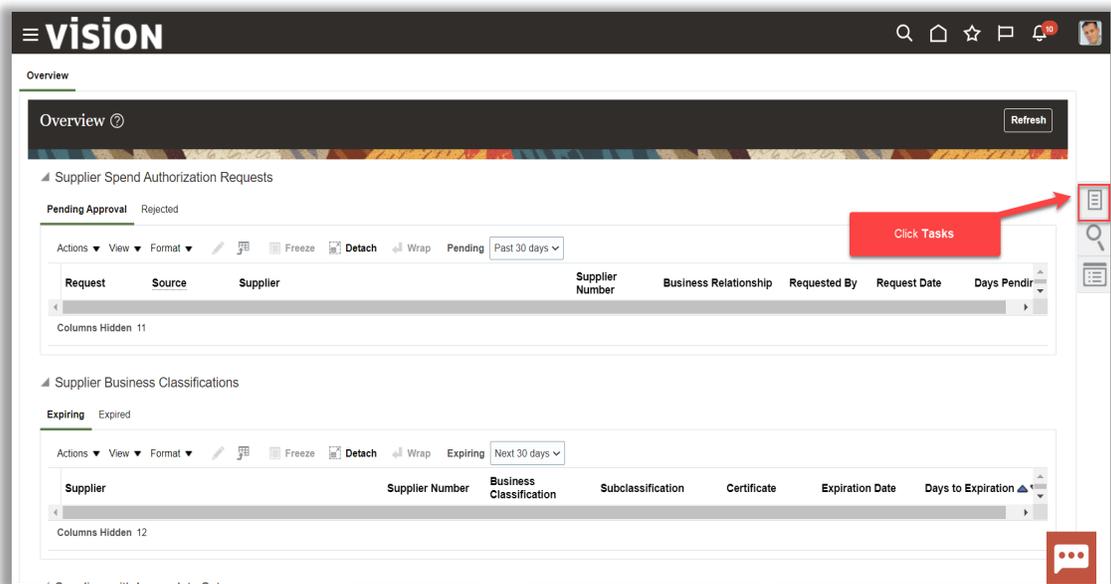
Click Procurement



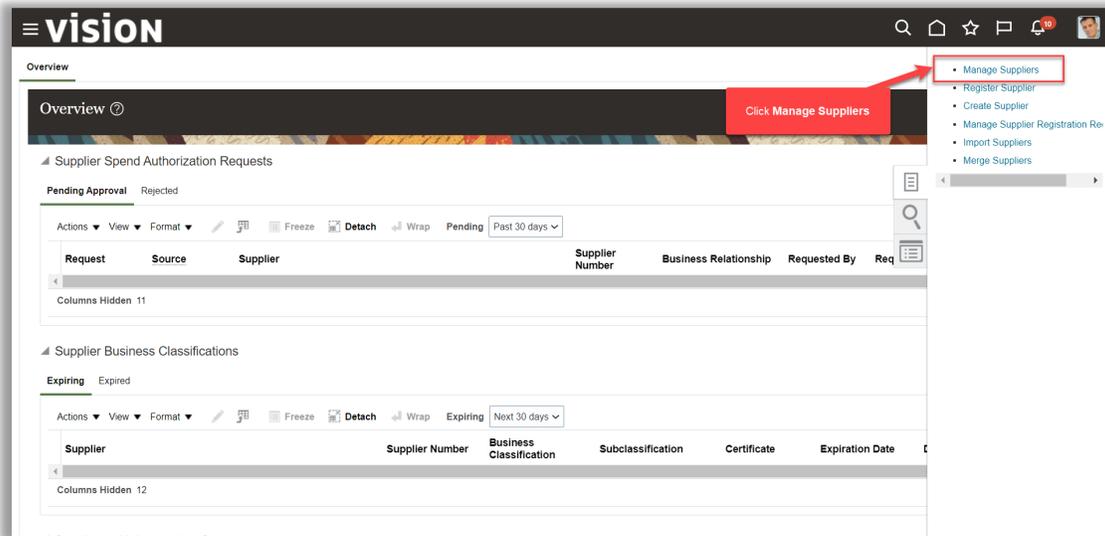
Click Suppliers



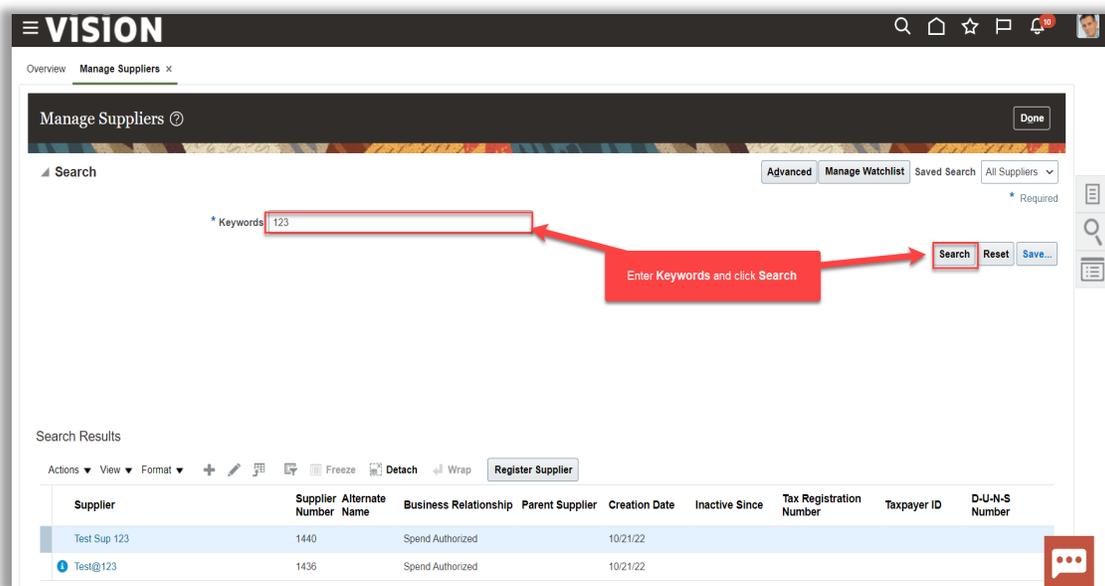
## Click Tasks



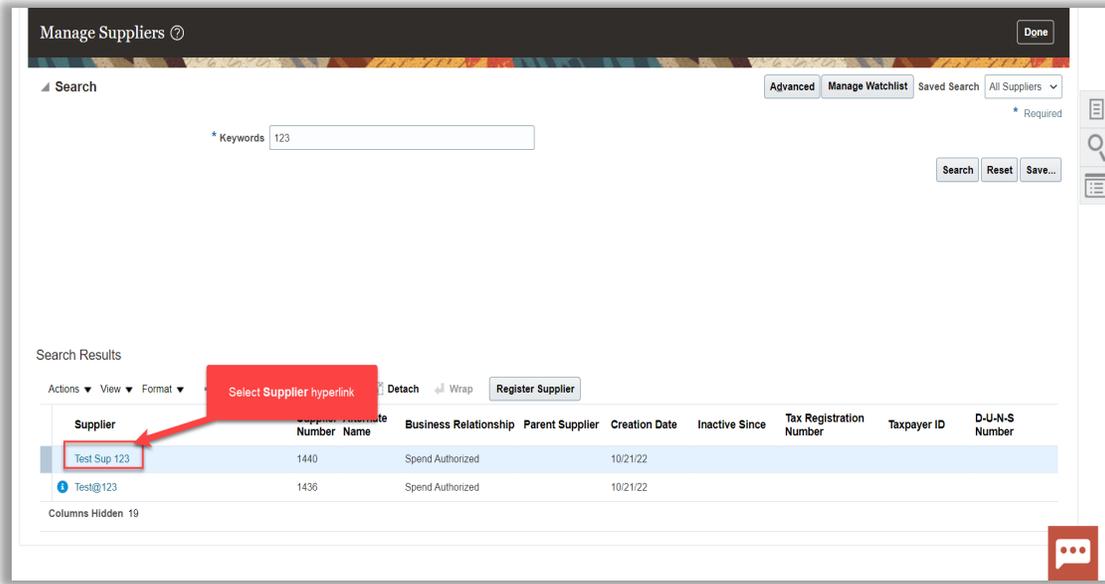
## Click Manage Suppliers



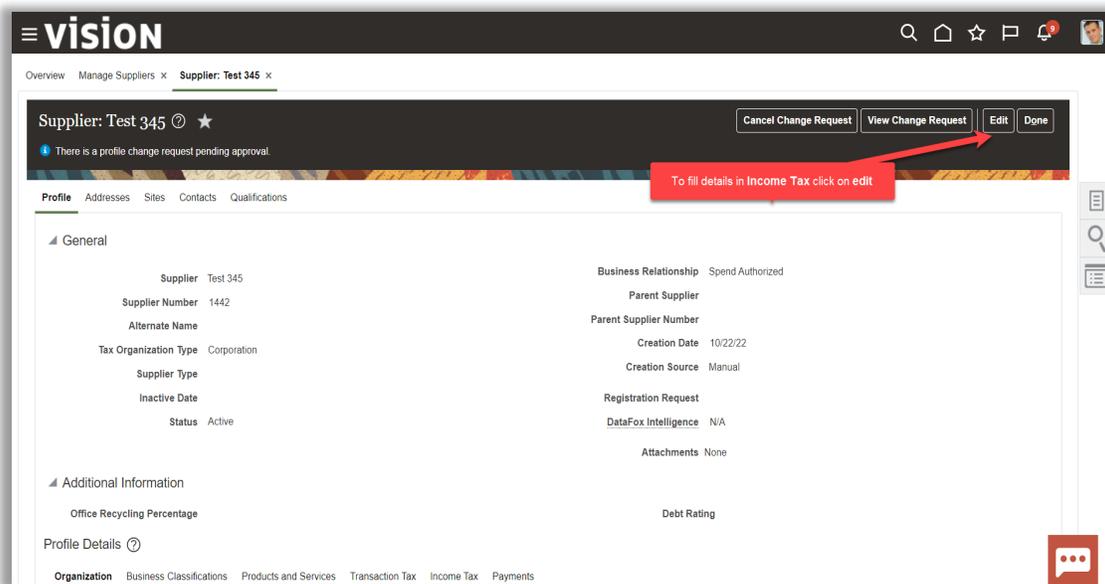
Enter Keywords and click Search



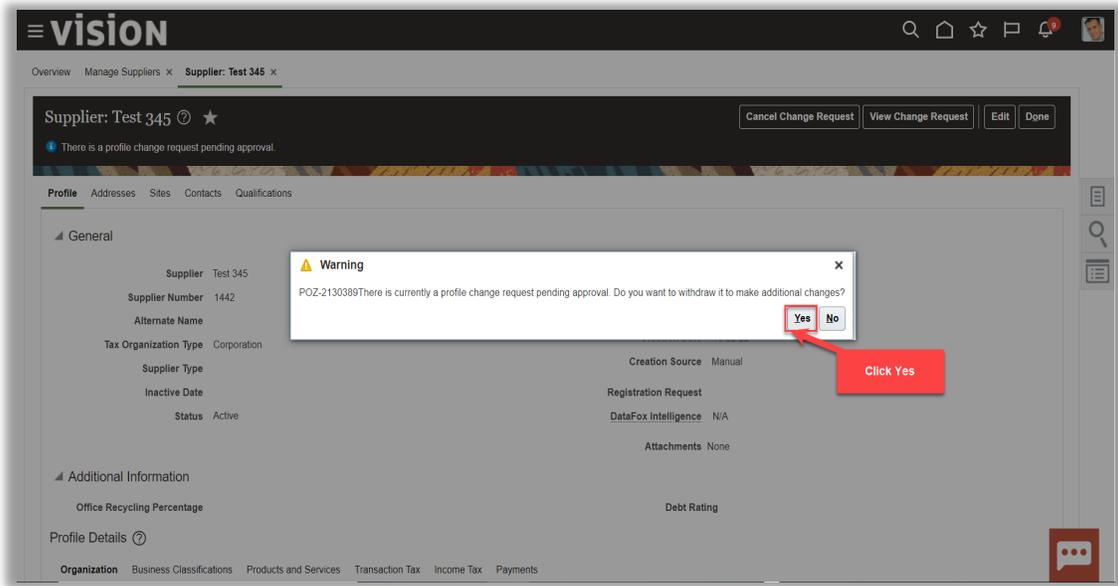
Select Supplier hyperlink



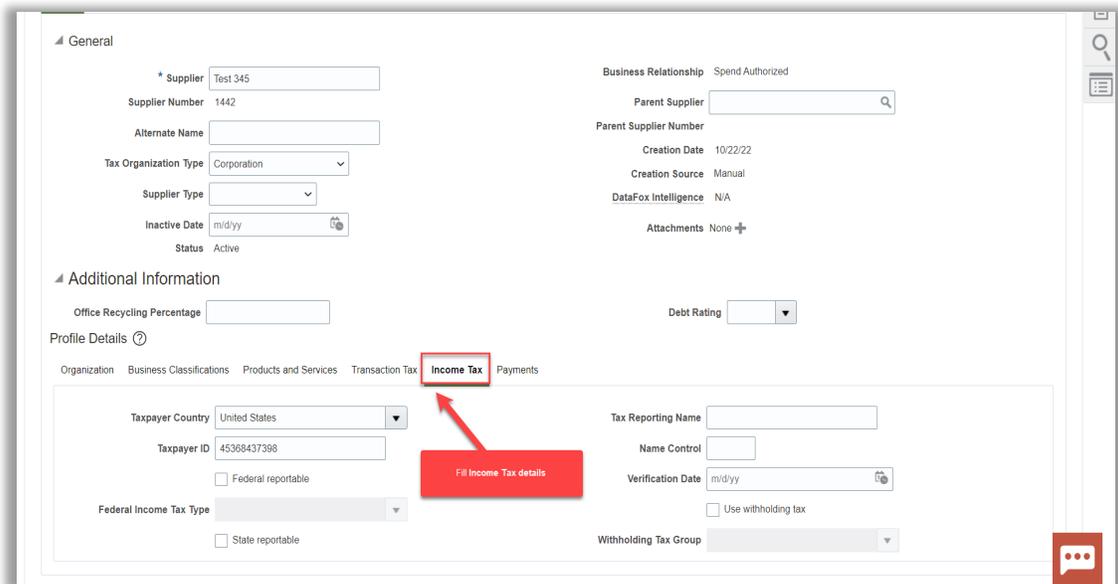
To fill details in **Income Tax** click **Edit**



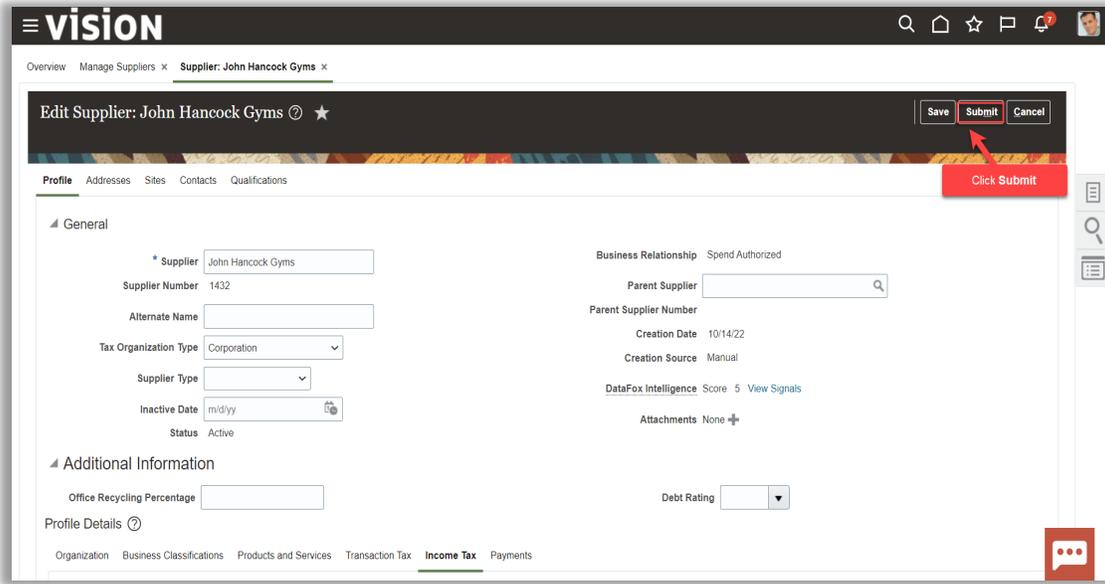
Click **Yes**



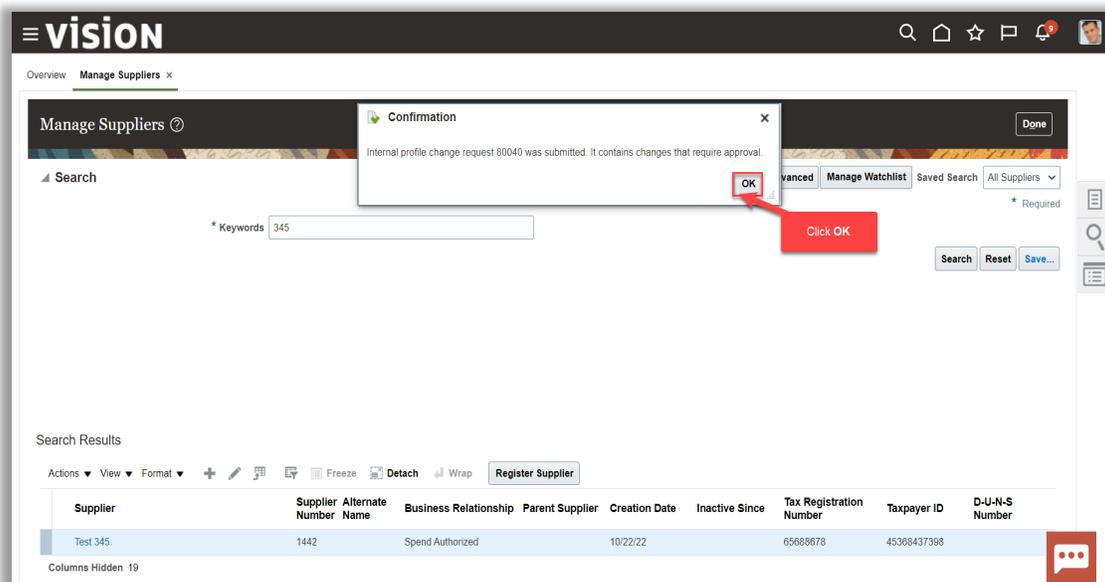
### Fill Income Tax details



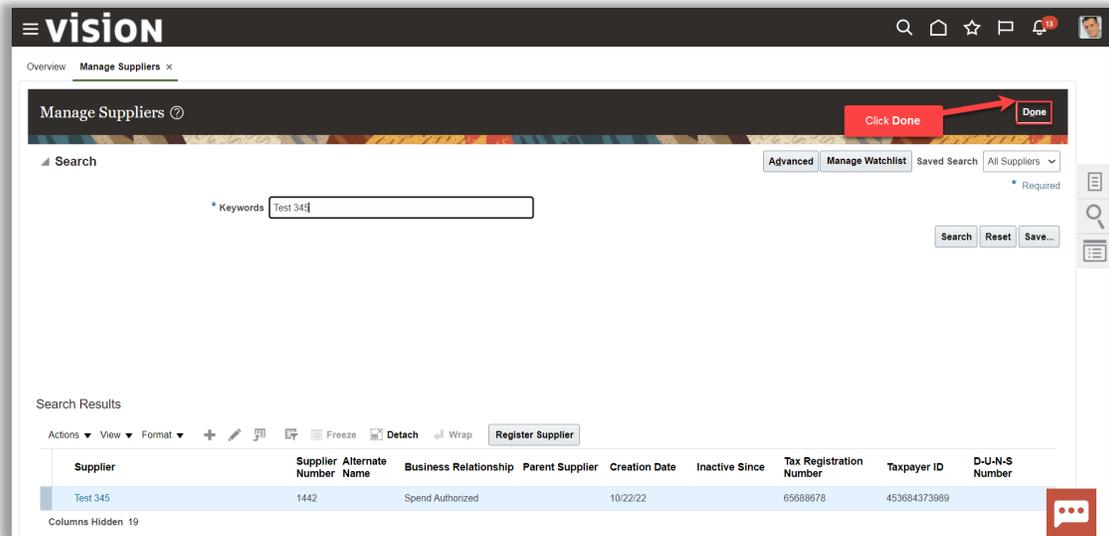
### Click Submit



Click OK



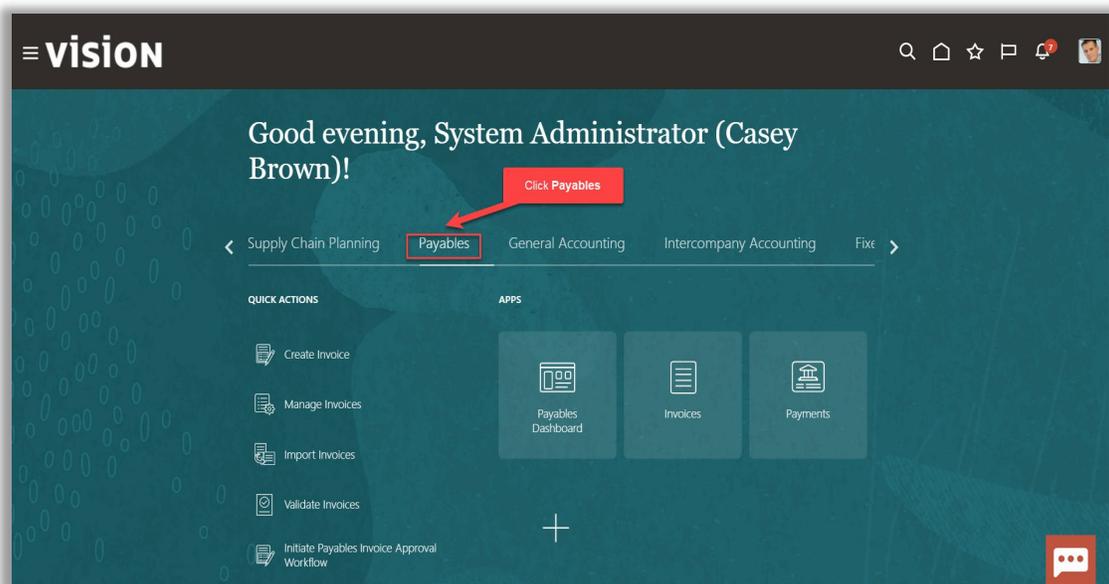
Click Done



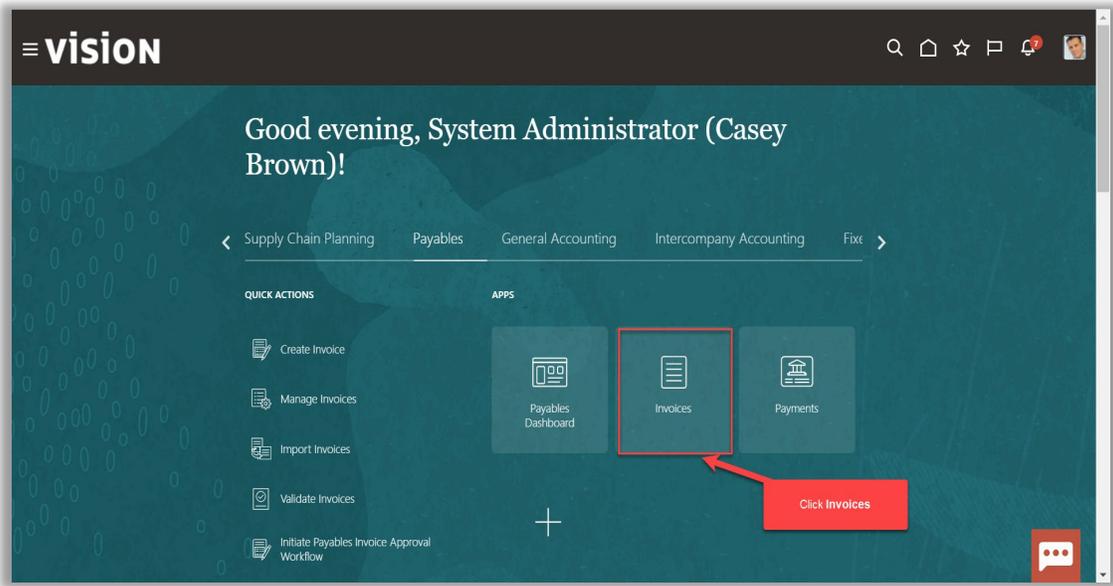
## Creating An Invoice In A Spreadsheet

Navigation: Payables>Invoices>Tasks>Create Invoice from spreadsheet>Click here to open file>Click Enable Editing>Click Yes>Login Credentials>Details>Save and Submit Invoice Report>OK>Payables>Invoices>Tasks>Manage Invoices>Invoice Number and click Search>Enter Invoice Number and click Search>Lines, Holds and Approvals, Payments, and Installments tabs to review details about the invoice>Done

From home screen, click **Payables**

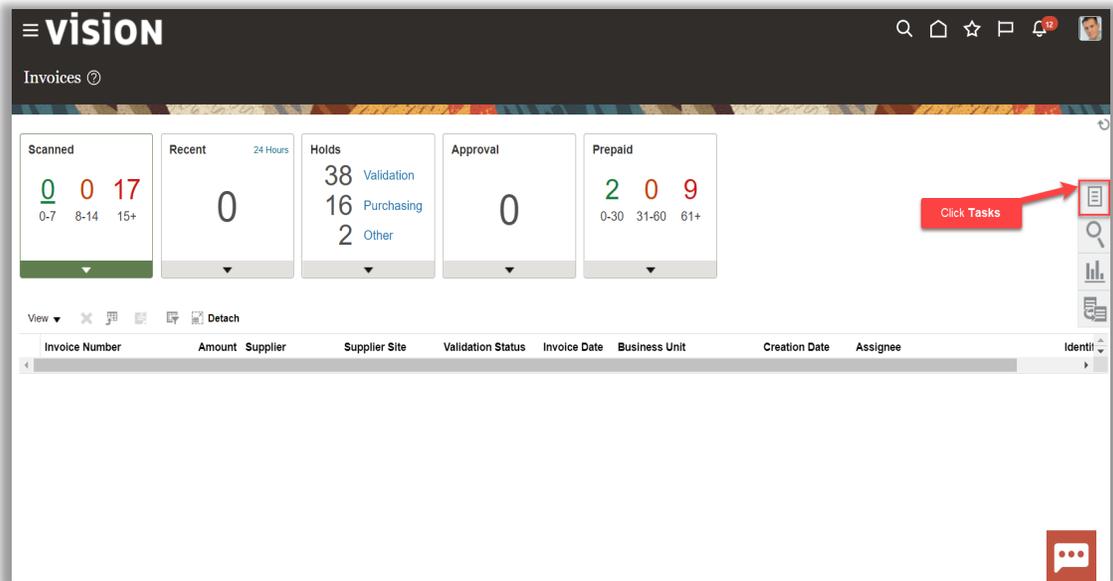


Click **Invoices**

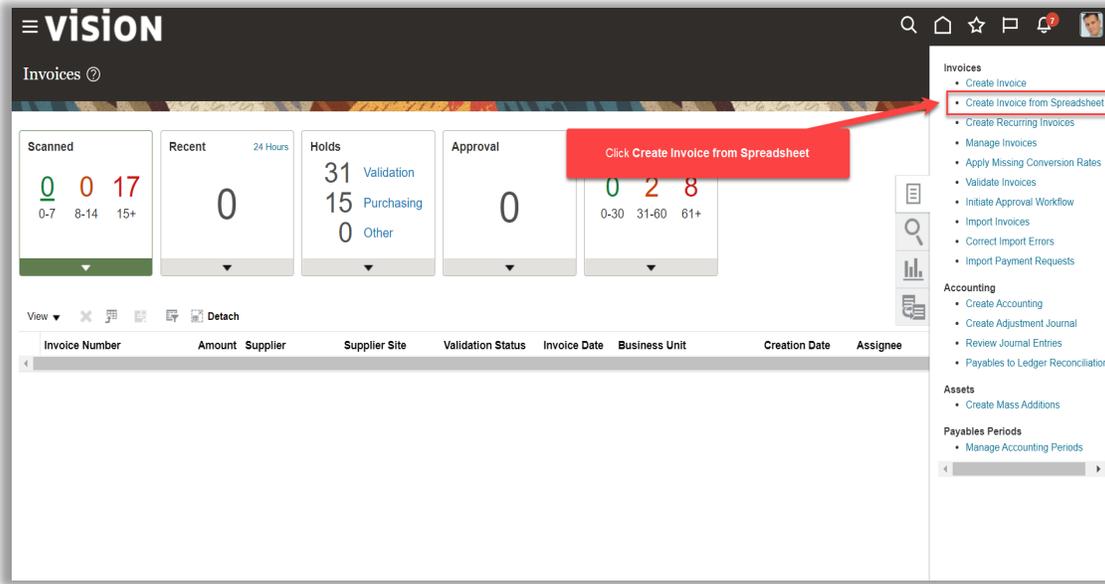


Note: Prior to opening the spreadsheet, Desktop Integration must be installed. This is done by going to Navigator -> Tools -> Download Desktop Integration Installer. Run the installer and follow the prompts until Desktop Integration is successfully installed

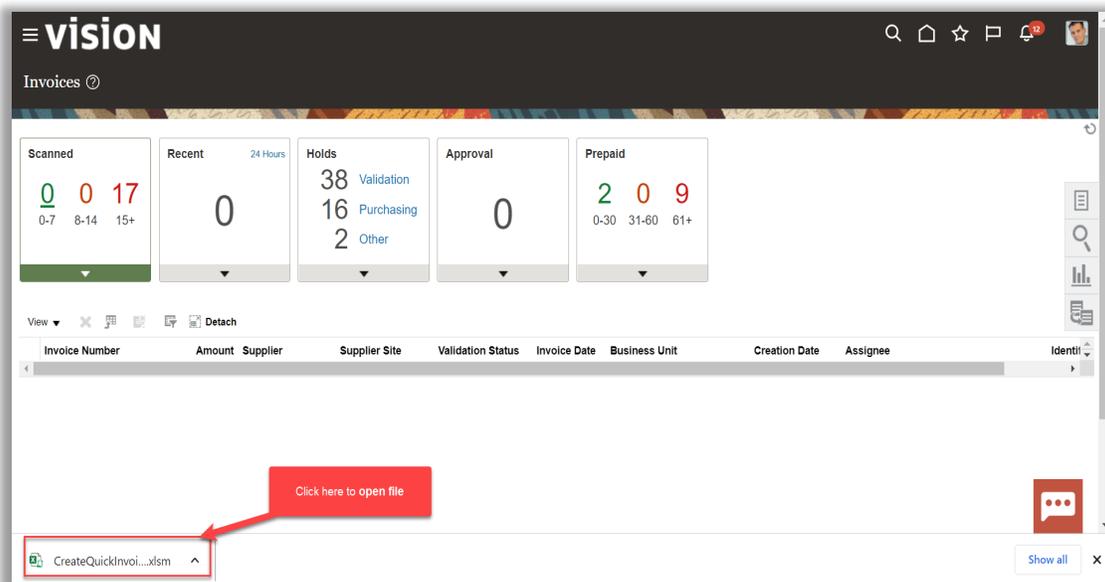
### Click Tasks



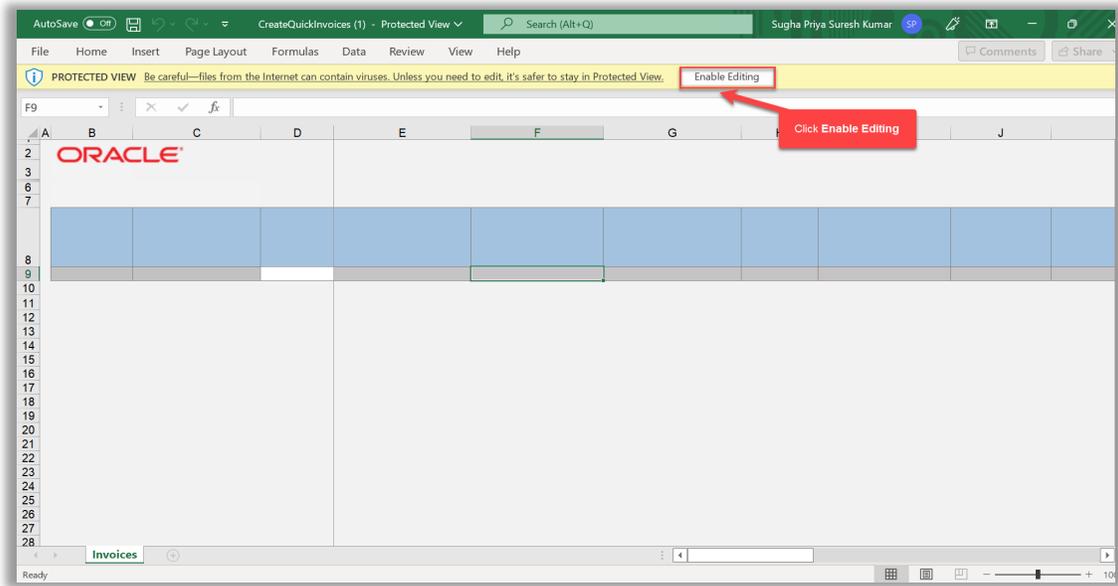
Click Create Invoice from spreadsheet



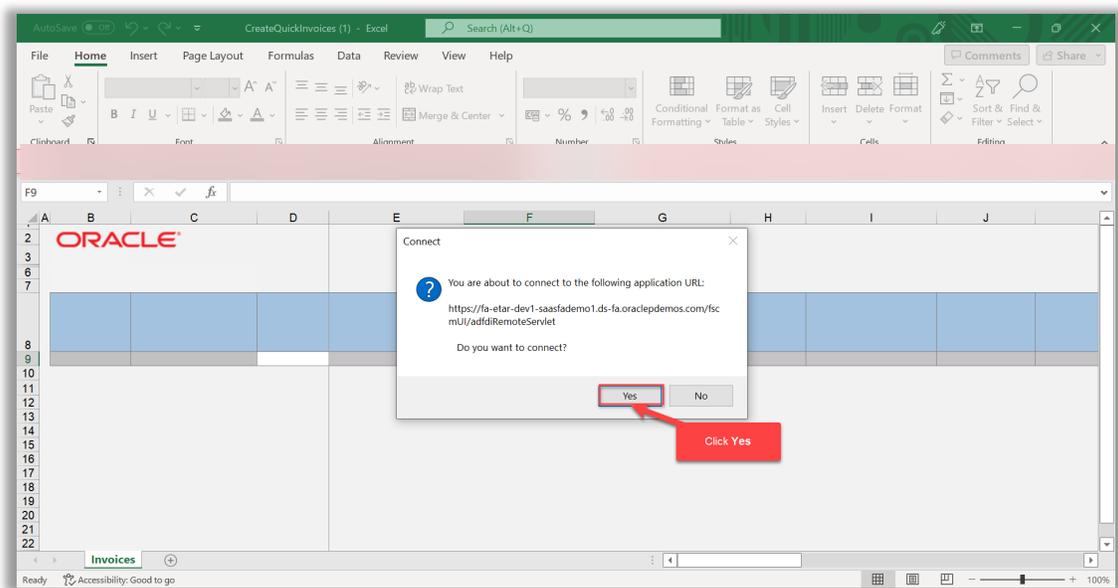
Click here to open file



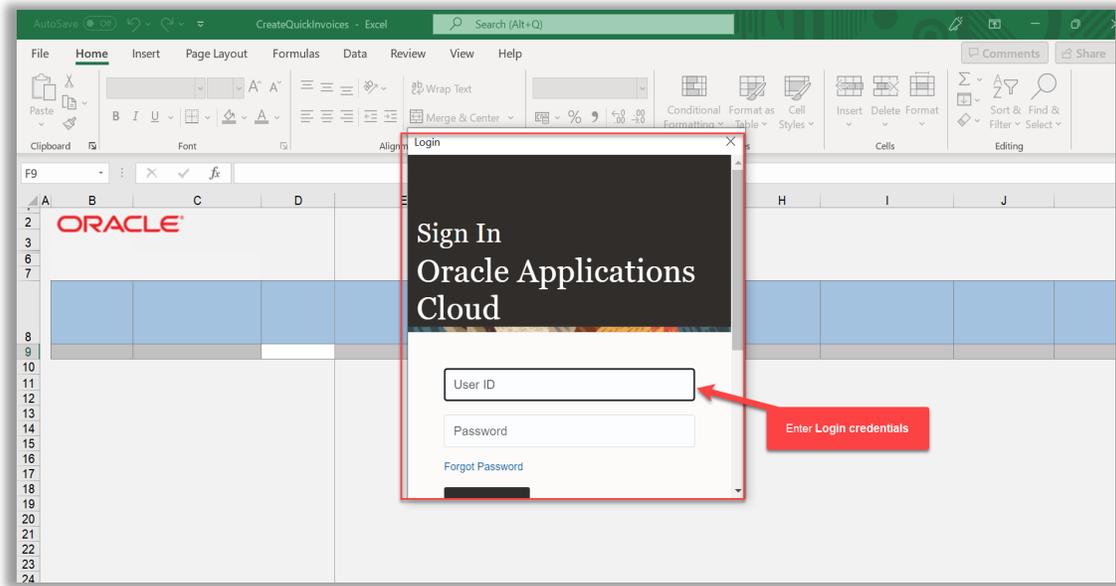
Click Enable Editing



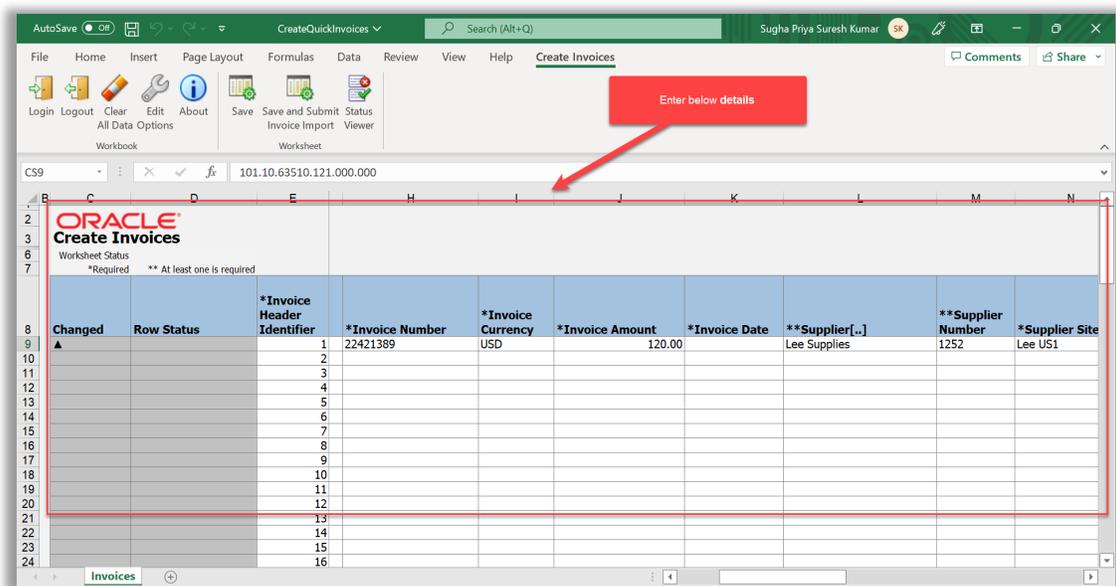
Click Yes



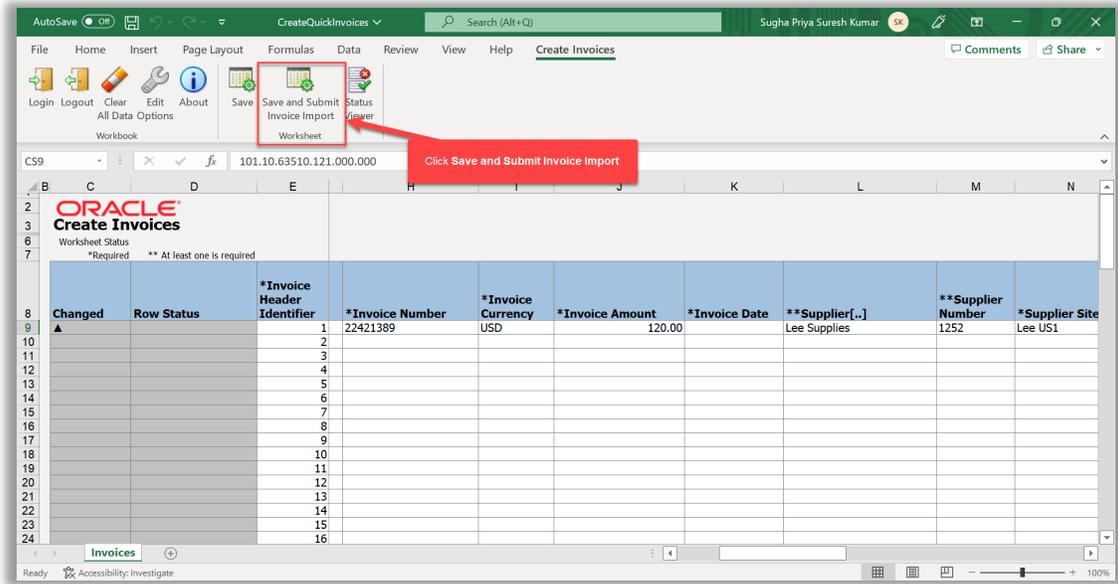
Enter Login Credentials



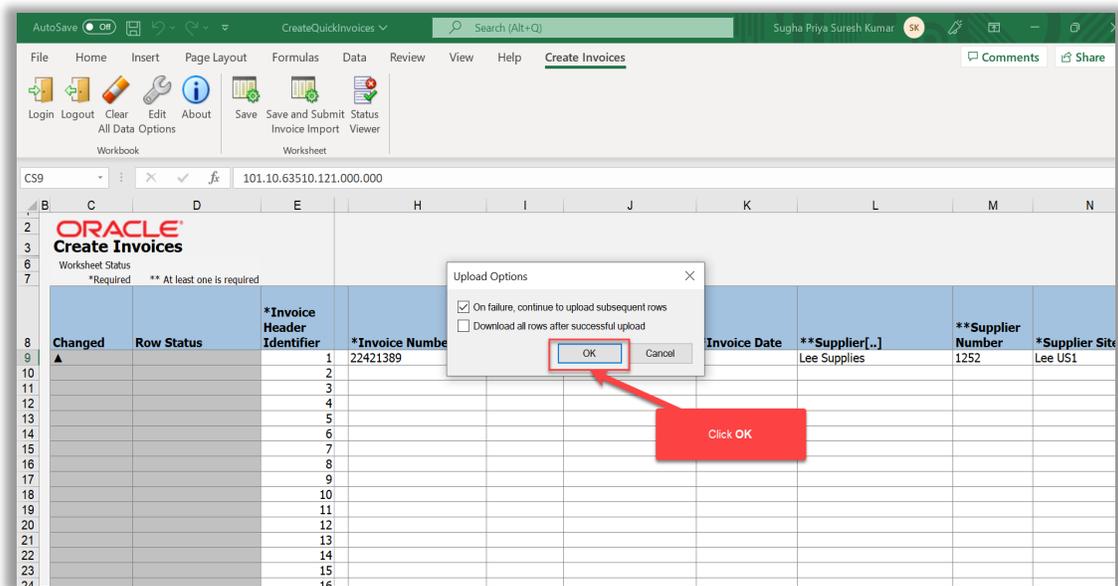
Enter below details



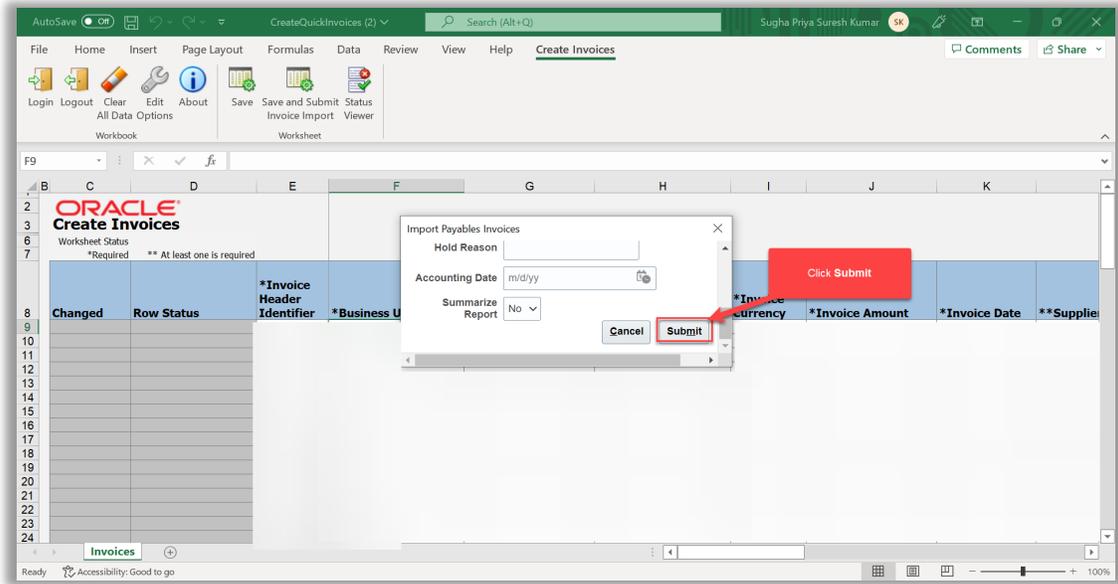
Click Save and Submit Invoice Report



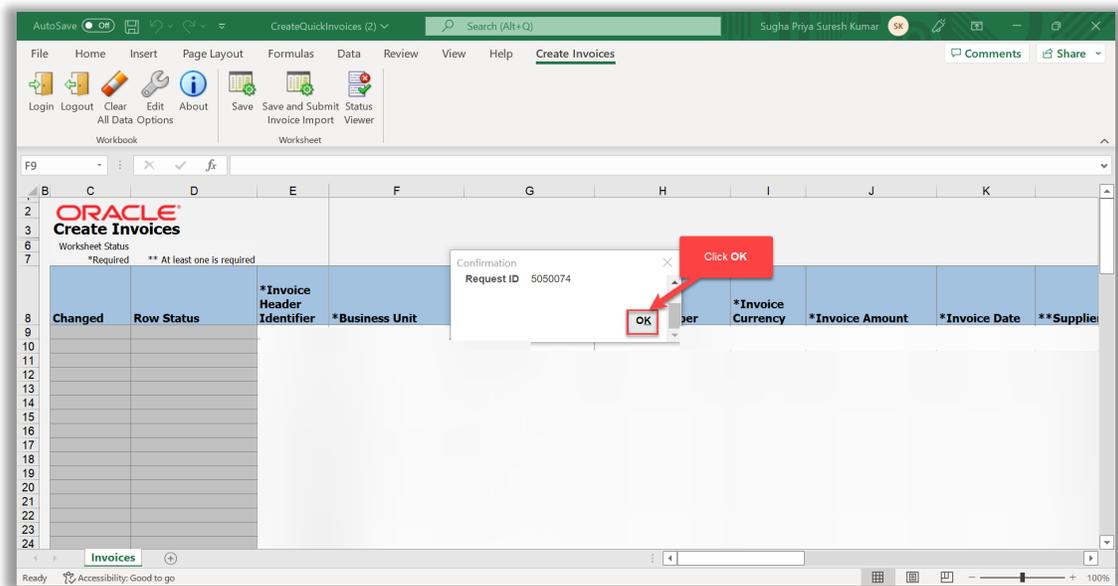
Click OK



Click Submit

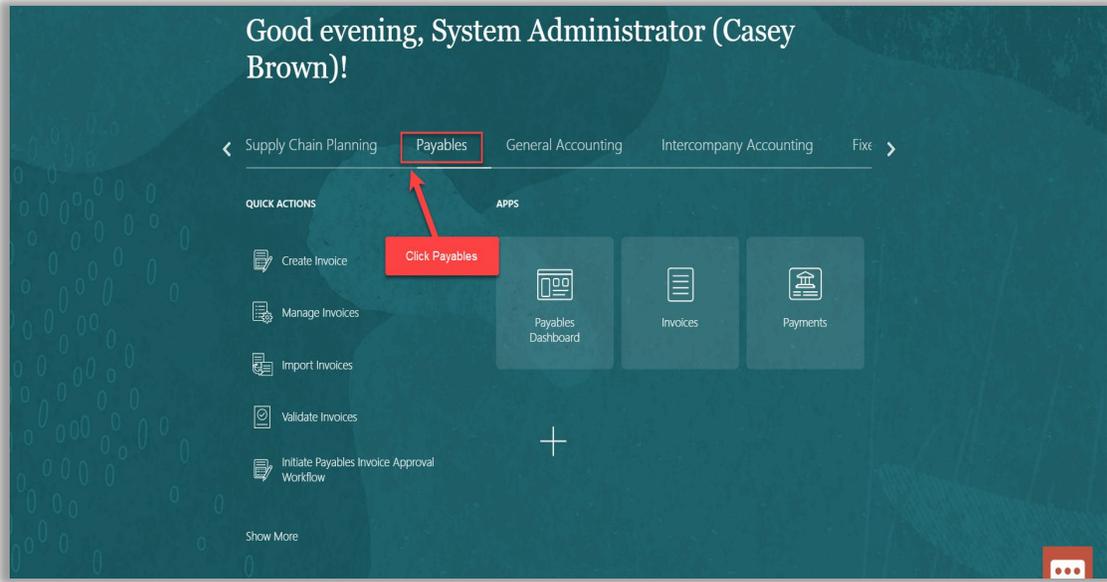


Click OK

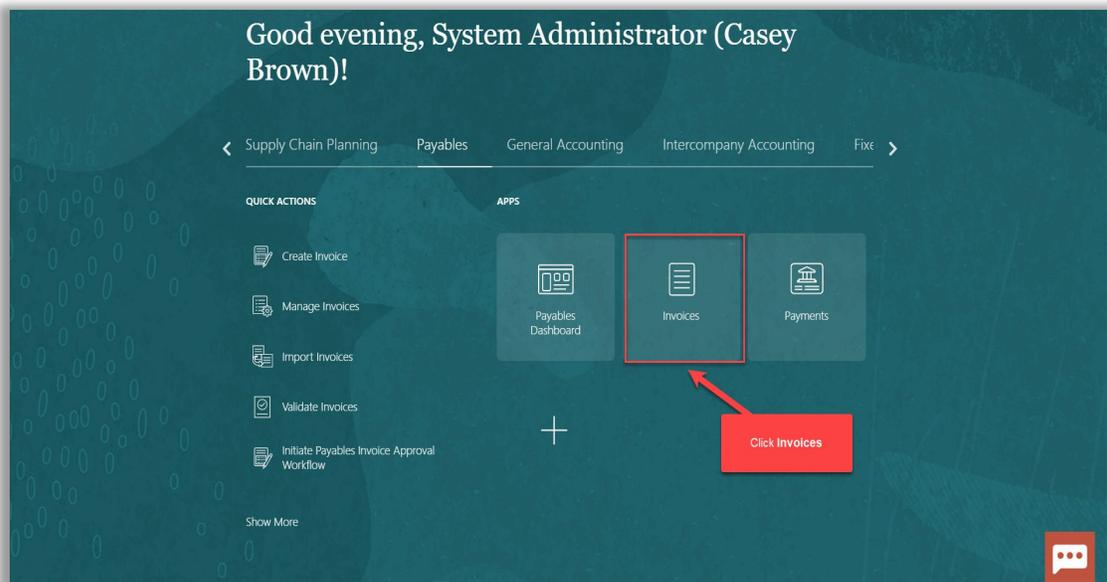


**Note:** Invoice needs to be validated manually from manage invoices

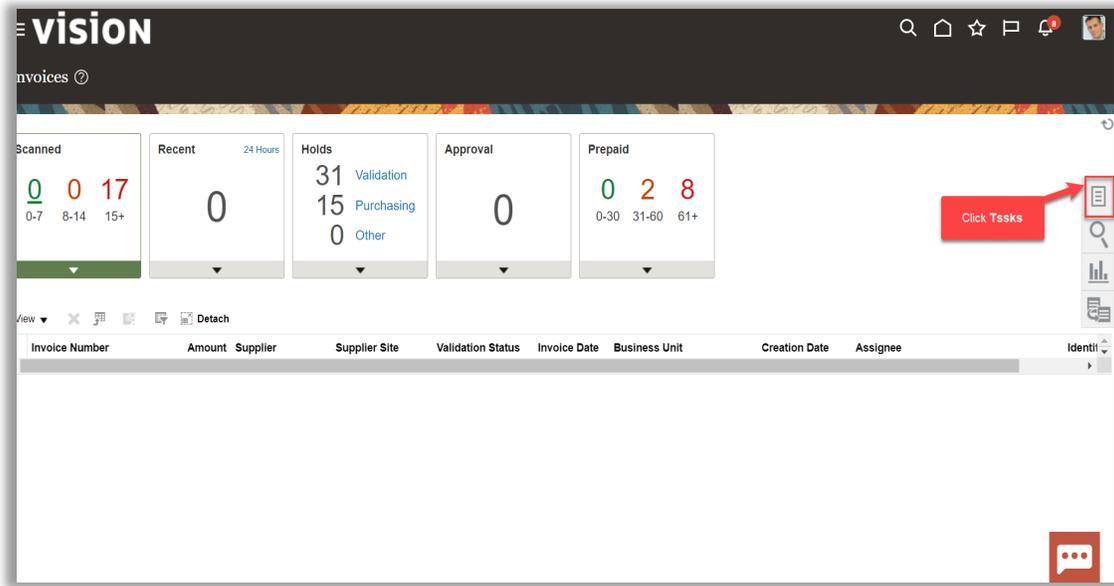
Click Payables



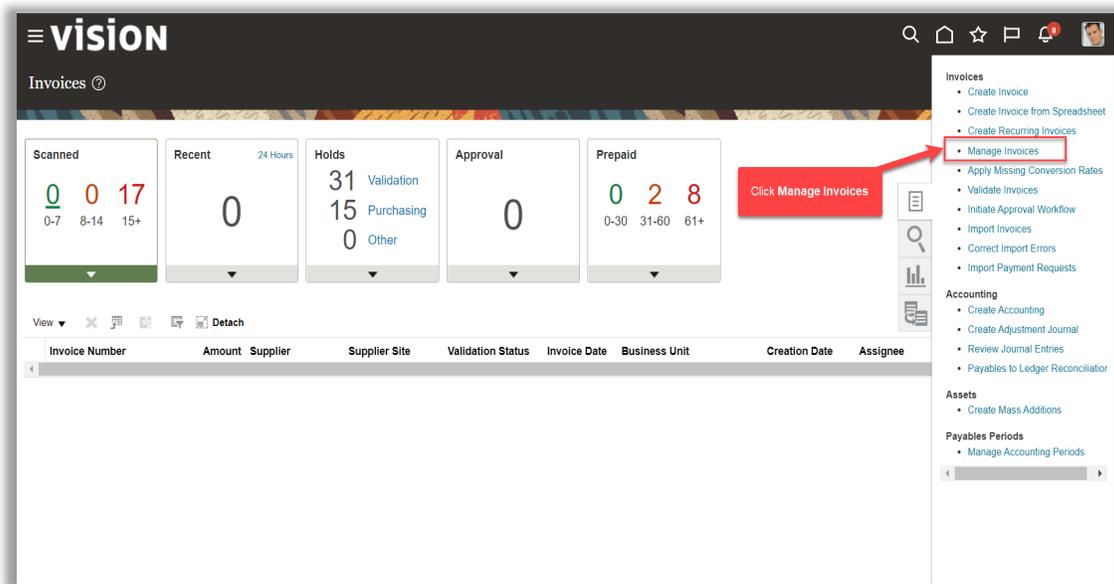
### Click Invoices



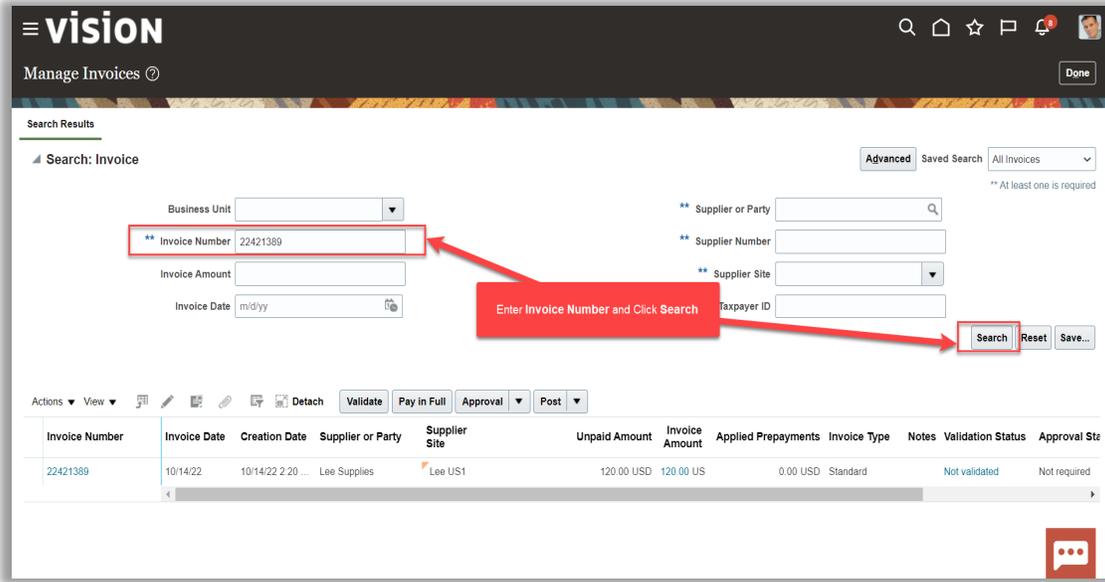
### Click Tasks



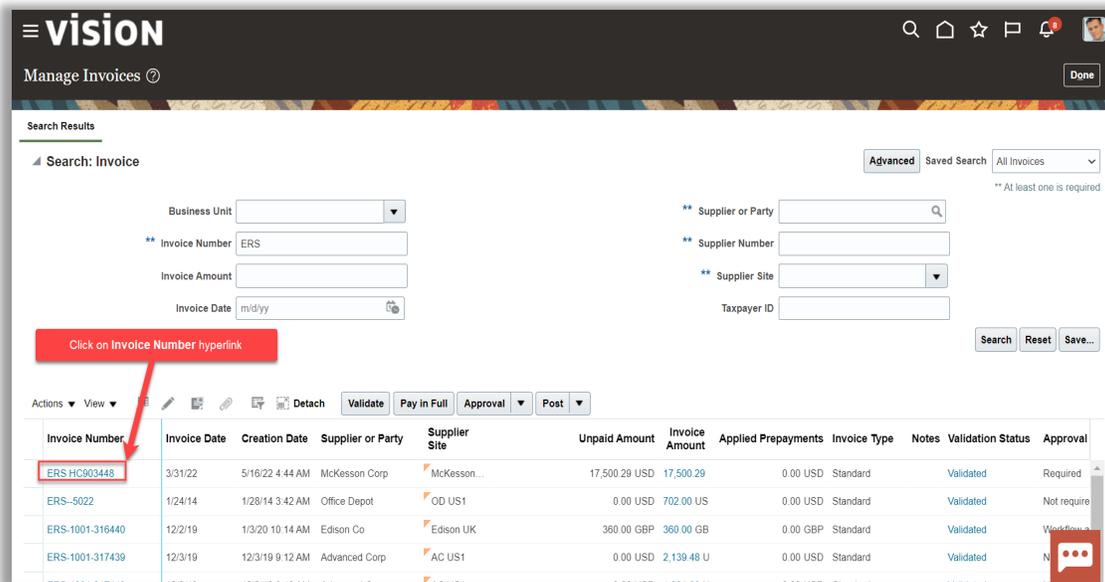
Click Manage Invoices



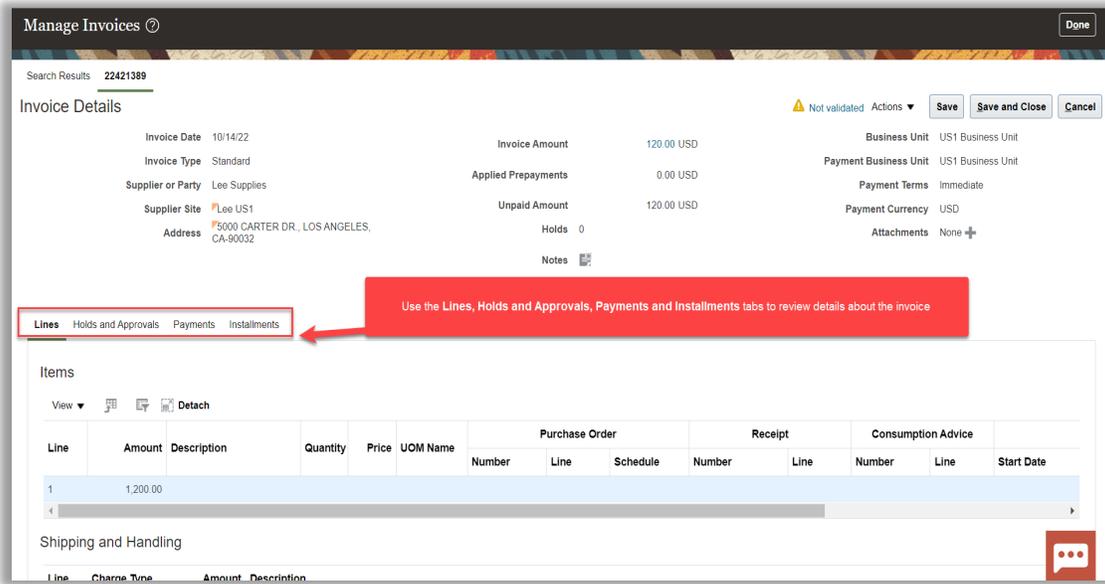
Enter Invoice Number and click Search



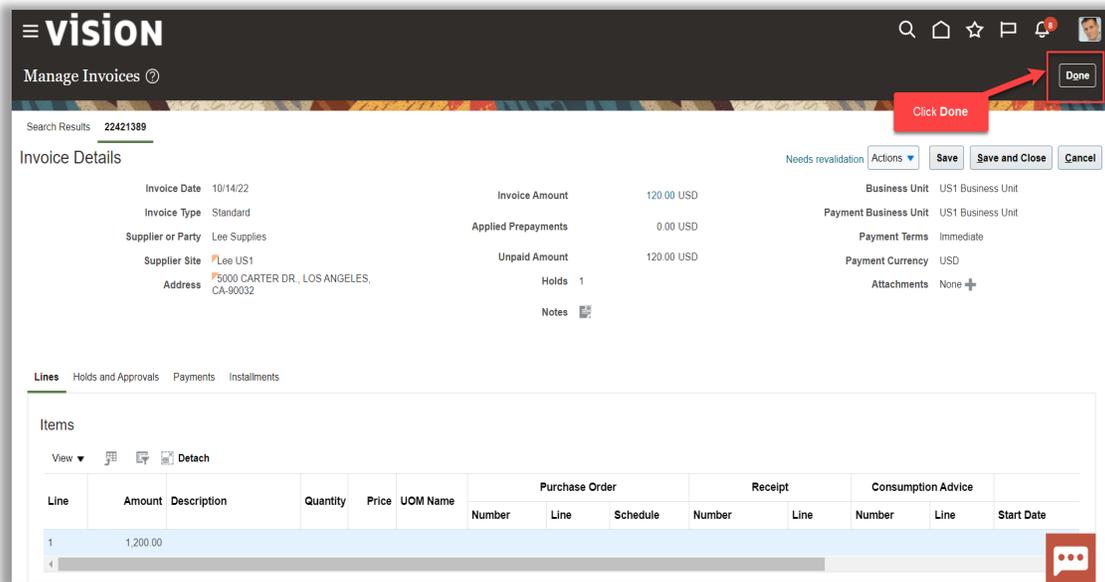
Click on Invoice Number hyperlink



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



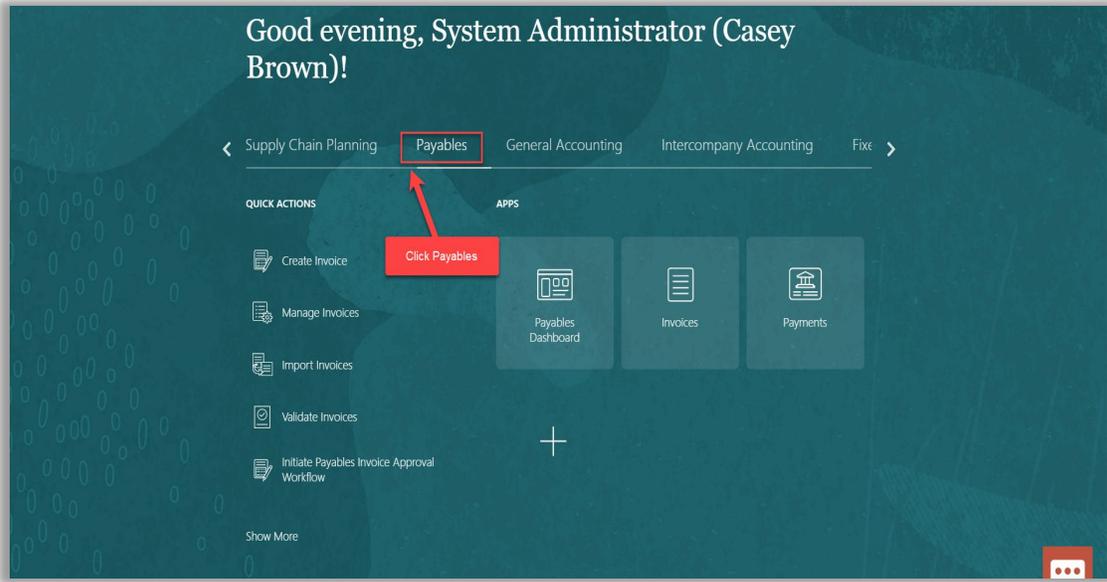
Click Done



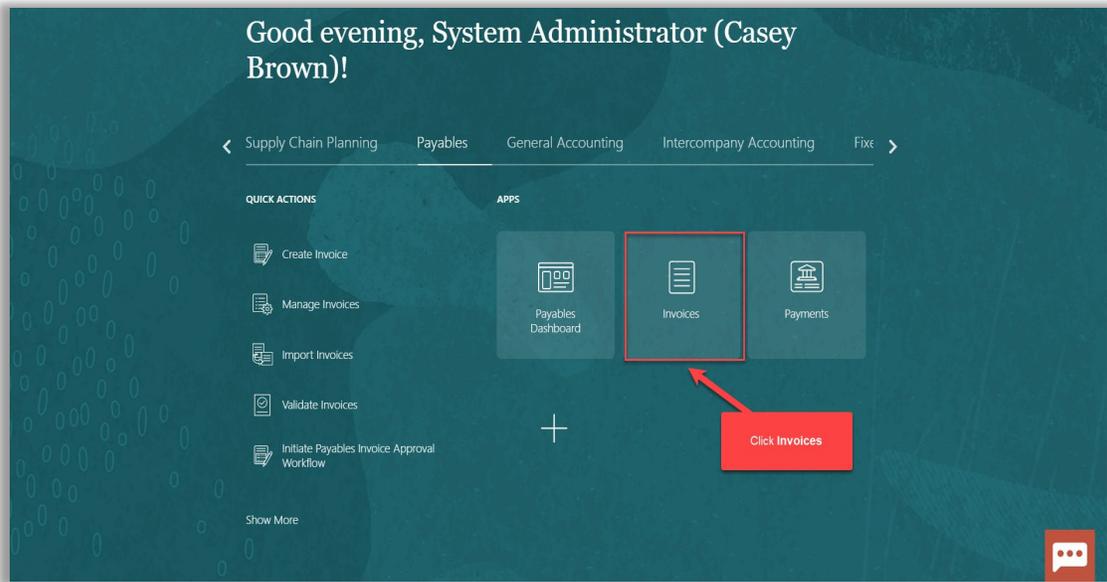
## Correcting Import Errors

Navigation: Payables>Invoices>Tasks>Correct Import Errors>Open File>Enable Editing>Yes>Login Credentials>Error Values>Save and Submit Invoices Import>OK>Submit>OK>Payables>Invoices>Tasks>Manage Invoices>Search>Invoice Number hyperlink>Lines, Holds and Approvals, Payments, and Installments> Done

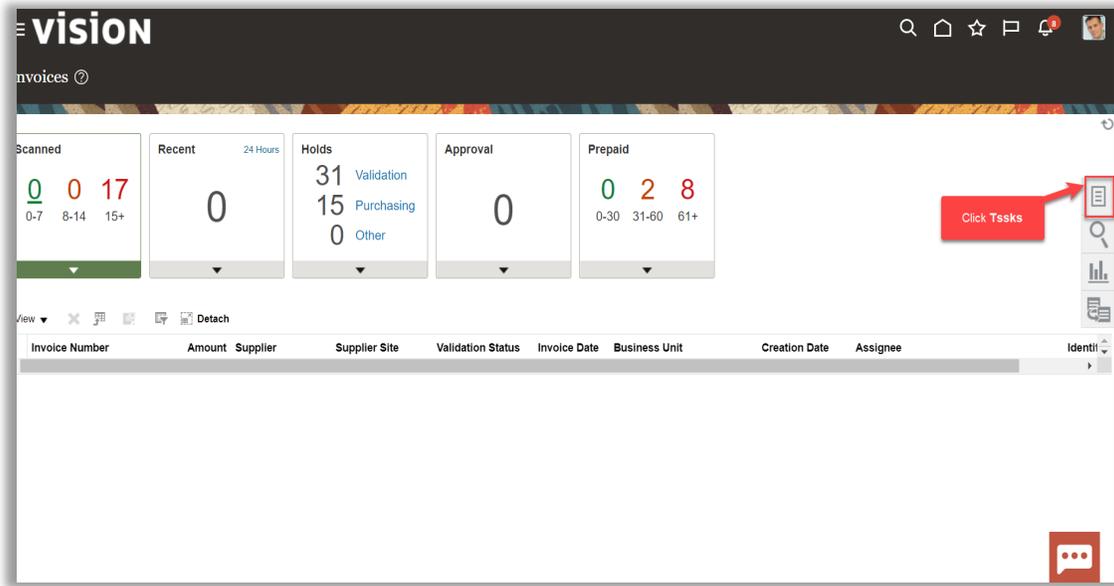
From home screen, click **Payables**



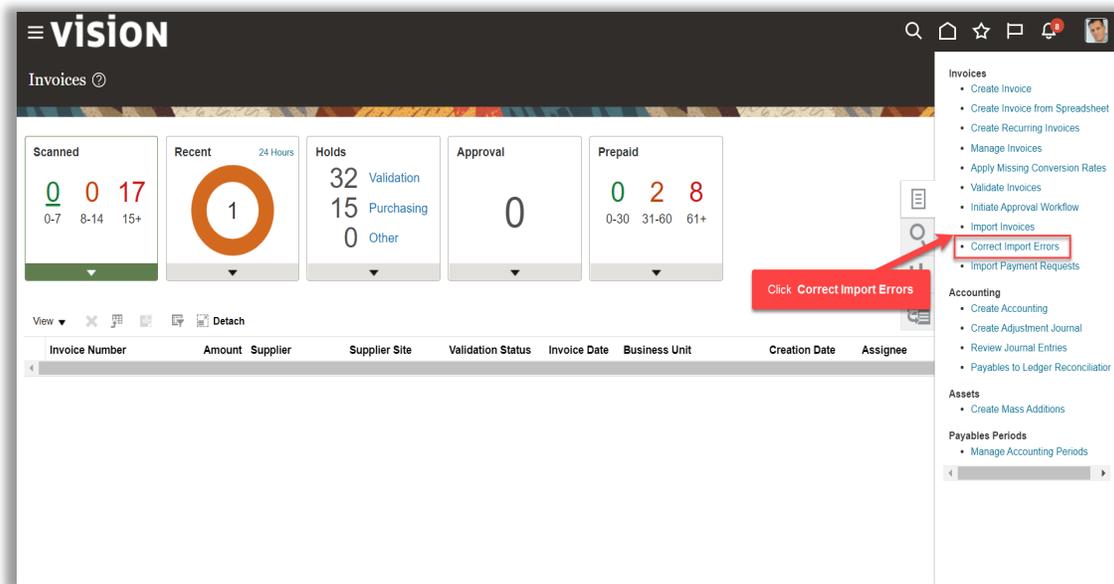
### Click Invoices



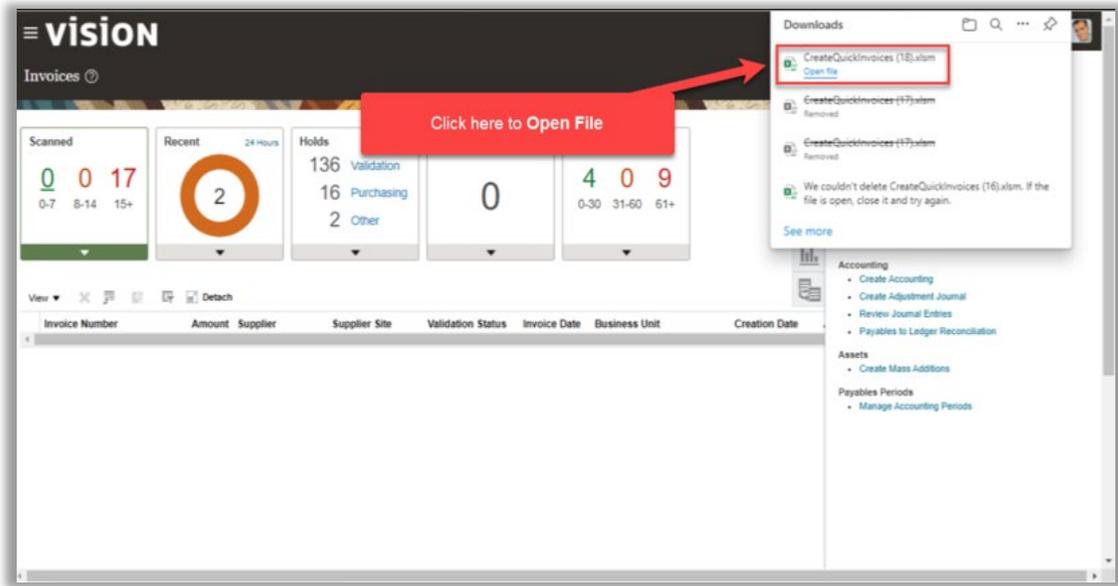
### Click Tasks



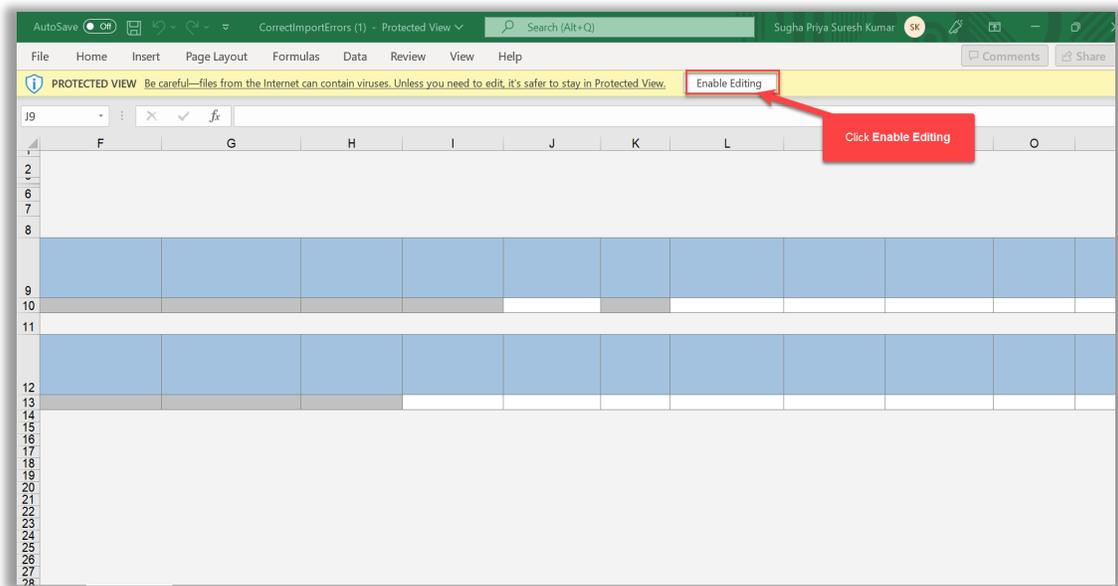
Click Correct Import Errors



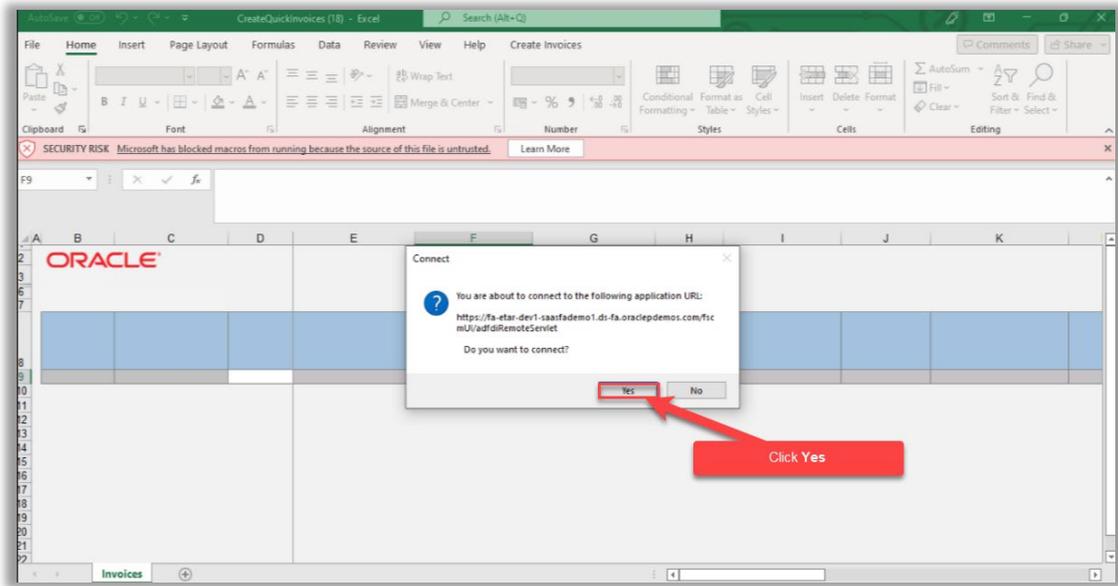
Click here to **Open File**



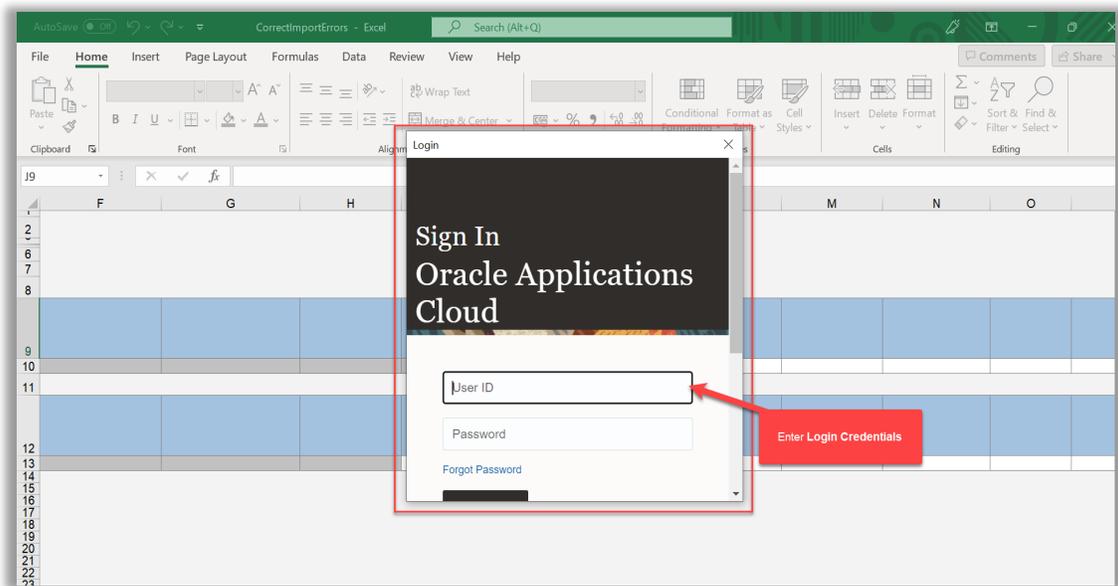
Click Enable Editing



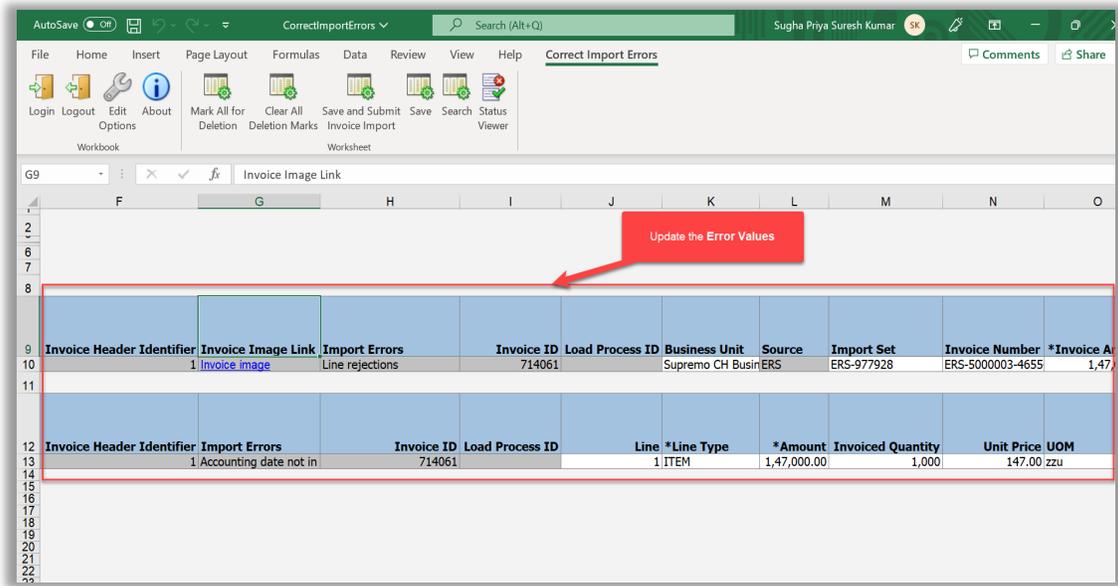
Click Yes



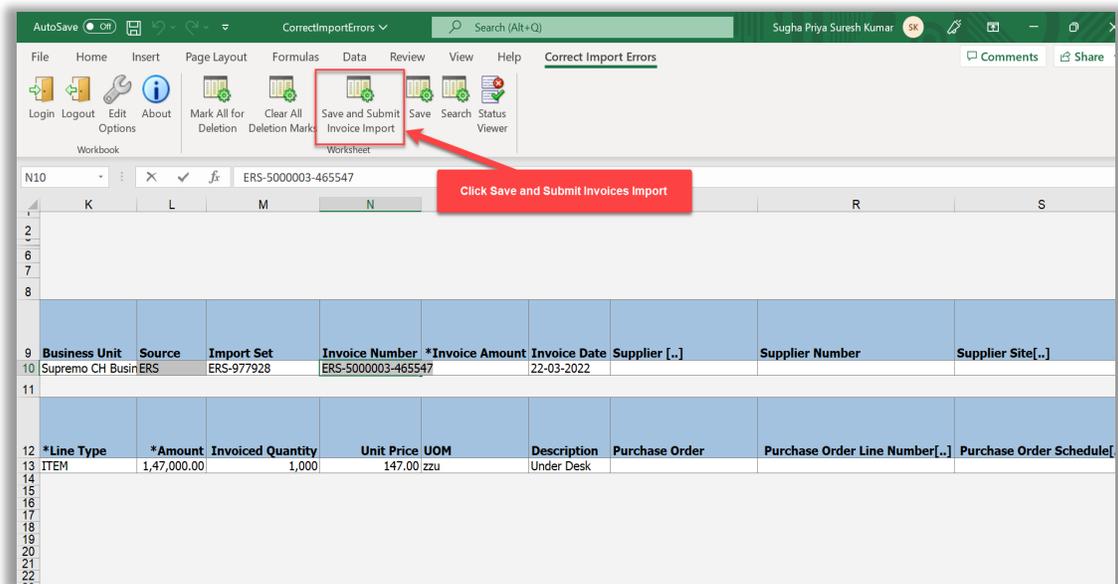
### Enter Login Credentials



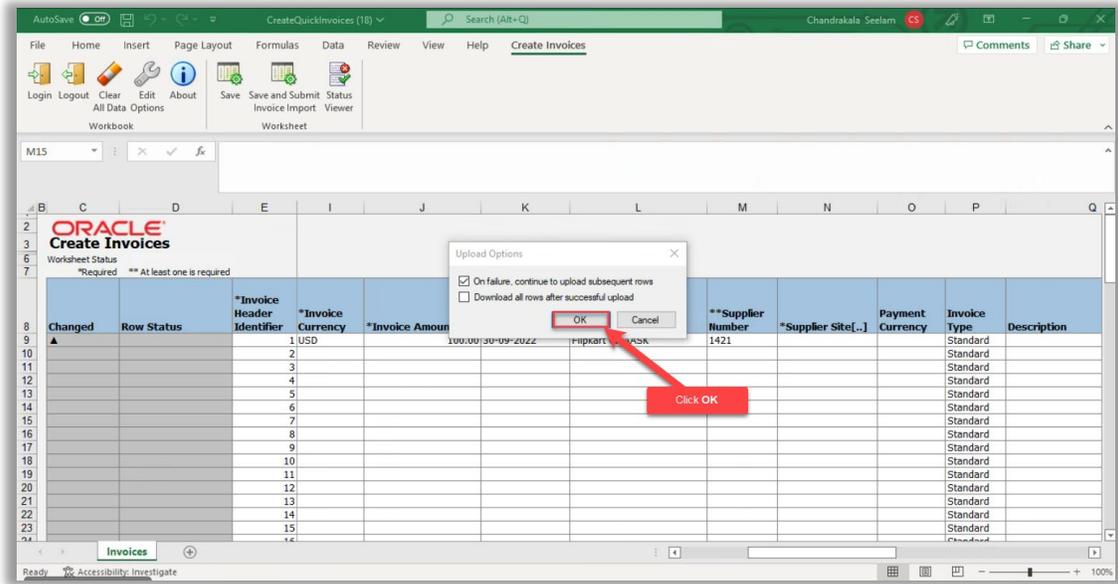
### Update the Error Values



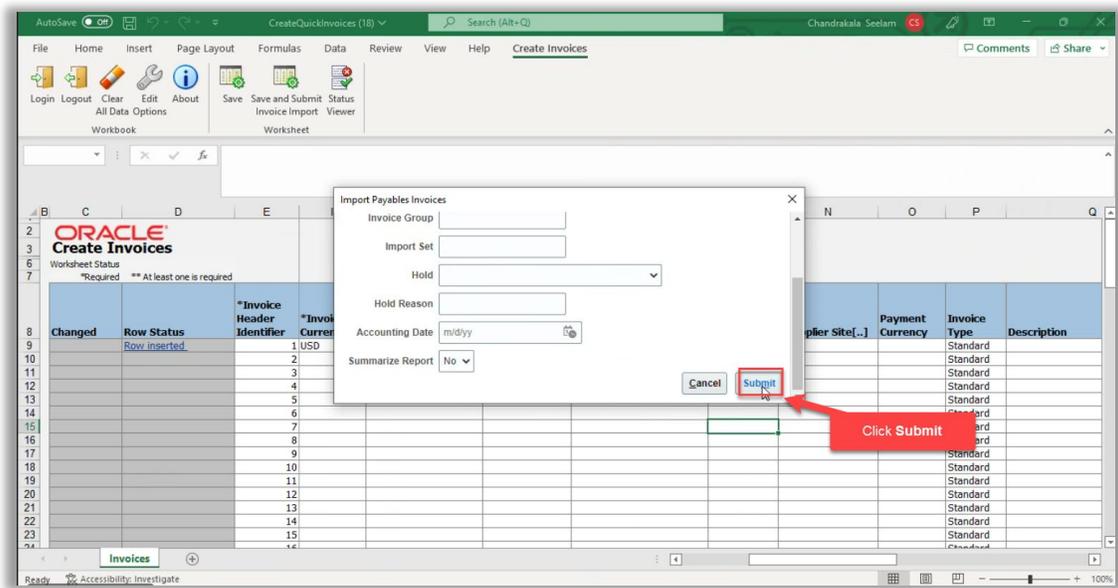
Click **Save and Submit Invoices Import**



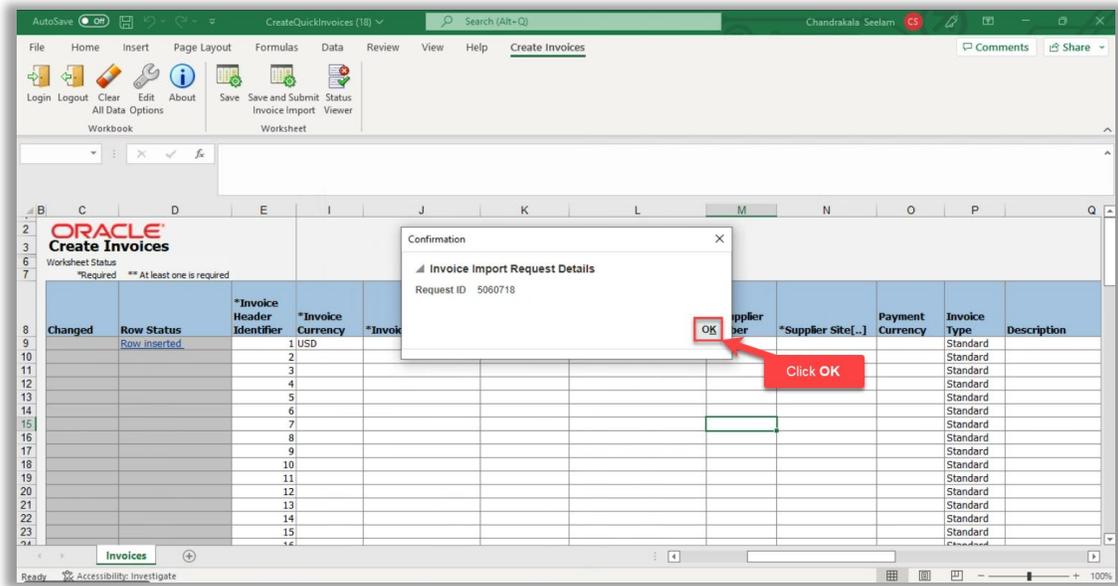
Click **OK**



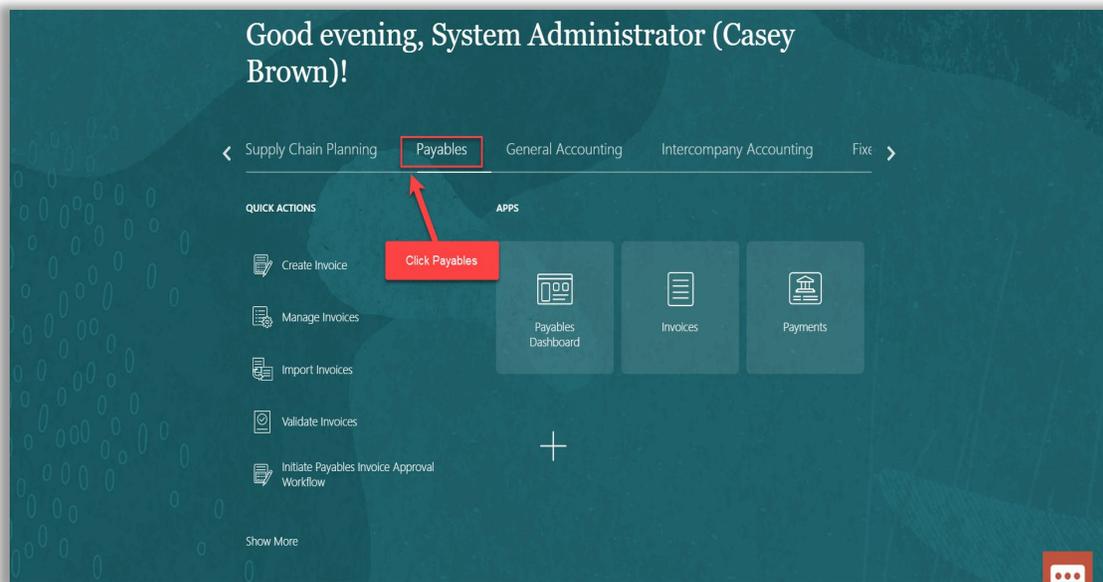
Click Submit



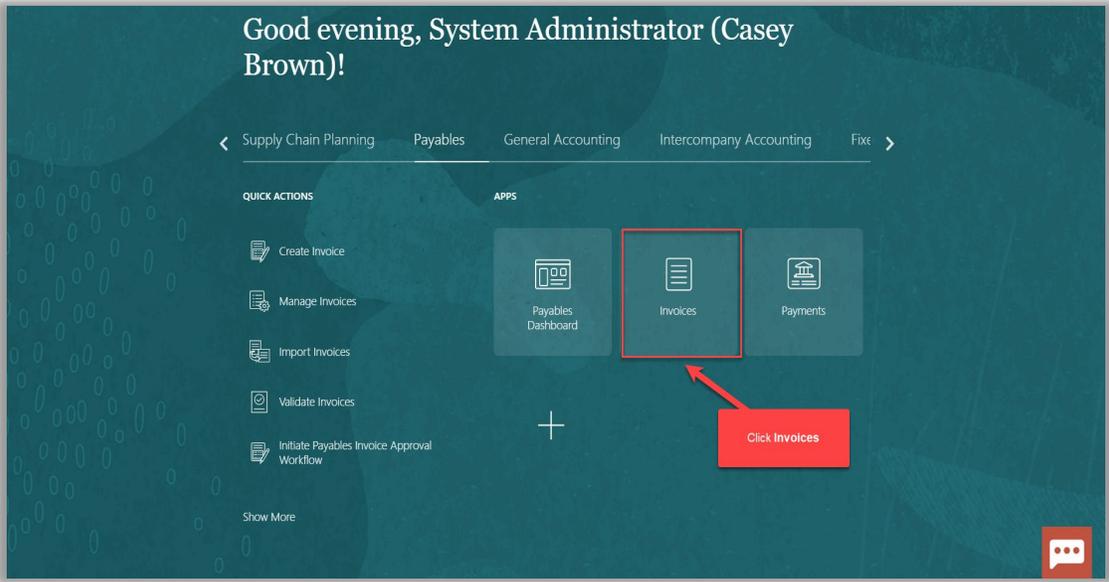
Click OK



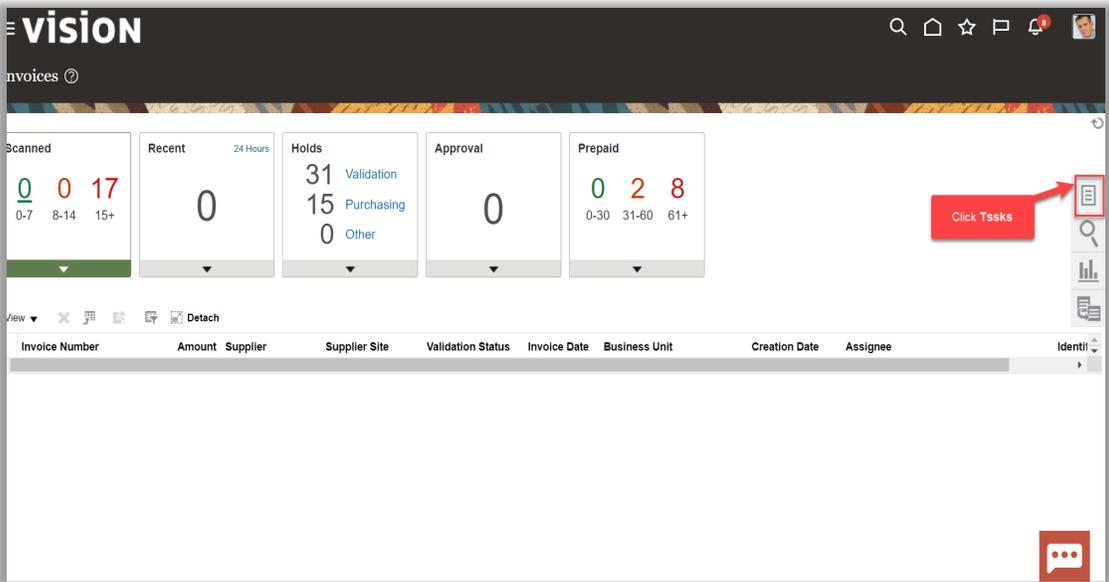
Click Payables



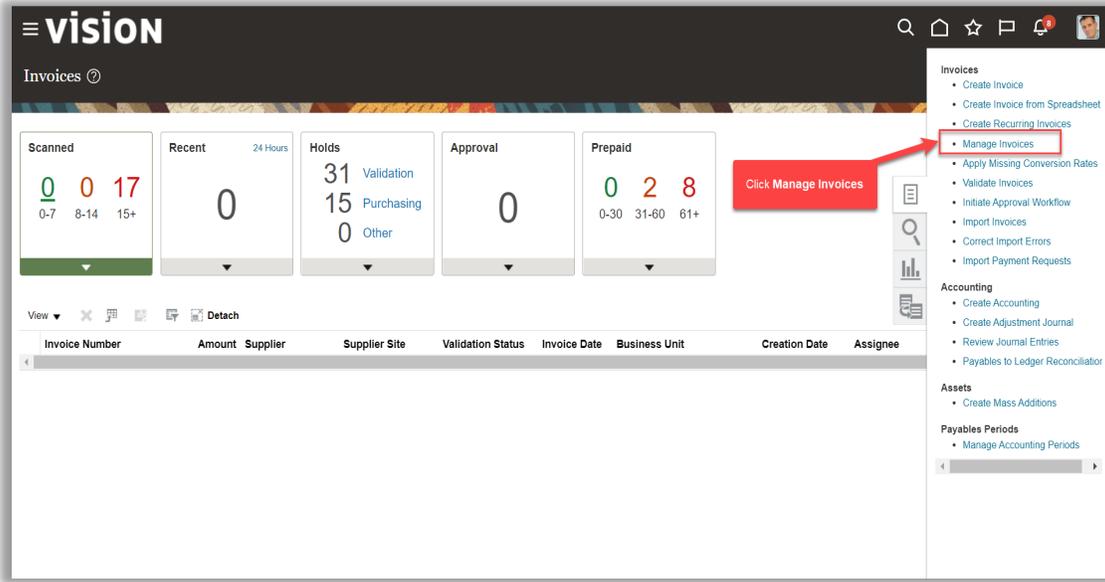
Click Invoices



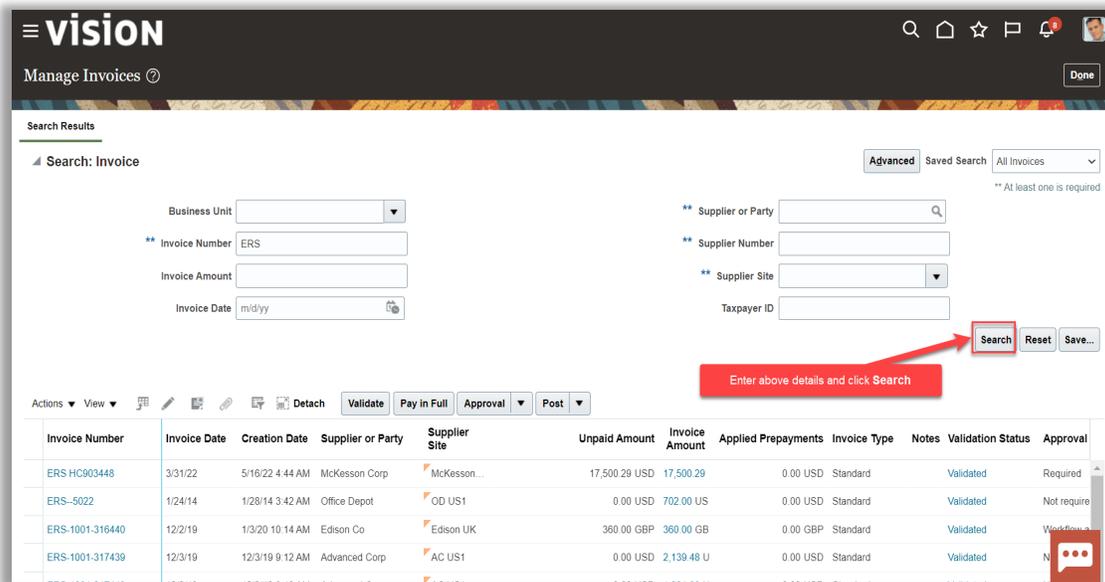
**Click Tasks**



**Click Manage Invoices**



Enter above details and click **Search**



Click on **Invoice Number** hyperlink

**VISION**  
Manage Invoices

Search Results

Search: Invoice

Business Unit: [Dropdown]  
 \*\* Invoice Number: ERS  
 Invoice Amount: [Text]  
 Invoice Date: m/d/yy

\*\* Supplier or Party: [Text]  
 \*\* Supplier Number: [Text]  
 \*\* Supplier Site: [Dropdown]  
 Taxpayer ID: [Text]

Advanced Saved Search All Invoices

Search Reset Save...

Actions View [Dropdown] [Icons] [Detach] [Validate] [Pay in Full] [Approval] [Post]

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval
ERS-HC903448	3/31/22	5/16/22 4:44 AM	McKesson Corp	McKesson...	17,500.29 USD	17,500.29	0.00 USD	Standard		Validated	Required
ERS-5022	1/24/14	1/28/14 3:42 AM	Office Depot	OD US1	0.00 USD	702.00 US	0.00 USD	Standard		Validated	Not require
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
ERS-1001-317439	12/3/19	12/3/19 9:12 AM	Advanced Corp	AC US1	0.00 USD	2,139.48 U	0.00 USD	Standard		Validated	N

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

**VISION**  
Manage Invoices

Search Results [Text]

Invoice Details

Validated Actions [Dropdown] Save Save and Close Cancel

Invoice Date: [Text]  
 Invoice Type: [Text]  
 Supplier or Party: [Text]  
 Supplier Site: [Text]  
 Address: [Text]

Invoice Amount: [Text]  
 Applied Prepayments: [Text]  
 Unpaid Amount: [Text]  
 Holds: 0  
 Notes: [Icon]

Business Unit: [Text]  
 Payment Business Unit: [Text]  
 Payment Terms: [Text]  
 Payment Currency: [Text]  
 Attachments: [Text]

Lines Holds and Approvals Payments Installments

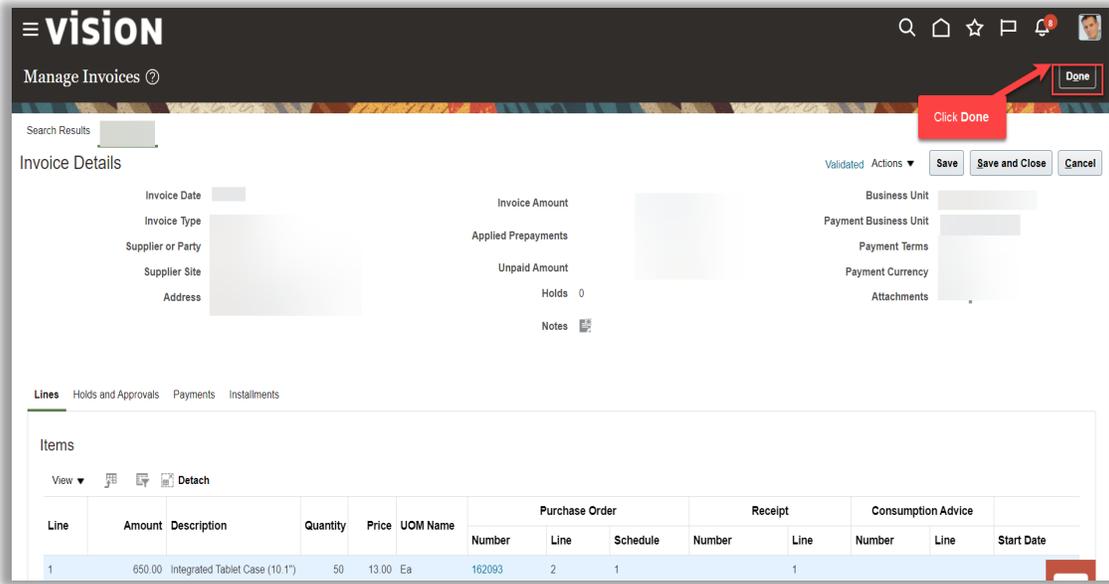
Use the Lines, Holds and Approvals, Payments and Installments tabs to review details about the invoice

Items

View [Dropdown] [Icons] [Detach]

Line	Amount	Description	Quantity	Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Start Date
						Number	Line	Schedule	Number	Line	Number	Line	
1	650.00	Integrated Tablet Case (10.1")	50	13.00	Ea	162093	2	1		1			

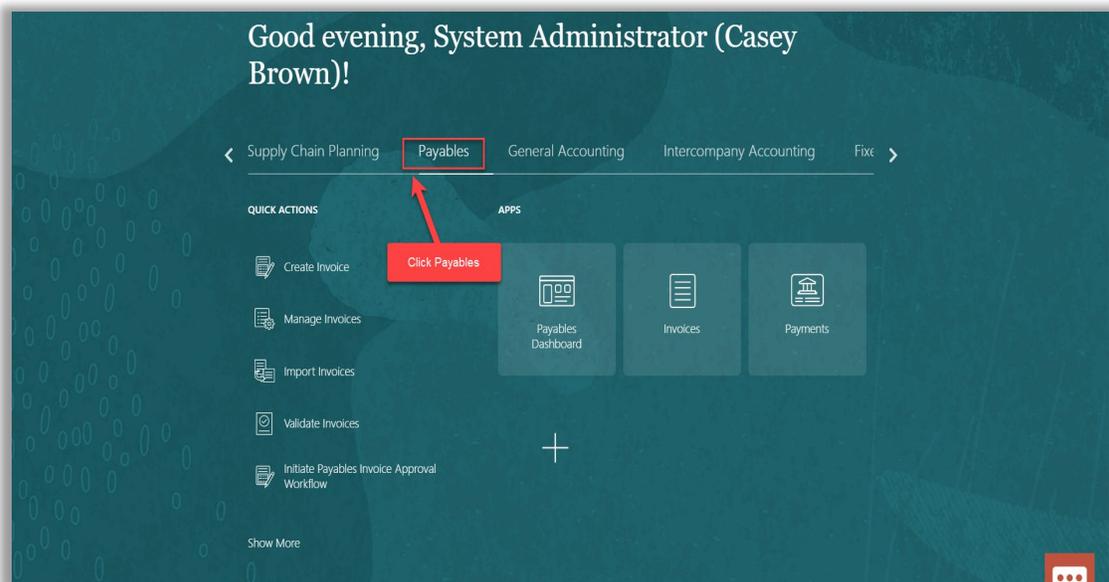
Click Done



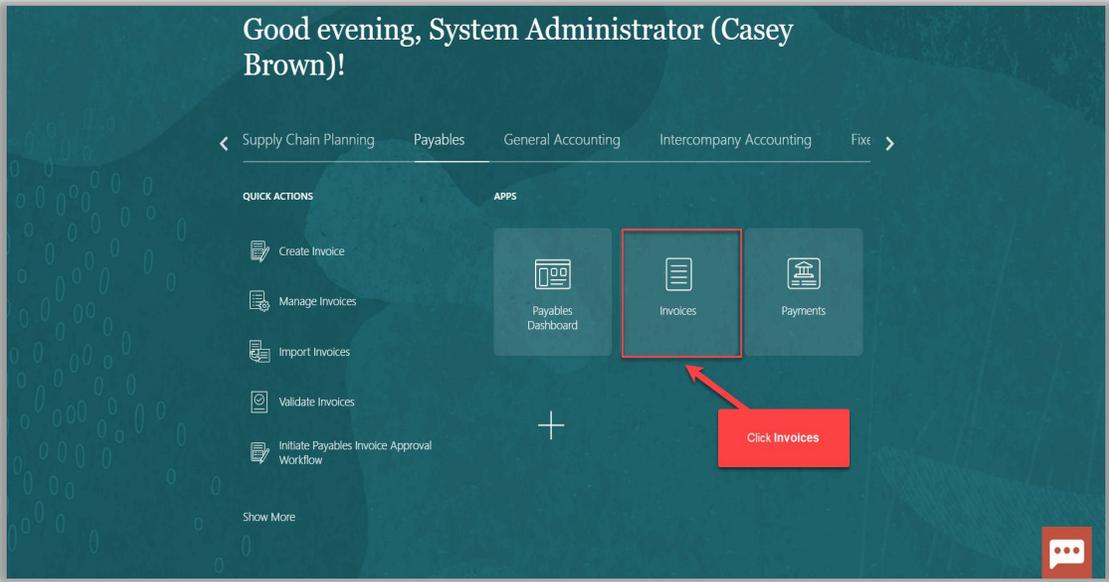
## Creating An Invoice Without A Purchase Order

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

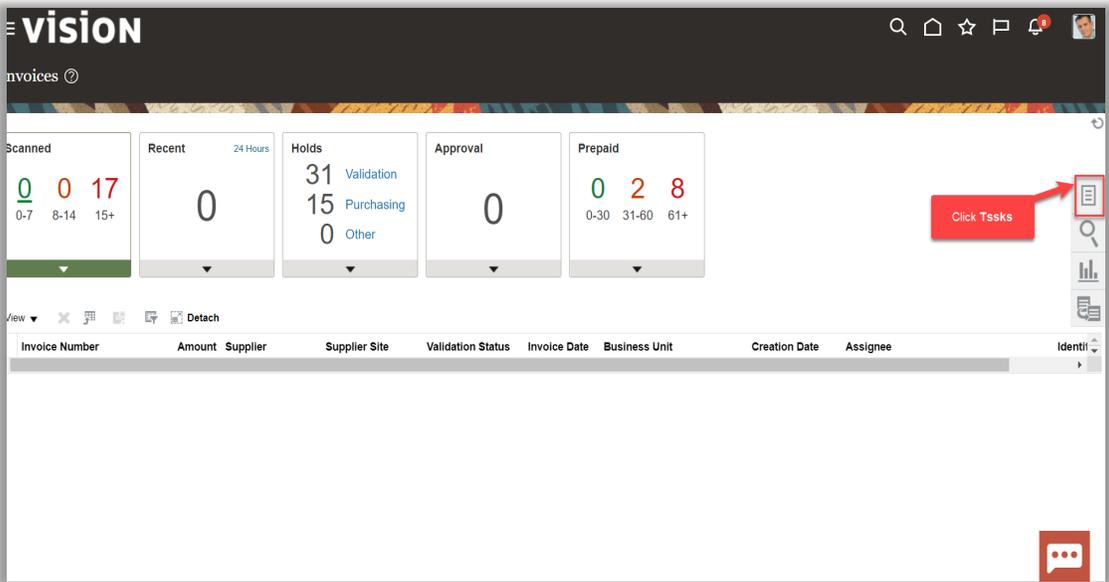
From home screen, click **Payables**



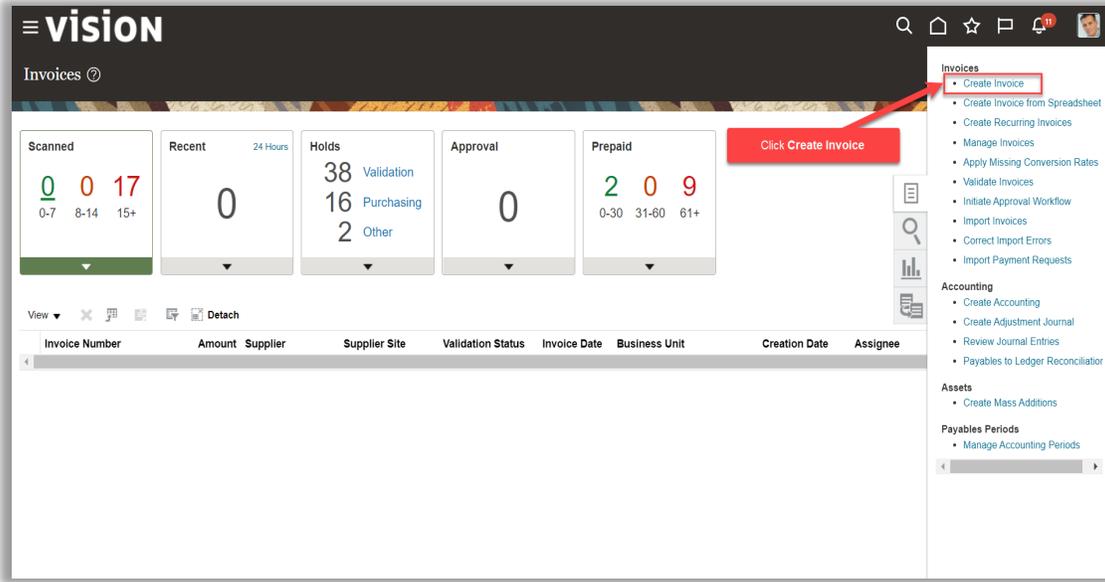
Click **Invoices**



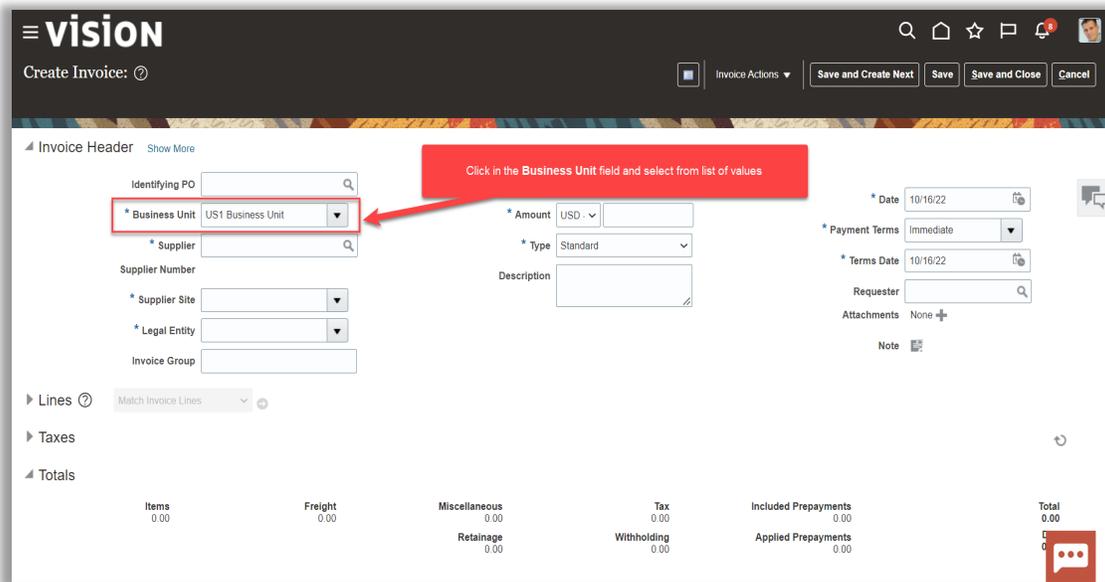
Click Tasks



Click Create Invoice



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



Enter Number and Amount

Enter Supplier, Supplier Number, Supplier Site and Legal Entity

Go down to **Lines** dropdown and click on **Expand Lines**

**VISION**  
Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [Search]  
 \* Business Unit: US1 Business Unit  
 \* Supplier: ABC Consulting  
 Supplier Number: 1288  
 \* Number: 12345678  
 \* Amount: USD 12,000.00  
 \* Type: Standard  
 \* Date: 10/28/22  
 \* Payment Terms: Immediate  
 \* Terms Date: 10/16/2022  
 Requester: [Search]  
 Attachments: None  
 Note: [Add]

**Lines** Match Invoice Lines

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	12,000.00
		Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00				

Enter Amount and select the Distribution Set from the dropdown

**Supplier** ABC Consulting  
 Supplier Number: 1288  
 \* Supplier Site: ABC US1  
 \* Legal Entity: US1 Legal Entity  
 Invoice Group: [Text]

**Lines** Match Invoice Lines

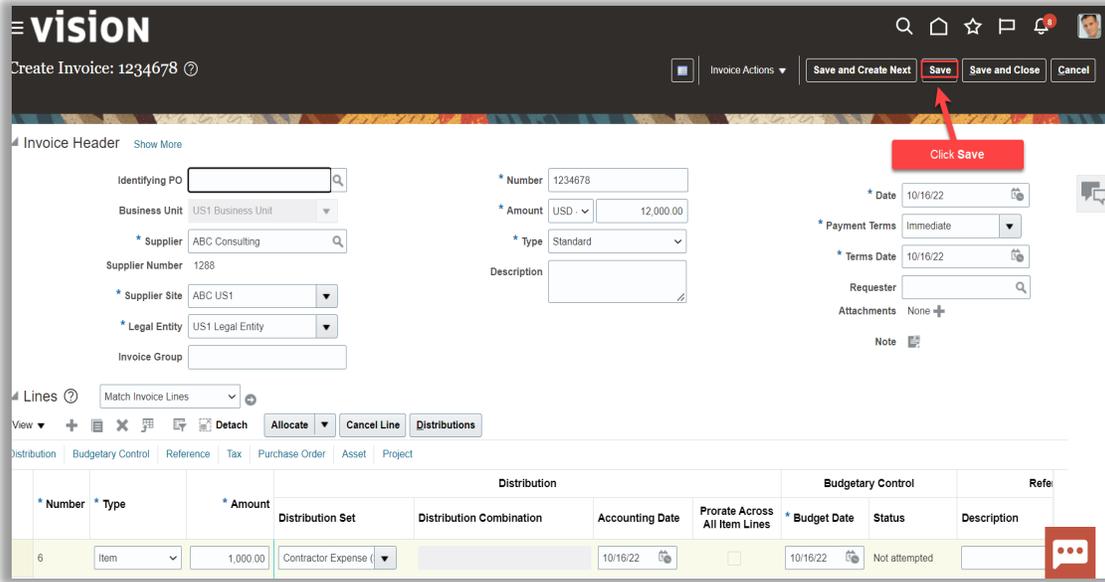
View: +, -, X, [Icons] Detach, Allocate, Cancel Line, Distributions

Distribution | Budgetary Control | Reference | Tax | Purchase Order | Asset | Project

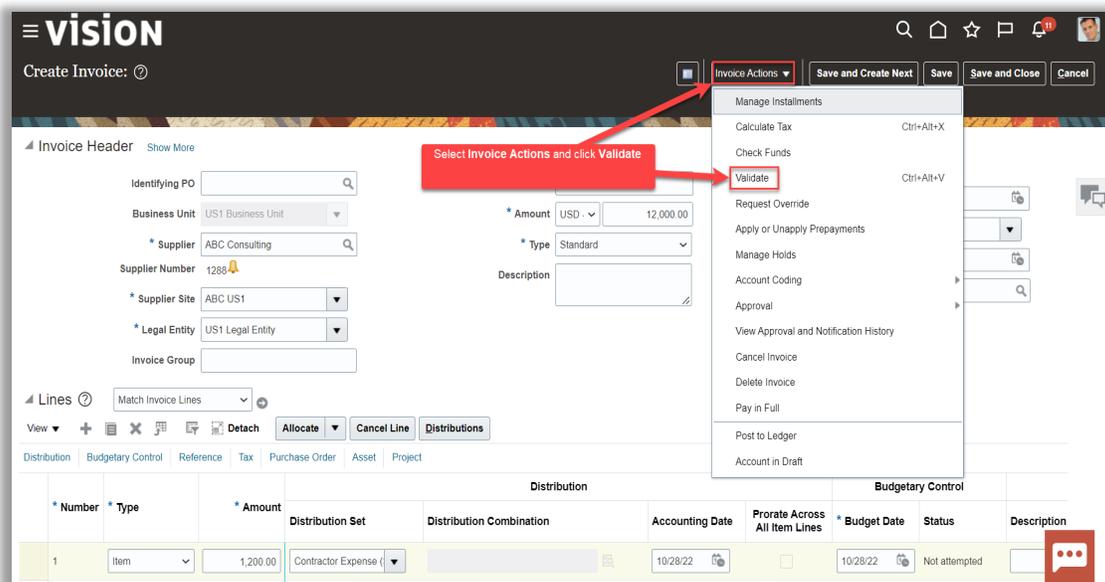
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
6	Item	[Input]	Contractor Expense		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
1	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	
4	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	

**Totals**

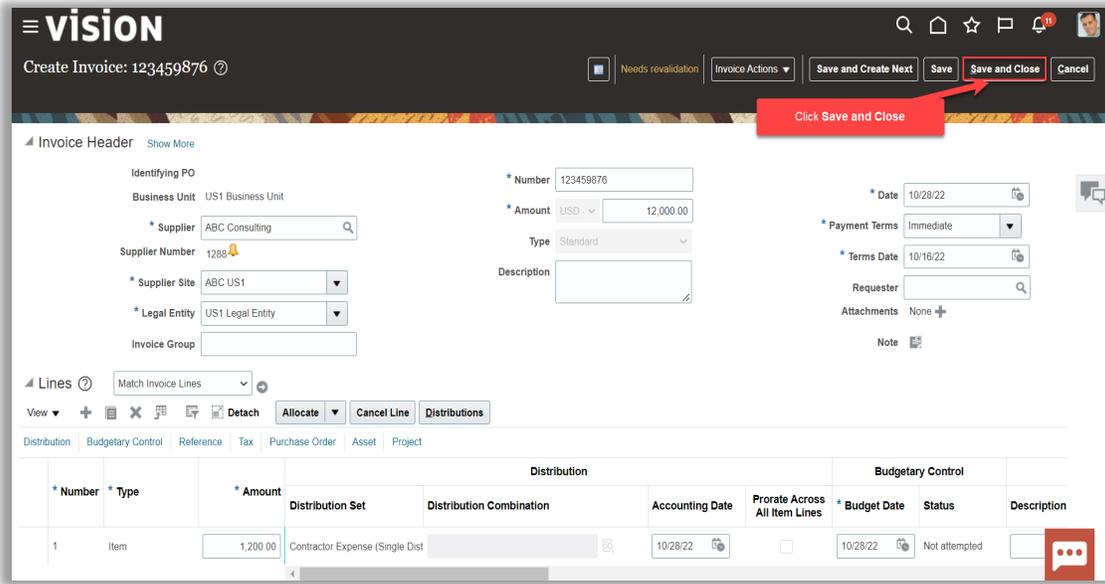
Click Save



Select Invoice Actions and click Validate



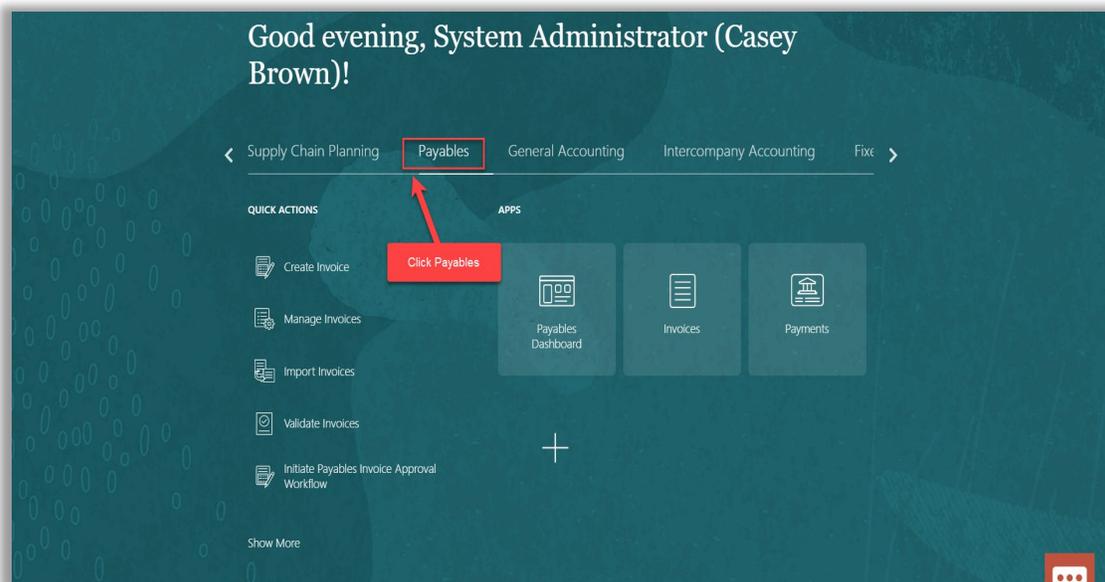
Click Save and Close



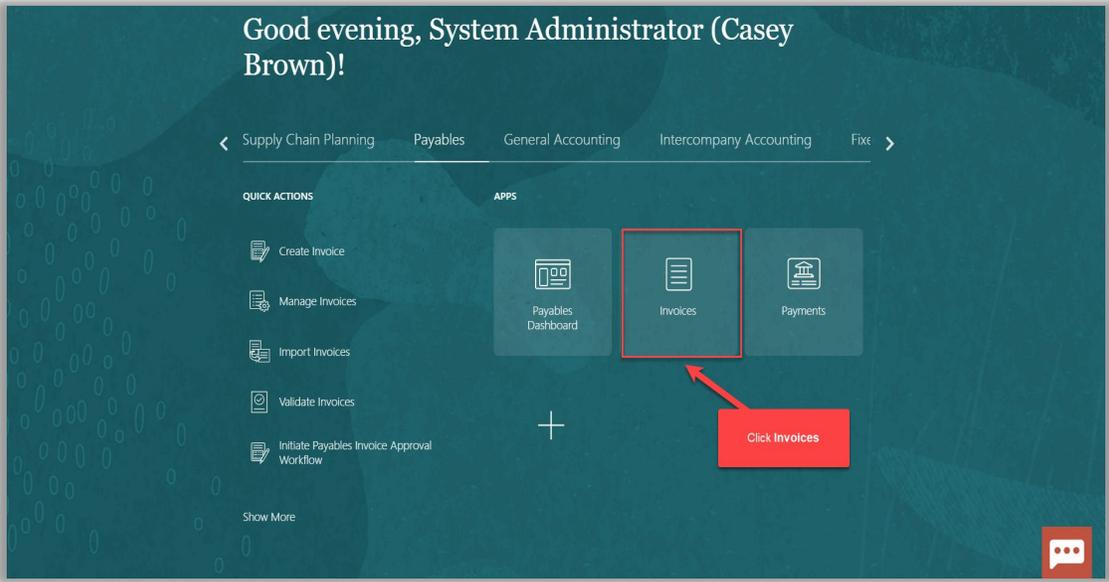
### Creating An Invoice Matched To A Purchase Order

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

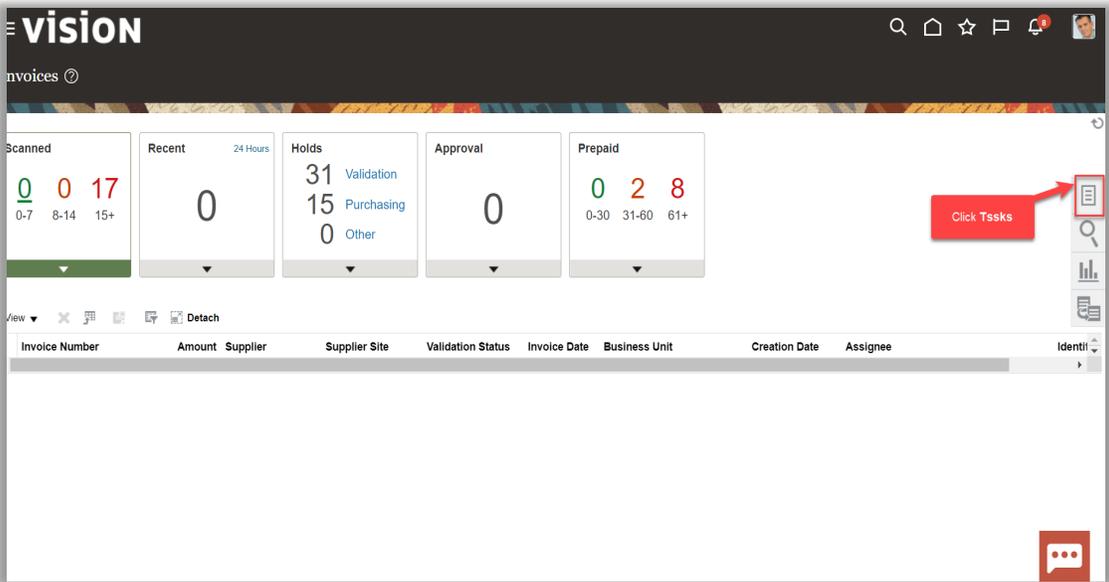
From home screen, click **Payables**



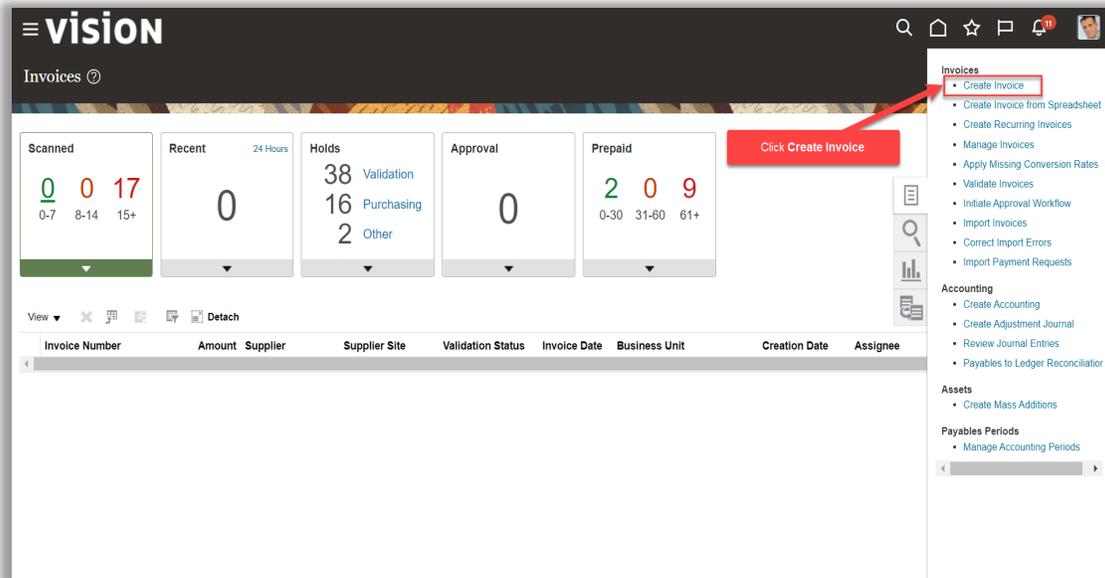
Click **Invoices**



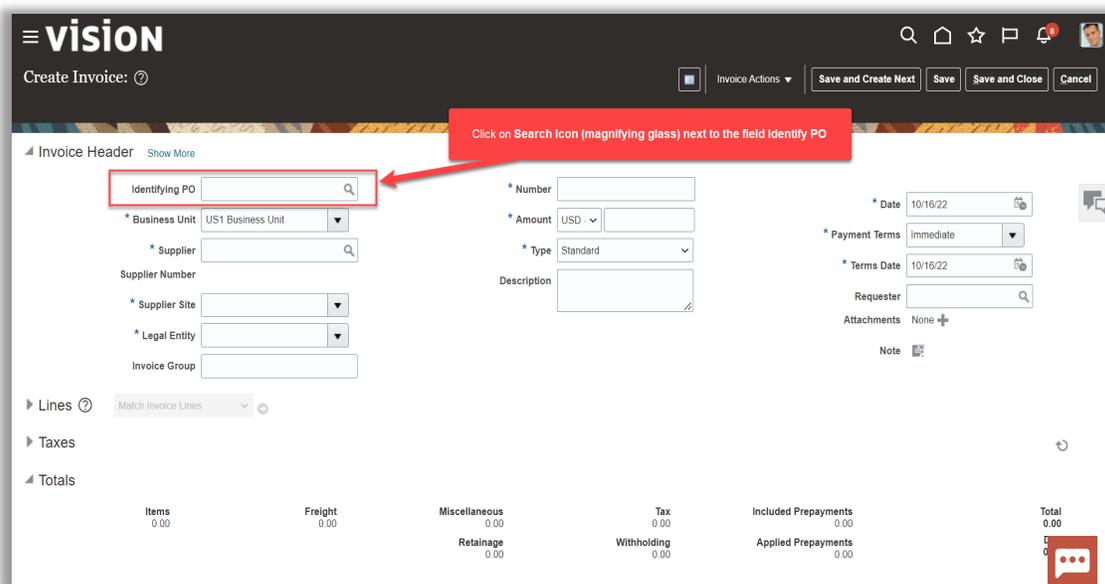
Click Tasks



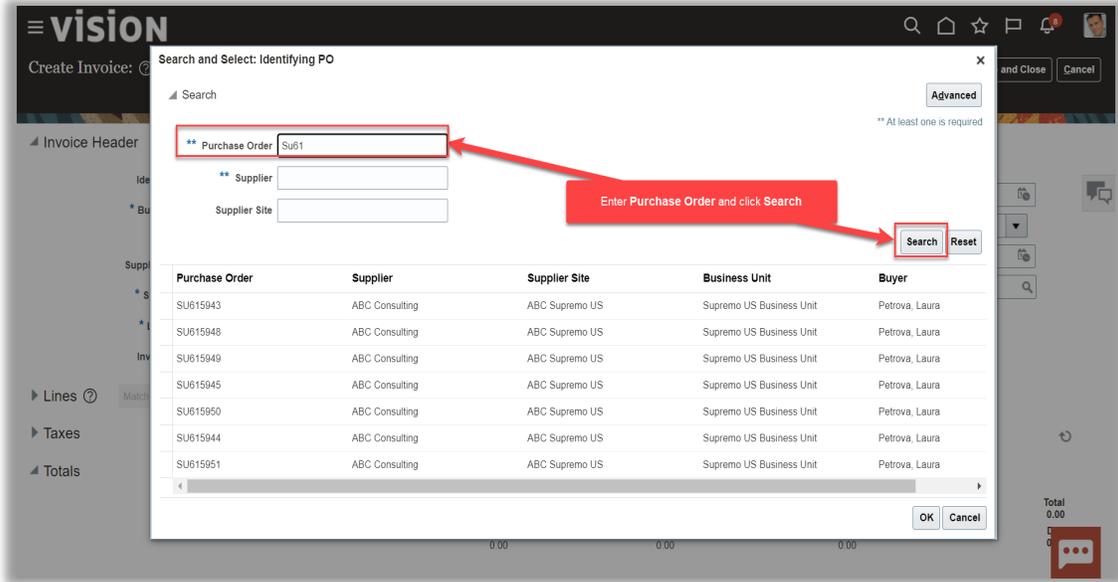
Click Create Invoice



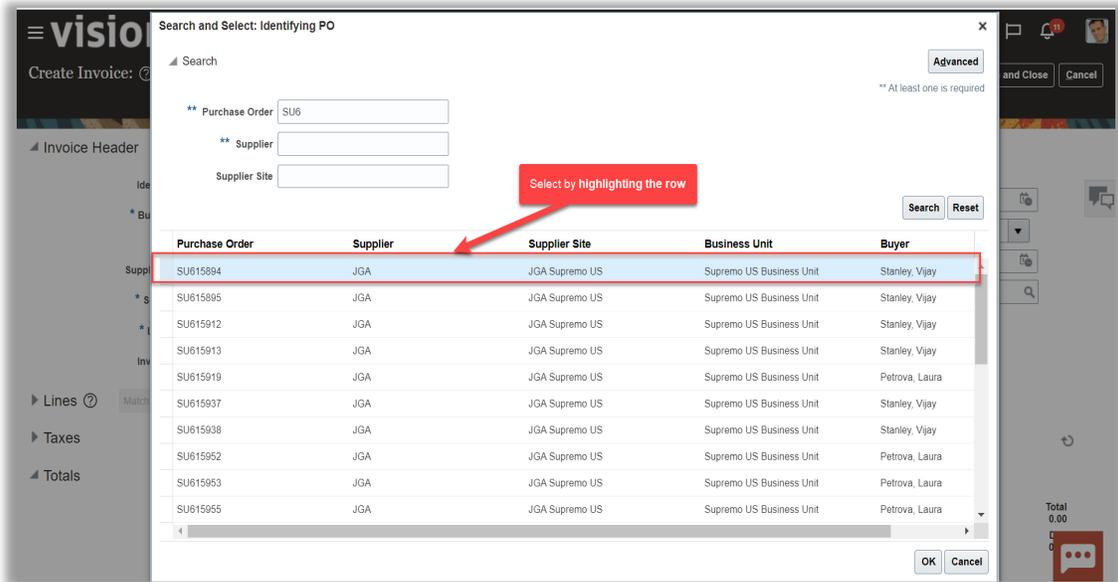
Click on Search Icon (magnifying glass) next to the field Identify PO



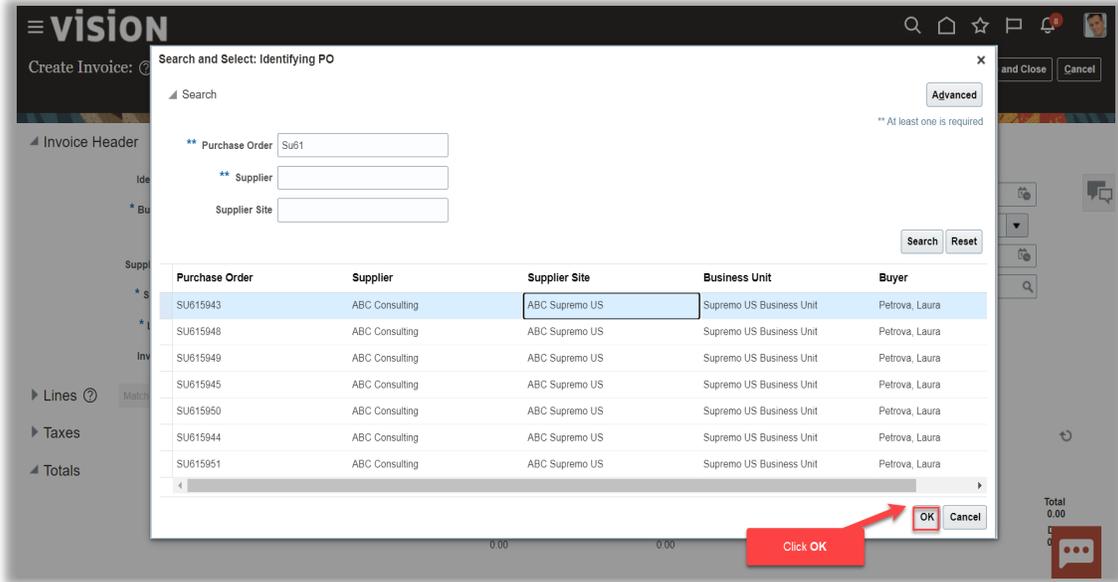
Enter Purchase Order and click Search



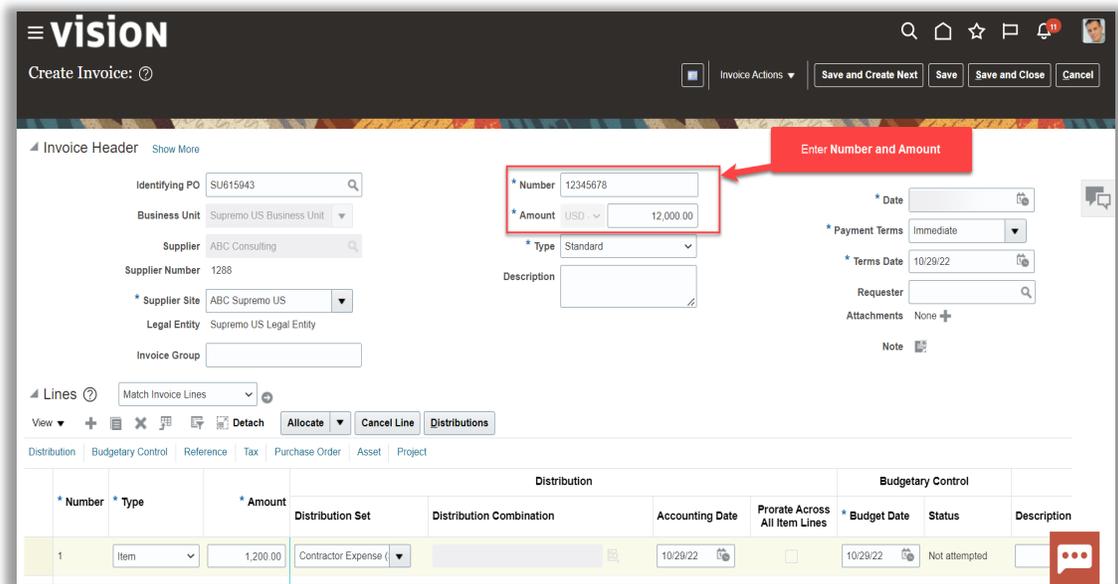
Select by highlighting the row



Click OK



Note: After click on **OK**, **Supplier details and Legal entity** will automatically popup  
**Enter Number and Amount**



Go down to **Lines** dropdown and click on **Expand Lines**

**VISION**  
Create Invoice: ⓘ

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: SU615894  
 Business Unit: Supremo US Business Unit  
 Supplier: JGA  
 Supplier Number: 1254  
 Supplier Site: JGA Supremo US

\* Number:   
 \* Amount: USD   
 \* Type: Standard  
 Description:

\* Date: 10/28/22  
 \* Payment Terms: Net 30  
 \* Terms Date: 10/28/22  
 Requester:   
 Attachments: None  
 Note:

**Lines** ⓘ Match Invoice Lines

Taxes

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage	Withholding	Applied Prepayments	Due
		0.00	0.00	0.00	0.00

Go down to Lines dropdown and click on Expand Lines

## Enter Amount

**Invoice Header** Show More

Identifying PO: SU615943  
 Business Unit: Supremo US Business Unit  
 Supplier: ABC Consulting  
 Supplier Number: 1288  
 Supplier Site: ABC Supremo US  
 Legal Entity: Supremo US Legal Entity  
 Invoice Group:

\* Number: 12345678  
 \* Amount: USD 12,000.00  
 \* Type: Standard  
 Description:

\* Date: 10/16/22  
 \* Payment Terms: Immediate  
 \* Terms Date: 10/16/22  
 Requester:   
 Attachments: None  
 Note:

**Lines** ⓘ Match Invoice Lines

View: +, -, Detach, Allocate, Cancel Line, Distributions

Distribution | Budgetary Control | Reference | Tax | Purchase Order | Asset | Project

* Number	* Type	* Amount	Distribution				Budgetary Control		Referen
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	
1	Item	<input type="text"/>	Contractor Expense		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
4	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
5	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	

Enter Amount

## Select Distribution Set from dropdown

Legal Entity: Supremo US Legal Entity

Invoice Group:

Attachments: None

Note:

Lines: Match Invoice Lines

View: + [Icons] Detach Allocate Cancel Line Distributions

* Number	* Type	* Amount	Distribution				Budgetary Control		
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	1,200.00	Contractor Expense (▼)		10/29/22	<input type="checkbox"/>	10/29/22	Not attempted	
2	Item		Contractor Expense (Single Dist)				10/29/22	Not attempted	
3	Item		Contractor Expense (Single Dist)		10/29/22		10/29/22	Not attempted	
4	Item		Contractor Expense (Single Dist)		10/29/22		10/29/22	Not attempted	
5	Item		Contractor Expense (Single Dist)		10/29/22		10/29/22	Not attempted	

Taxes

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Applied Prepayments	Total
1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00
		0.00	0.00			0.00
		0.00	0.00			0.00

Red callout: Select Distribution Set from dropdown

Click Save

vision

Create Invoice:

Invoice Actions: Save and Create Next Save Save and Close Cancel

Click Save

Invoice Header

Identifying PO: SU615043

Business Unit: Supremo US Business Unit

Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC Supremo US

Legal Entity: Supremo US Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Standard

Description:

\* Date: 10/29/22

\* Payment Terms: Immediate

\* Terms Date: 10/29/22

Requester:

Attachments: None

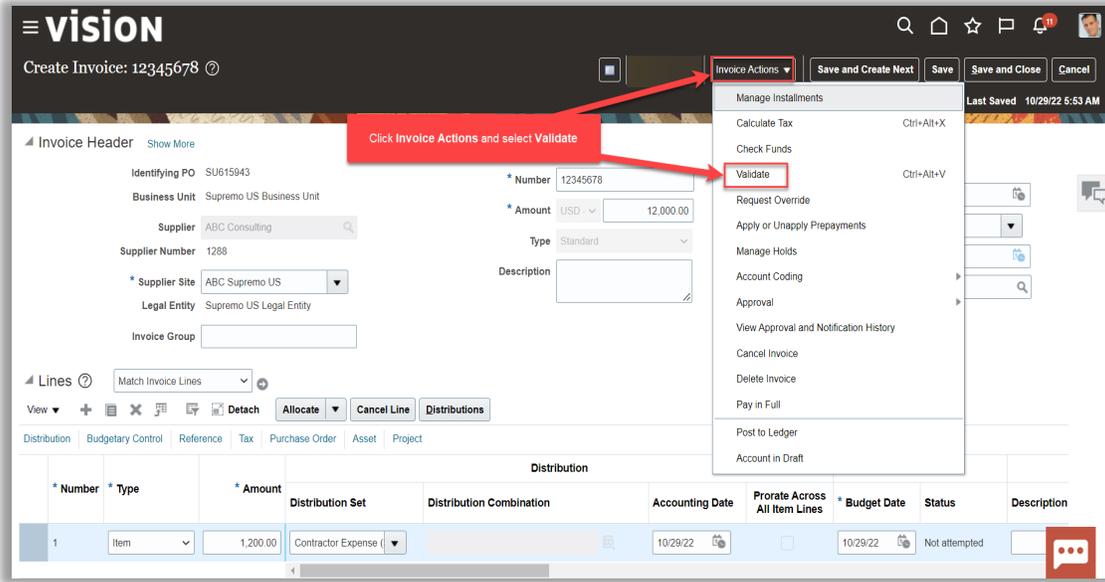
Note:

Lines: Match Invoice Lines

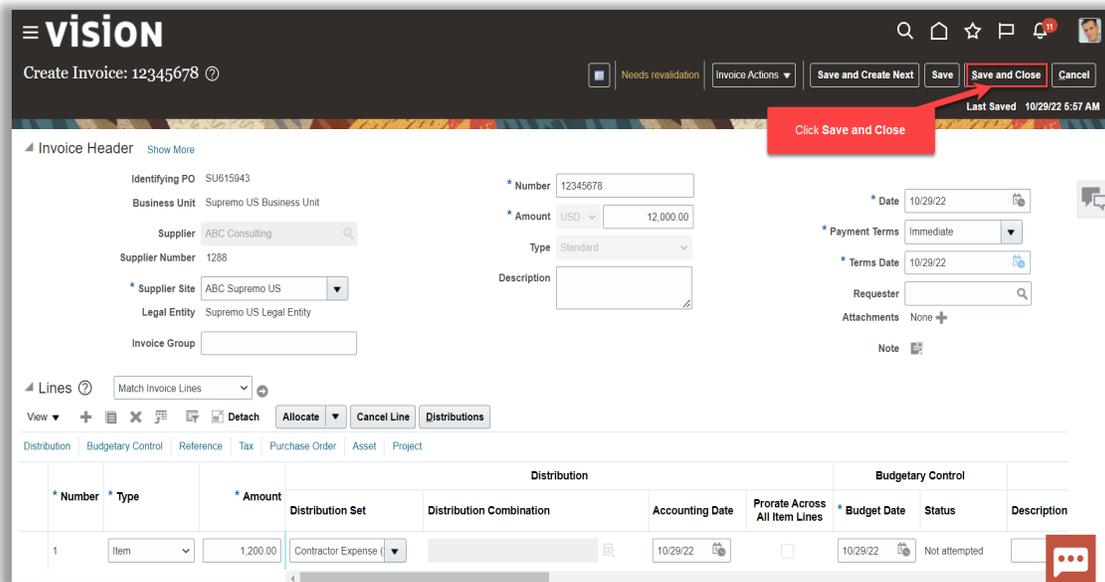
View: + [Icons] Detach Allocate Cancel Line Distributions

* Number	* Type	* Amount	Distribution				Budgetary Control		
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	1,200.00	Contractor Expense (▼)		10/29/22	<input type="checkbox"/>	10/29/22	Not attempted	

Click Invoice Actions and select Validate



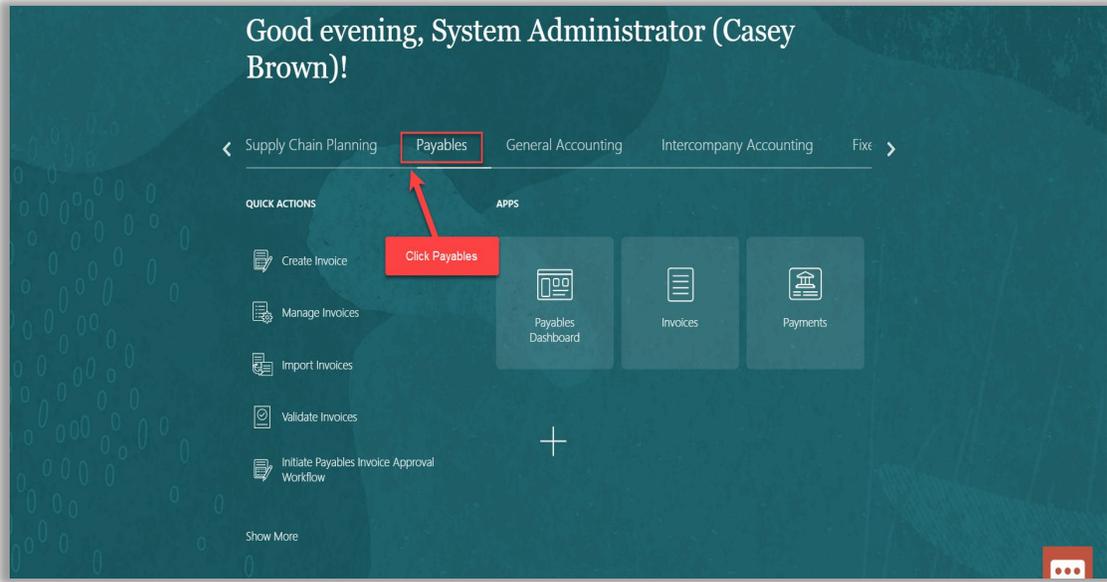
Click **Save and Close**



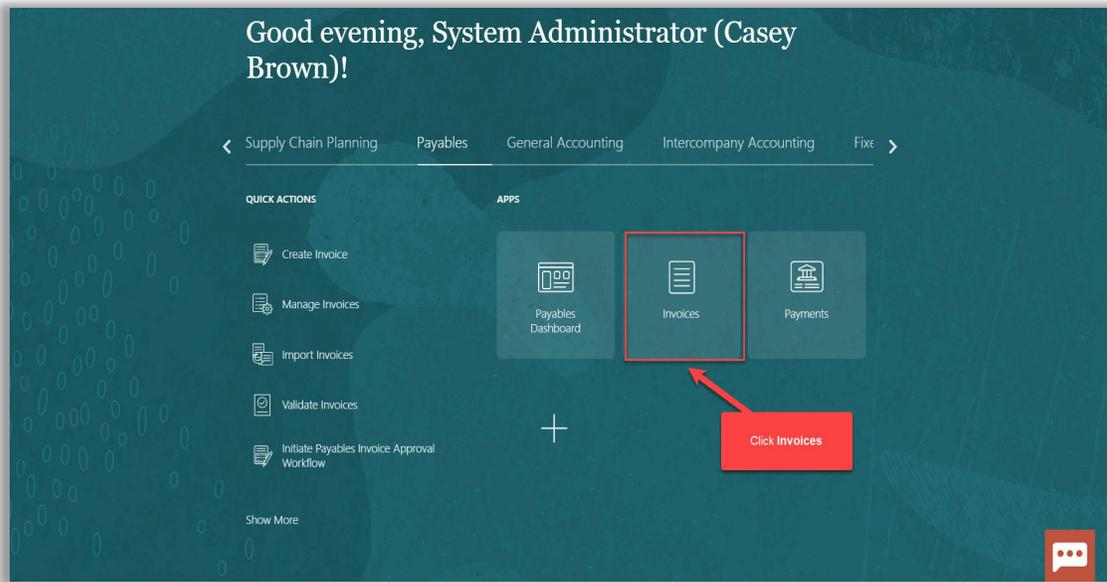
## Creating An Invoice With A Discount

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

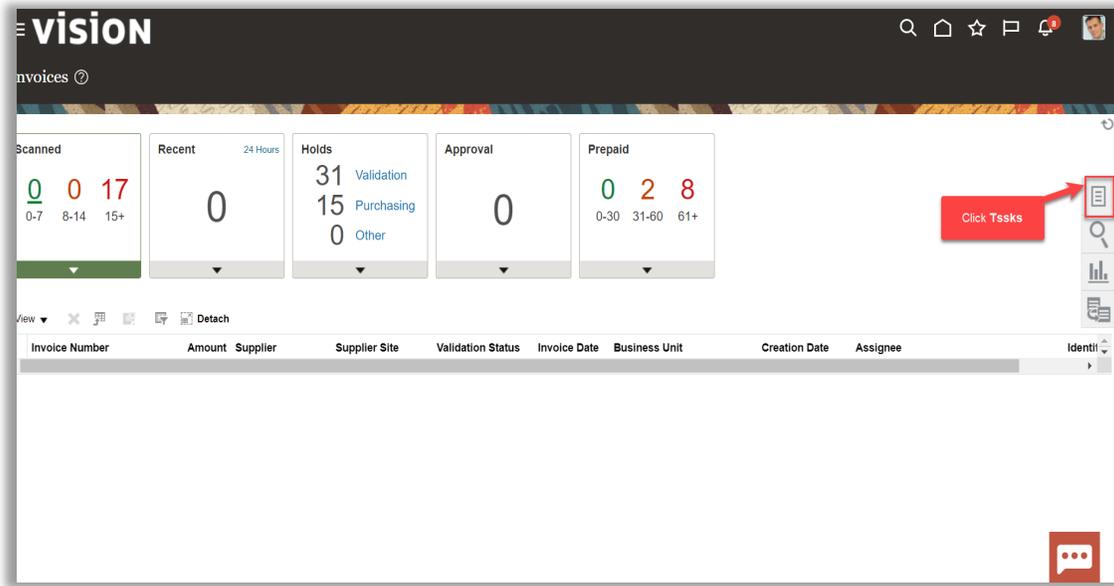
From home screen, click **Payables**



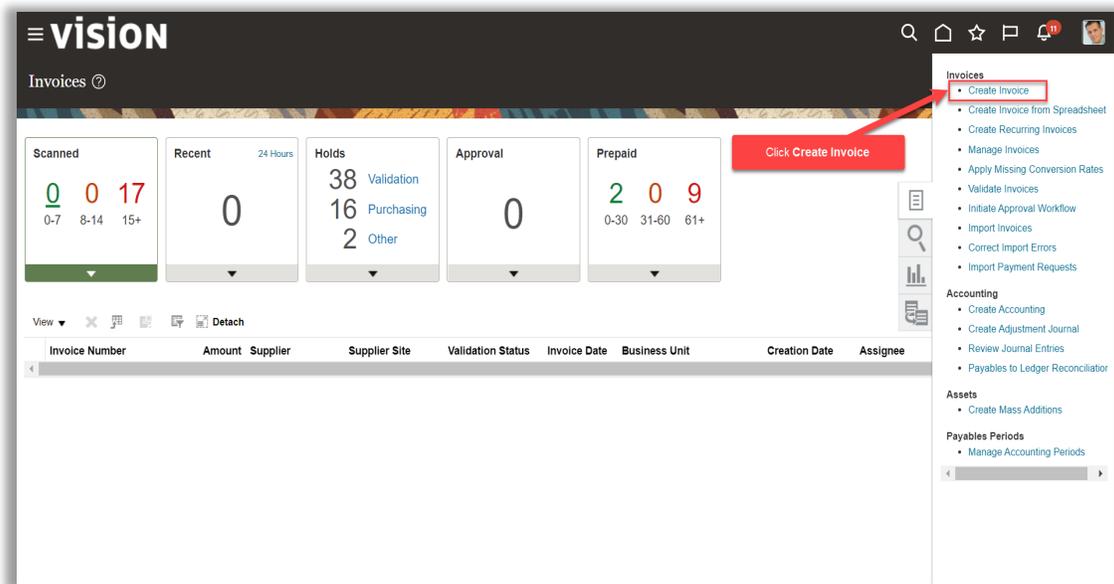
### Click Invoices



### Click Tasks



Click Create Invoice



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

**VISION**  
Create Invoice: ?

Invoice Actions | Save and Create Next | Save | Save and Close | Cancel

**Invoice Header** Show More

Identifying PO

\* Business Unit **US1 Business Unit**

\* Supplier

Supplier Number

\* Supplier Site

\* Legal Entity

Invoice Group

\* Amount  USD

\* Type  Standard

Description

\* Date  10/16/22

\* Payment Terms  Immediate

\* Terms Date  10/16/22

Requester

Attachments  None

Note

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	

### Enter Number and Amount

**VISION**  
Create Invoice: ?

Invoice Actions | Save and Create Next | Save | Save and Close | Cancel

**Invoice Header** Show More

Identifying PO

\* Business Unit  US1 Business Unit

\* Supplier

Supplier Number

\* Supplier Site

\* Legal Entity

Invoice Group

\* Number

\* Amount  USD

\* Type  Standard

Description

\* Date  10/16/22

\* Payment Terms  Immediate

\* Terms Date  10/16/22

Requester

Attachments  None

Note

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	

### Enter Supplier, Supplier Number, Supplier Site and Legal Entity

**vision**  
Create Invoice: 1234678

Invoice Actions | Save and Create Next | Save | Save and Close | Cancel

**Invoice Header** Show More

Identifying PO: [Search]  
 \* Business Unit: US1 Business Unit  
 \* Supplier: ABC Consulting  
 Supplier Number: 1288  
 \* Supplier Site: ABC US1  
 \* Legal Entity: US1 Legal Entity  
 Invoice Group: [Text]

\* Number: 1234678  
 \* Amount: USD 12,000.00  
 \* Type: Standard  
 Description: [Text]

\* Date: 10/16/22  
 \* Payment Terms: Immediate  
 \* Terms Date: 10/16/22  
 Requester: [Search]  
 Attachments: None  
 Note: [Text]

▶ Lines: Match Invoice Lines  
 ▶ Taxes

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	12,000.00
		Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00				

Enter Amount and select the Distribution Set from the dropdown

\* Supplier: ABC Consulting  
 Supplier Number: 1288  
 \* Supplier Site: ABC US1  
 \* Legal Entity: US1 Legal Entity  
 Invoice Group: [Text]

\* Type: Standard  
 Description: [Text]

\* Payment Terms: Immediate  
 \* Terms Date: 10/16/22  
 Requester: [Search]  
 Attachments: None  
 Note: [Text]

**Lines** Match Invoice Lines

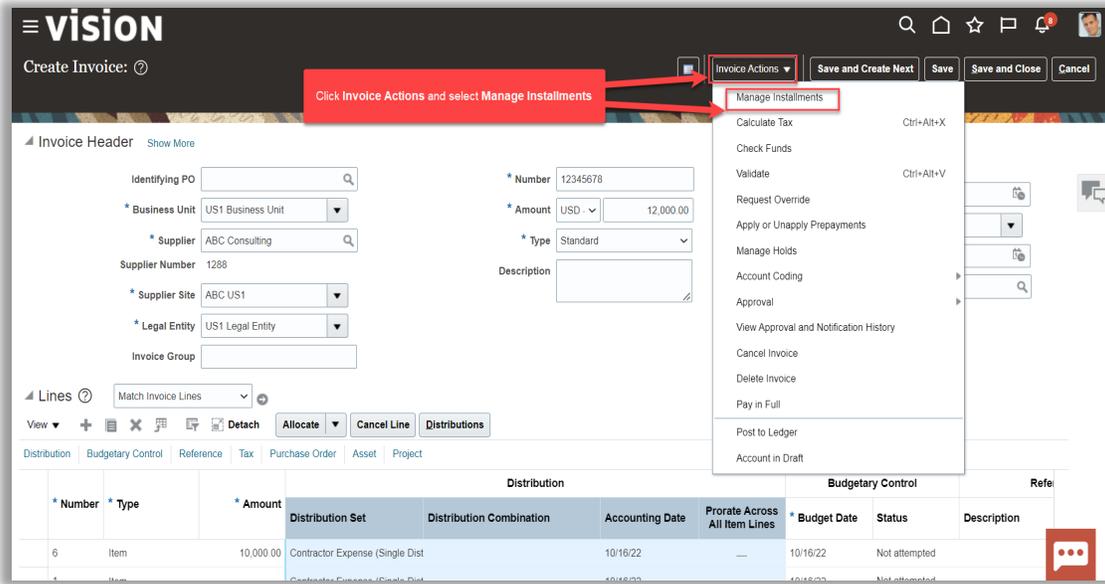
View: + | - | [Icons] | Detach | Allocate | Cancel Line | Distributions

Distribution | Budgetary Control | Reference | Tax | Purchase Order | Asset | Project

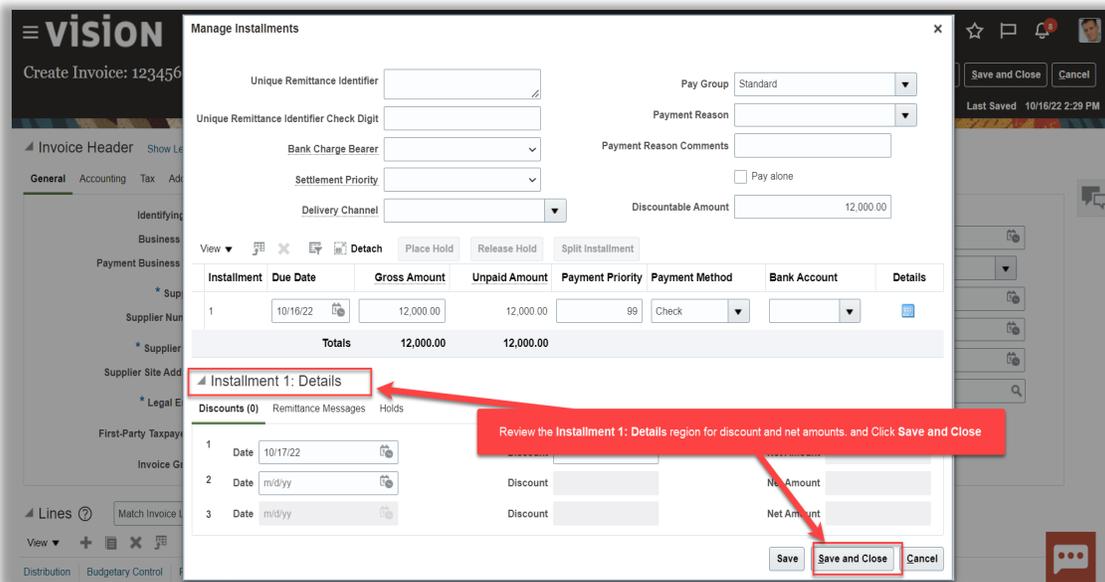
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
6	Item		Contractor Expense		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
1	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	
4	Item		Contractor Expense (Single Dist)		10/16/22	—	10/16/22	Not attempted	

▶ Taxes  
 ▶ Totals

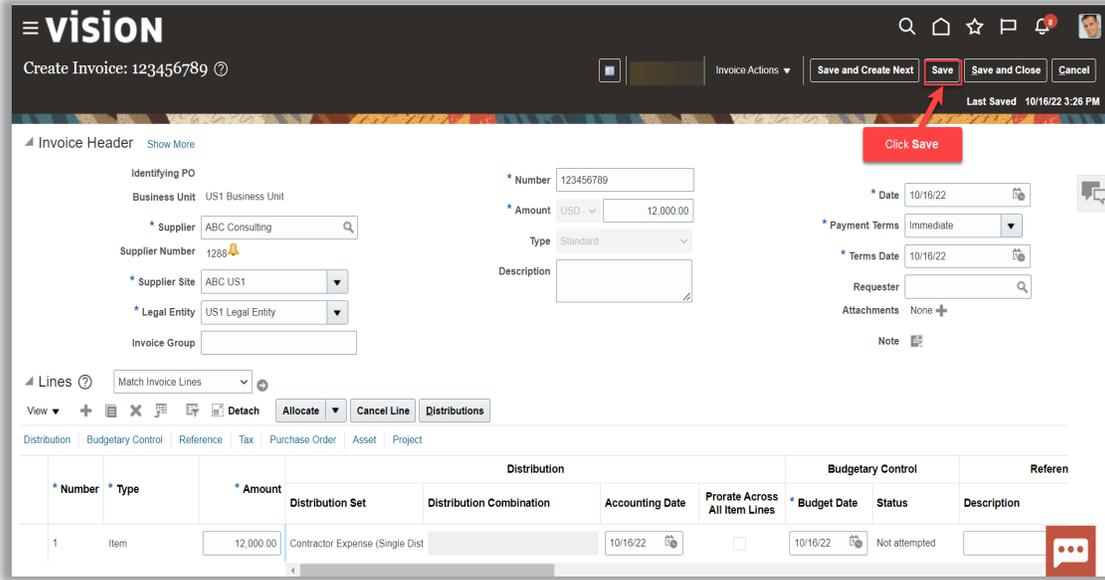
Click Invoice Actions and select Manage Installments



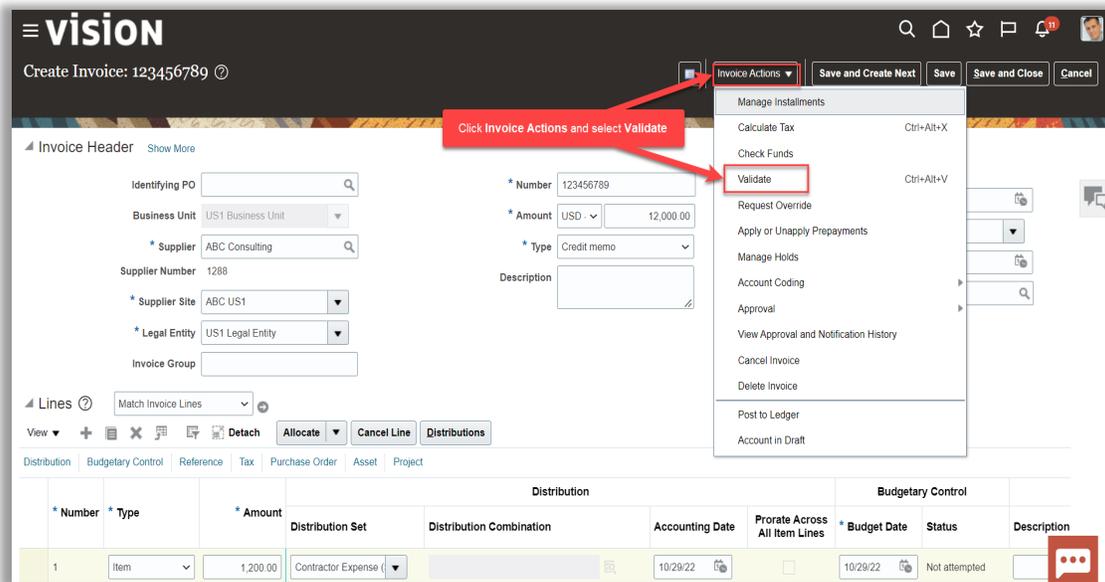
Review the **Installment 1: Details** region for discount and net amounts and Click **Save and Close**



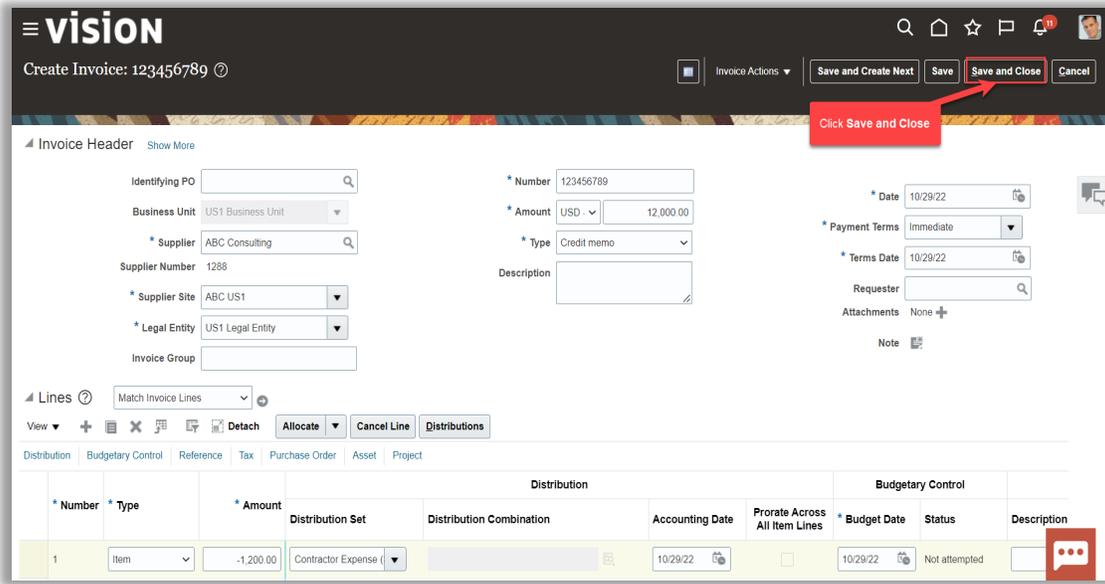
Click **Save**



Click Invoice Actions and select Validate



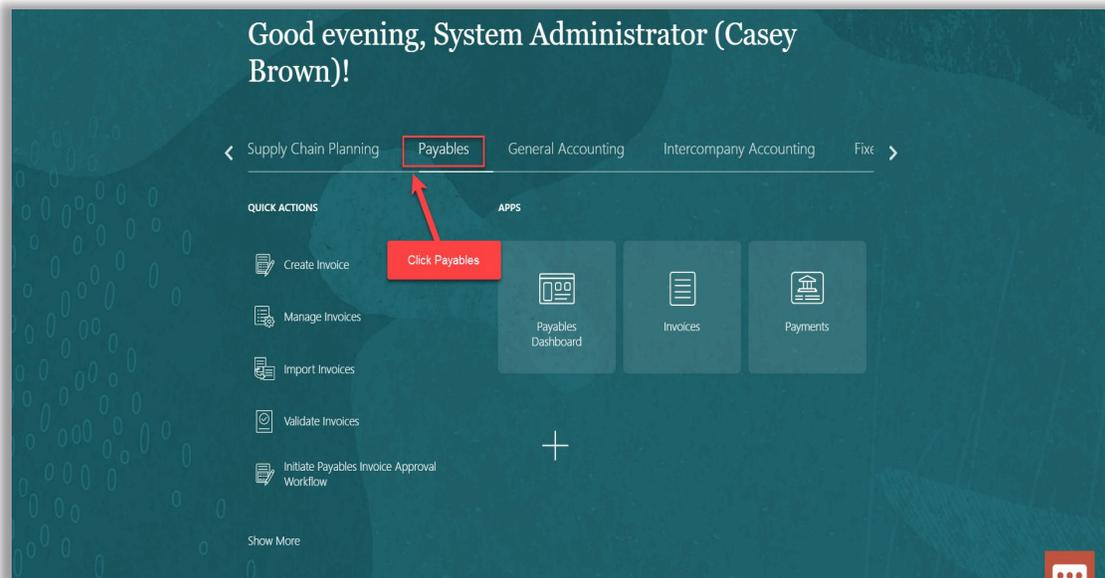
Click Save and Close



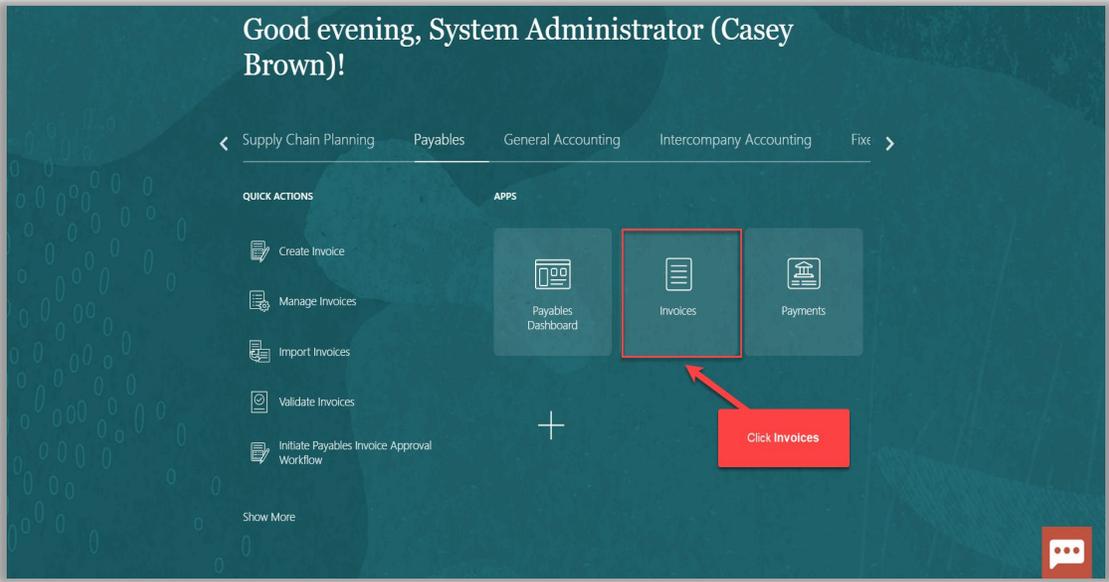
## Creating A Credit Memo

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

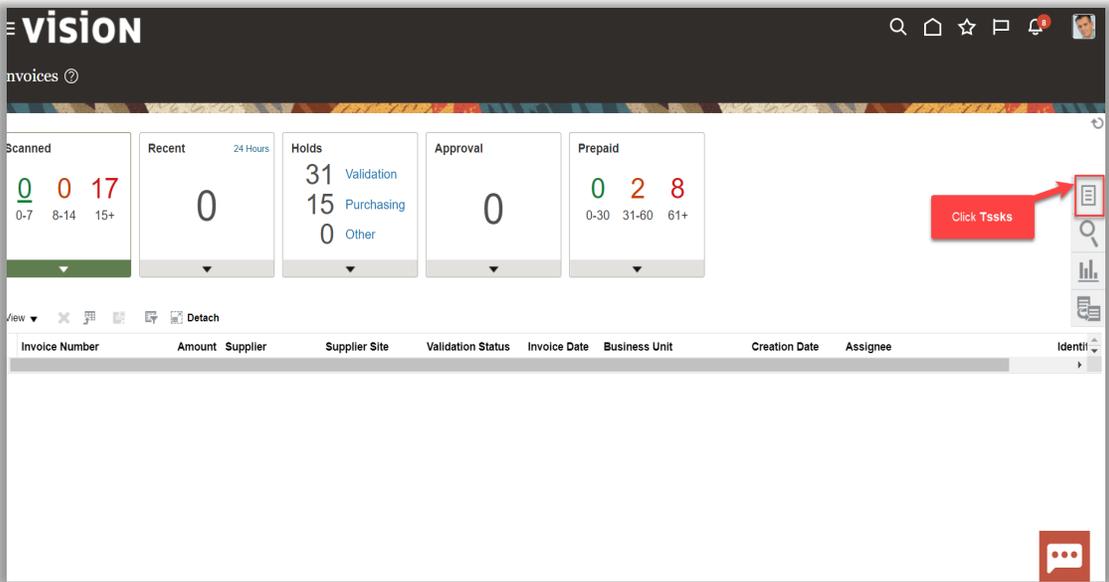
From home screen, click **Payables**



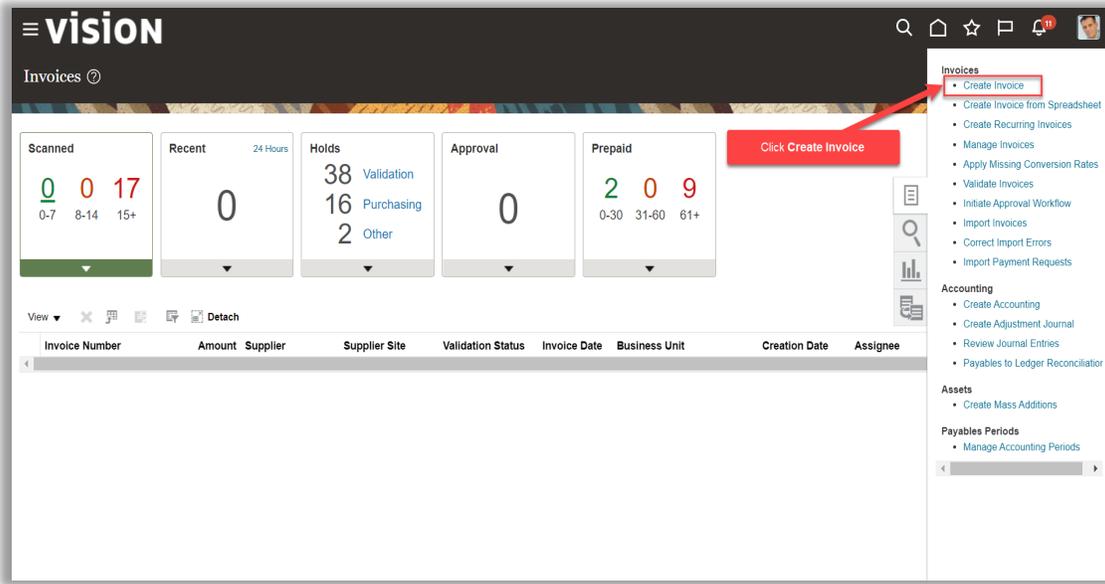
Click **Invoices**



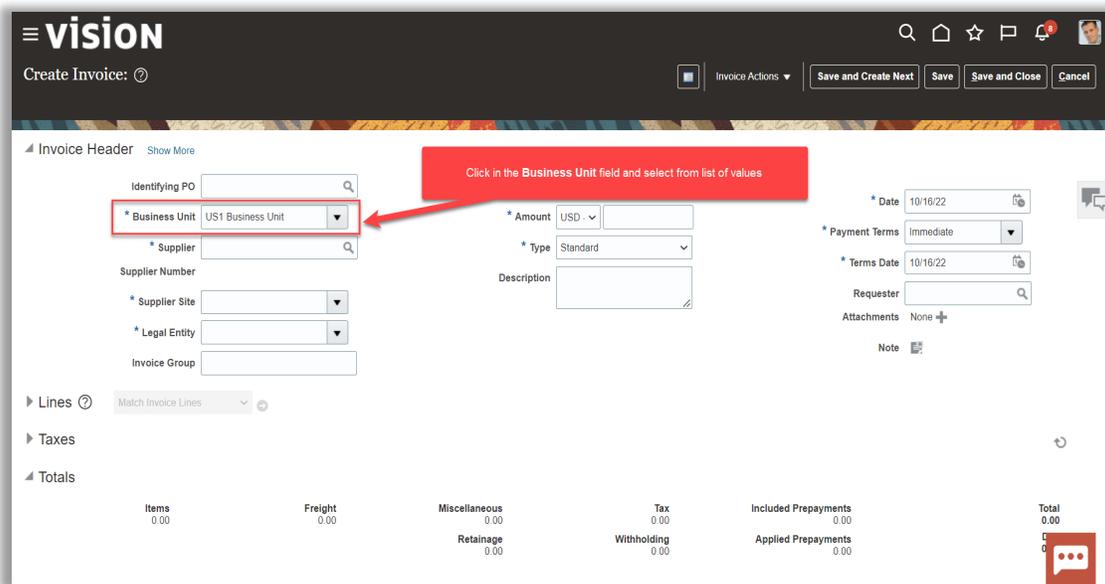
Click Tasks



Click Create Invoice



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



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

Select **Type** as **Credit Memo**

**VISION**  
Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [Search]  
 \* Business Unit: US1 Business Unit  
 \* Supplier: [Search]  
 Supplier Number: [Search]  
 \* Supplier Site: [Dropdown]  
 \* Legal Entity: [Dropdown]  
 Invoice Group: [Text]

\* Number: 123456789  
 \* Amount: USD -12,000.00  
 \* Type: Credit memo  
 Description: [Text Area]

\* Date: 11/2/22  
 \* Payment Terms: Immediate  
 \* Terms Date: 11/2/22  
 Attachments: None  
 Note: [Text Area]

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		-12,000.00

**Enter Number and Amount**

**VISION**  
Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [Search]  
 \* Business Unit: US1 Business Unit  
 \* Supplier: [Search]  
 Supplier Number: [Search]  
 \* Supplier Site: [Dropdown]  
 \* Legal Entity: [Dropdown]  
 Invoice Group: [Text]

\* Number: 123456789  
 \* Amount: USD -12,000.00  
 \* Type: Credit memo  
 Description: [Text Area]

\* Date: 11/2/22  
 \* Payment Terms: Immediate  
 \* Terms Date: 11/2/22  
 Requester: [Search]  
 Attachments: None  
 Note: [Text Area]

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		-12,000.00

Note: Credit Memo amount should be negative

Enter **Supplier, Supplier Number, Supplier Site and Legal Entity**

**VISION**  
Create Invoice: 123456789

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 123456789

\* Amount: USD -12,000.00

\* Type: Credit memo

Description:

\* Date: 11/2/22

\* Payment Terms: Immediate

\* Terms Date: 11/2/22

Requester:

Attachments: None

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		-12,000.00

Go down to lines dropdown and click on **Expand Lines**

**VISION**  
Create Invoice: 123456789

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

Invoice Group:

\* Number: 123456789

\* Amount: USD -12,000.00

\* Type: Credit memo

Description:

\* Date: 11/2/22

\* Payment Terms: Immediate

\* Terms Date: 11/2/22

Requester:

Attachments: None

Note:

**Lines** Match Invoice Lines

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		-12,000.00

Enter **Amount** and select the **Distribution Set** from the dropdown

Business Unit: US1 Business Unit | Amount: USD -12,000.00 | Date: 11/2/22  
 Supplier: ABC Consulting | Type: Credit memo | Payment Terms: Immediate  
 Supplier Number: 1288 | Description: | Terms Date: 11/2/22  
 Supplier Site: ABC US1 | Requester: | Attachments: None  
 Legal Entity: US1 Legal Entity | Note: | Invoice Group: |

Lines: Match Invoice Lines

Buttons: Allocate, Cancel Line, Distributions

Enter Amount and select the Distribution Set from the drop down

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item		Contractor Expense (		11/2/22	<input type="checkbox"/>	11/2/22	Not attempted	
2	Item		Contractor Expense (Single Dist		11/2/22	—	11/2/22	Not attempted	
3	Item		Contractor Expense (Single Dist		11/2/22	—	11/2/22	Not attempted	
4	Item		Contractor Expense (Single Dist		11/2/22	—	11/2/22	Not attempted	
5	Item		Contractor Expense (Single Dist		11/2/22	—	11/2/22	Not attempted	

The total of line amounts must equal the invoice amount

Business Unit: US1 Business Unit | Amount: USD -12,000.00 | Date: 11/2/22  
 Supplier: ABC Consulting | Type: Credit memo | Payment Terms: Immediate  
 Supplier Number: 1288 | Description: | Terms Date: 11/2/22  
 Supplier Site: ABC US1 | Requester: | Attachments: None  
 Legal Entity: US1 Legal Entity | Note: | Invoice Group: |

Lines: Match Invoice Lines

Buttons: Allocate, Cancel Line, Distributions

The total of line amounts must equal the invoice amount

* Number	* Type	* Amount	Distribution S	g Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	-12,000.00	Contractor Expense (	11/2/22	<input type="checkbox"/>	11/2/22	Not attempted	
2	Item		Contractor Expense (Single Dist	11/2/22	—	11/2/22	Not attempted	
3	Item		Contractor Expense (Single Dist	11/2/22	—	11/2/22	Not attempted	
4	Item		Contractor Expense (Single Dist	11/2/22	—	11/2/22	Not attempted	
5	Item		Contractor Expense (Single Dist	11/2/22	—	11/2/22	Not attempted	

Click Distributions

Business Unit: US1 Business Unit | \* Amount: USD -12,000.00 | \* Payment Terms: Immediate

\* Supplier: ABC Consulting | \* Type: Credit memo | \* Terms Date: 11/2/22

Supplier Number: 1288 | Description: | Requester: | Attachments: None

\* Supplier Site: ABC US1 | \* Legal Entity: US1 Legal Entity

Invoice Group: | Note: |

Match Invoice Lines: | **Click Distributions**

View: + | Detach | Allocate | Cancel Line | **Distributions**

Distribution							Budgetary Control		
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	-12,000.00	Contractor Expense (Single Dist		11/2/22	<input type="checkbox"/>	11/2/22	Not attempted	

Taxes

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
-12,000.00	0.00	0.00	-1,080.00	0.00	-13,080.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	-12,000.00

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

Business Unit: US1 Business Unit | \* Amount: USD -12,000.00 | \* Payment Terms: Immediate

\* Supplier: ABC Consulting | \* Type: Credit memo | \* Terms Date: 11/2/22

Supplier Number: 1288 | Description: | Requester: | Attachments: None

\* Supplier Site: ABC US1 | \* Legal Entity: US1 Legal Entity

Invoice Group: | Note: |

Match Invoice Lines: | **Click Distributions**

View: + | Detach | Allocate | Cancel Line | **Distributions**

Distribution							Budgetary Control		
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	-12,000.00	Contractor Expense (Single Dist	101.10.65600.121.000.000	11/2/22	<input type="checkbox"/>	11/2/22	Not attempted	

Taxes

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
-12,000.00	0.00	0.00	-1,080.00	0.00	-13,080.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	-12,000.00

**Manage Distributions**

View: + | Detach | Invoice Line: 1 | Reverse | Adjust Tax Recovery | Check Funds | View Results

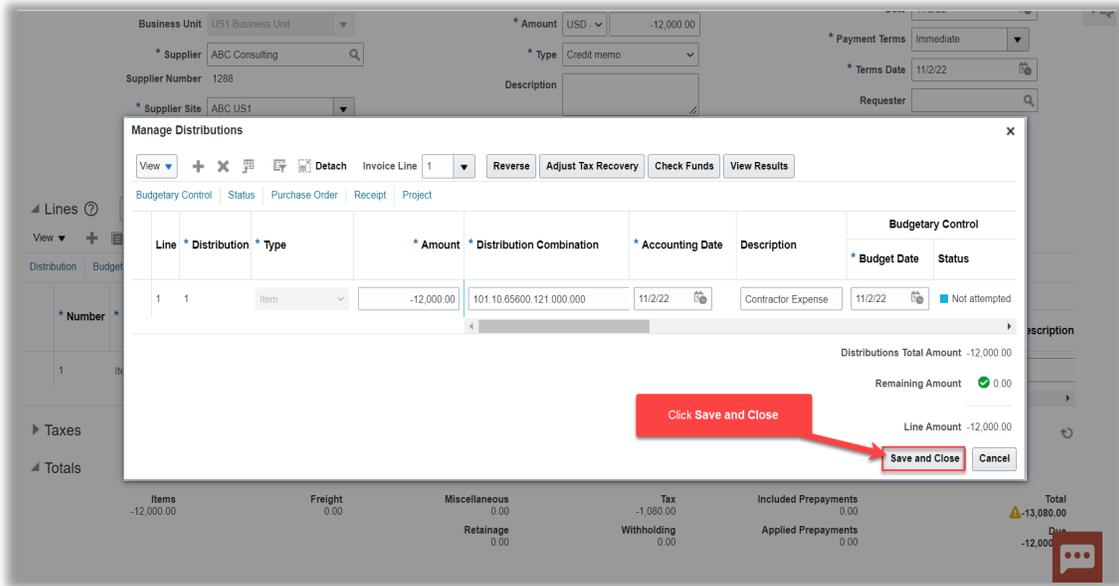
Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	* Budget Date	Status
1	1	Item	-12,000.00	101.10.65600.121.000.000	11/2/22	Contractor Expense	11/2/22	Not attempted

Total Amount: -12,000.00  
 Remaining Amount: 0.00  
 Line Amount: -12,000.00

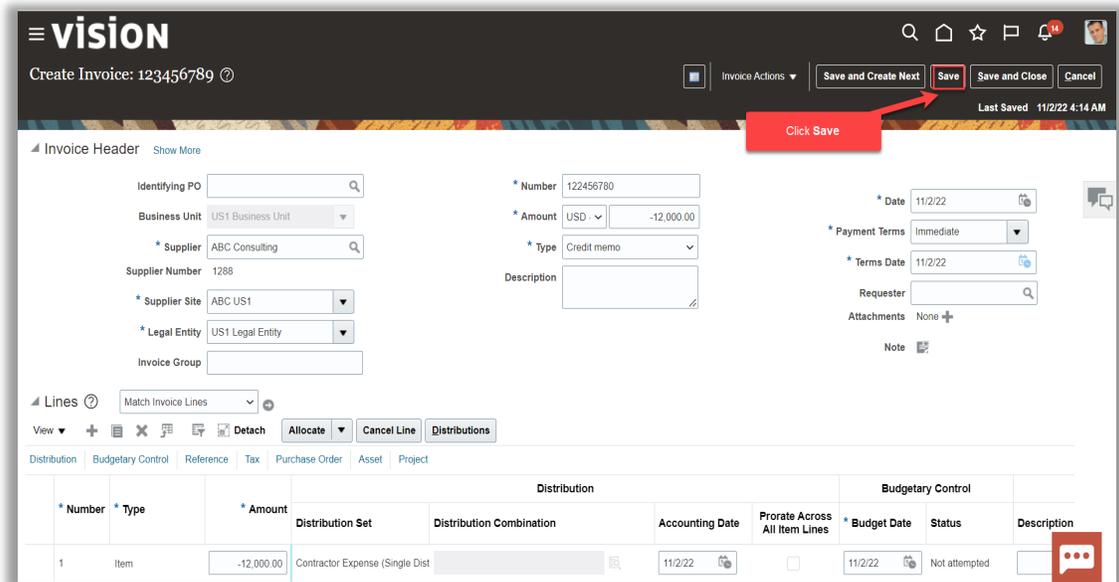
Save and Close | Cancel

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

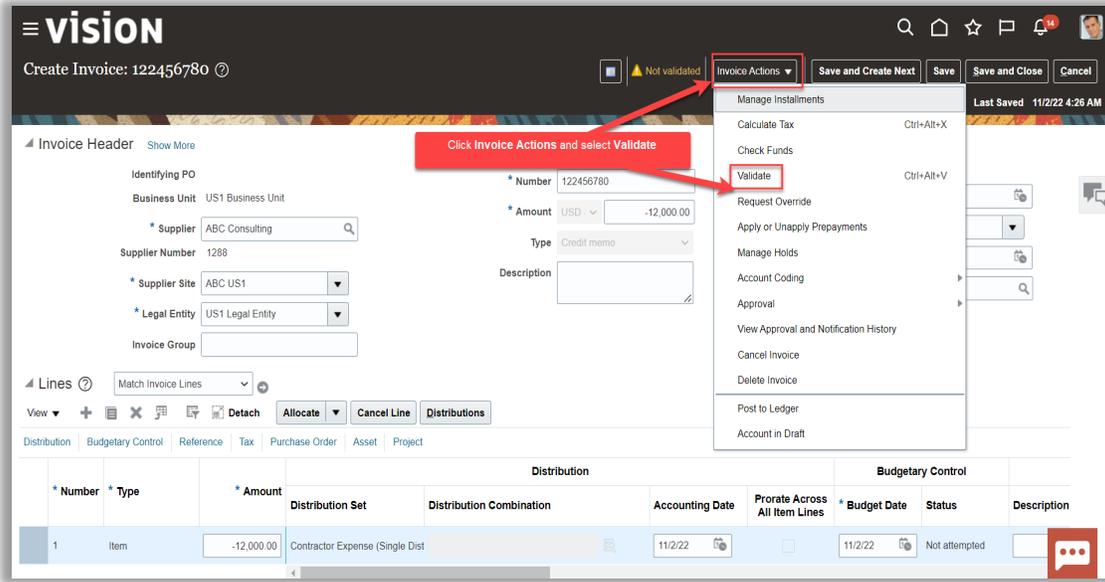
Click **Save and Close**



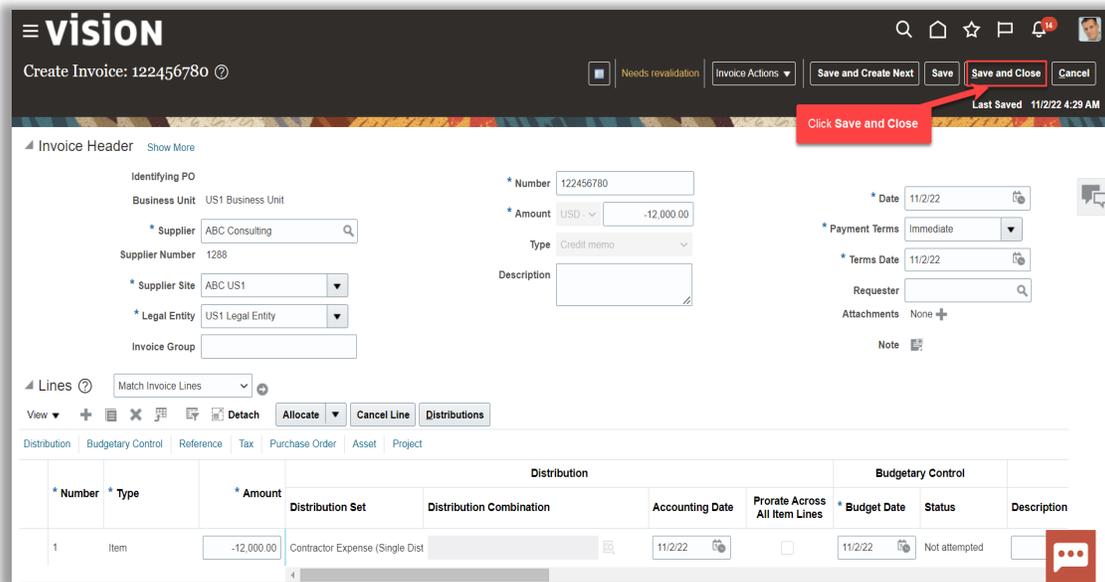
Click **Save**



Click **Invoice Actions** and select **Validate**



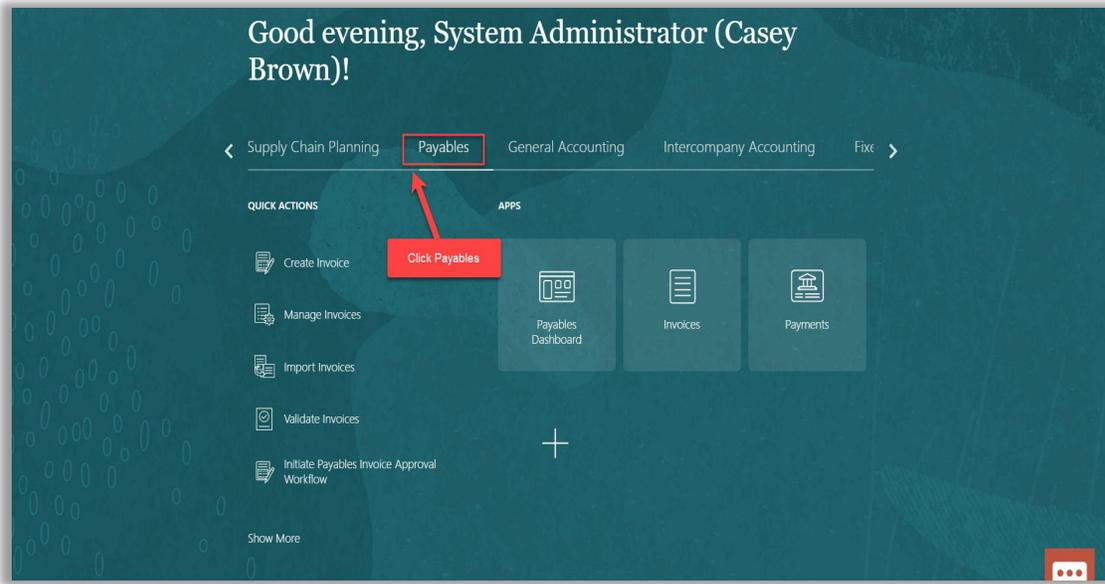
Click **Save and Close**



## 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

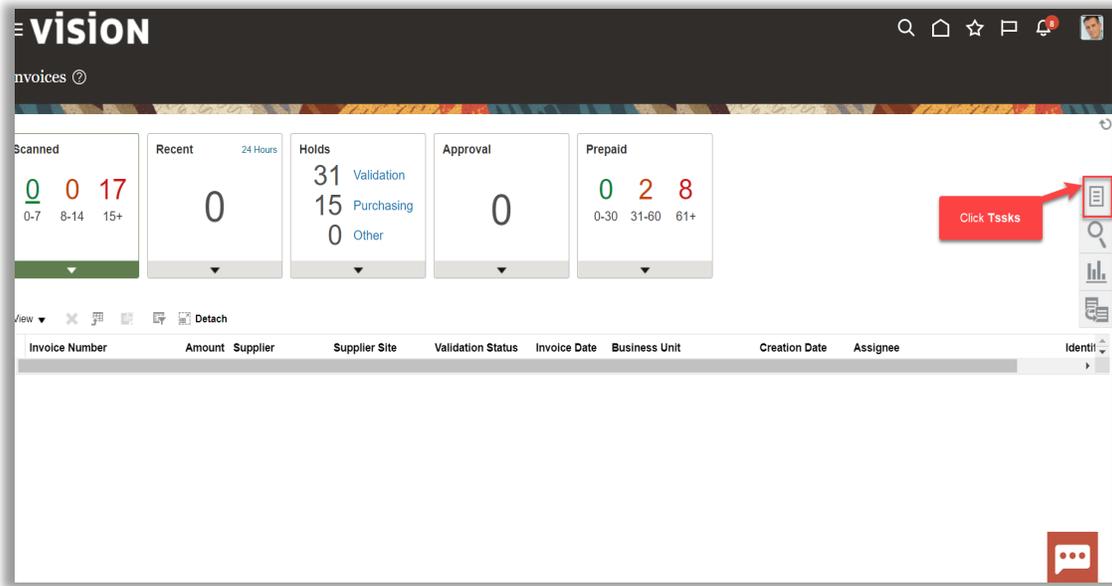
From home screen, click **Payables**



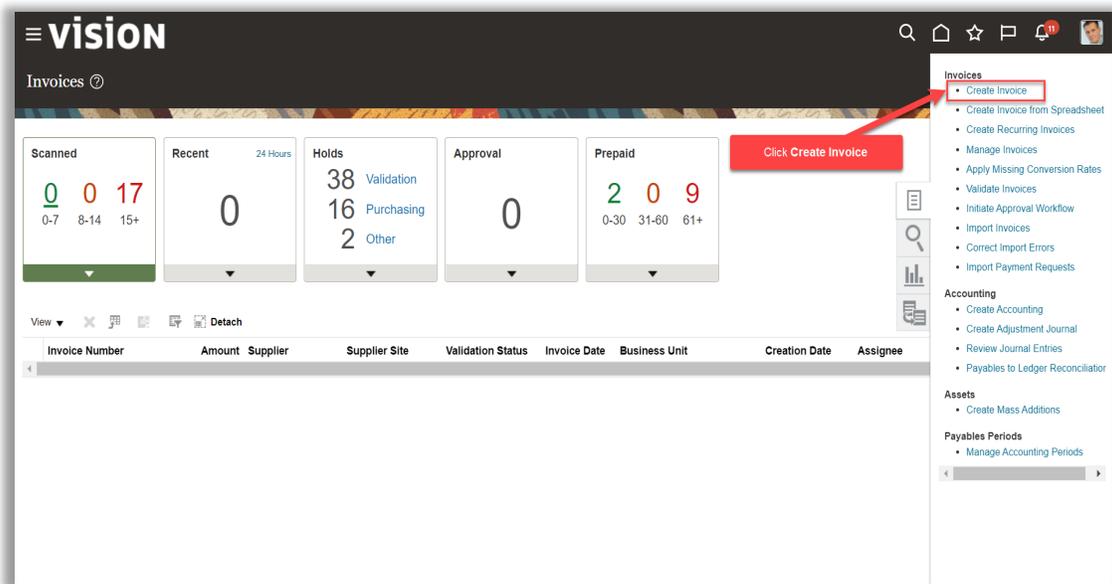
### Click Invoices



### Click Tasks



Click Create Invoice



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

**VISION**  
Create Invoice: ⓘ

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: **US1 Business Unit** (highlighted)

\* Supplier:

Supplier Number:

\* Supplier Site:

\* Legal Entity:

Invoice Group:

\* Amount: USD -

\* Type: Standard

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

Note:

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage	Withholding	Applied Prepayments	
		0.00	0.00	0.00	

**Enter Number and Amount**

**VISION**  
Create Invoice: ⓘ

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier:

Supplier Number:

\* Supplier Site:

\* Legal Entity:

Invoice Group:

\* Number:  (highlighted)

\* Amount: USD -  (highlighted)

\* Type: Standard

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

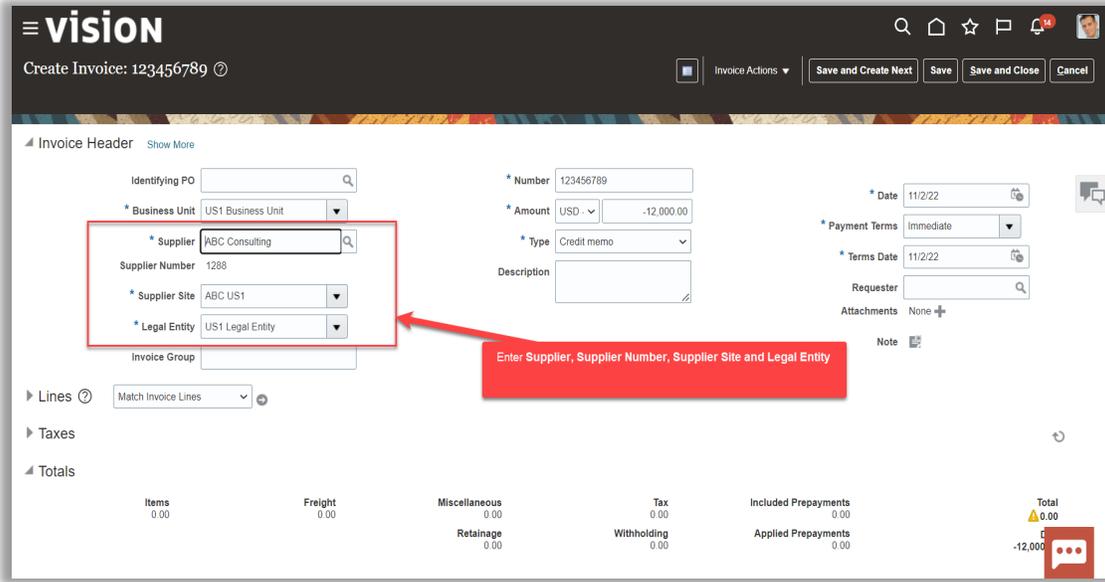
Note:

**Totals**

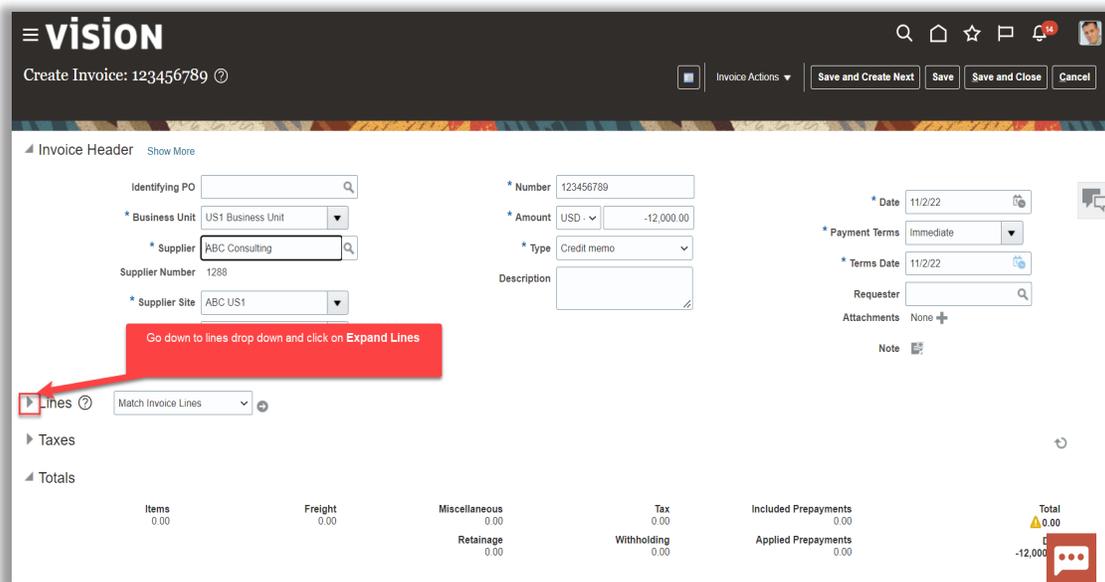
Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage	Withholding	Applied Prepayments	
		0.00	0.00	0.00	

Note: Credit Memo amount should be negative

**Enter Supplier, Supplier Number, Supplier Site and Legal Entity**



Go down to lines dropdown and click on **Expand Lines**



Click the down arrow to select the appropriate **Match Type**

Create Invoice: 12345678

Invoice Actions Save and Create Next Save Save and Close Cancel

### Invoice Header

Identifying PO

\* Business Unit US1 Business Unit

\* Supplier ABC Consulting

Supplier Number 1288

\* Supplier Site ABC US1

\* Legal Entity US1 Legal Entity

Invoice Group

\* Number 12345678

\* Amount USD 12,000.00

\* Type Standard

Description

\* Date 10/16/22

\* Payment Terms Immediate

\* Terms Date 10/16/22

Requester

Attachments None

Note

### Lines

Match Invoice Lines

Match Invoice Lines

Match to Receipt Charges

Correct Matched Invoices

Correct Unmatched Invoices

Allocate Cancel Line Distributions

Distribution Budget Correct Unmatched Invoices Purchase Order Asset Project

Click the down arrow to select the appropriate Match Type

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item		Contractor Expense (		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	

Click Go

Identifying PO

\* Business Unit US1 Business Unit

\* Supplier ABC Consulting

Supplier Number 1288

\* Supplier Site ABC US1

\* Legal Entity US1 Legal Entity

Invoice Group

\* Number 12345678

\* Amount USD 12,000.00

\* Type Standard

Description

\* Date 10/16/22

\* Payment Terms Immediate

\* Terms Date 10/16/22

Requester

Attachments None

Note

### Lines

Correct Unmatched Invoices

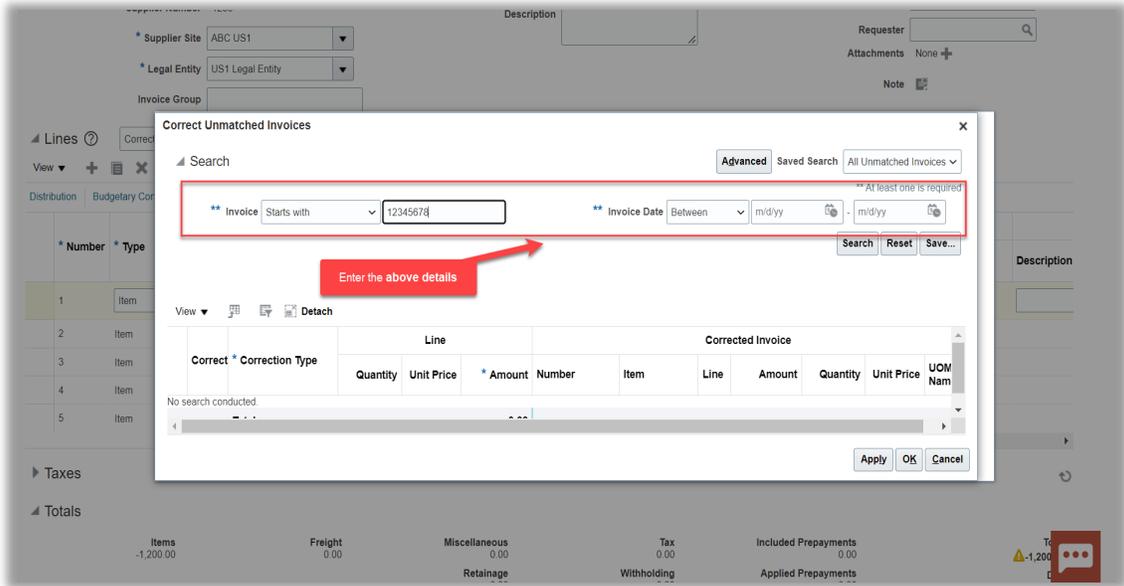
Click Go

Detach Allocate Cancel Line Distributions

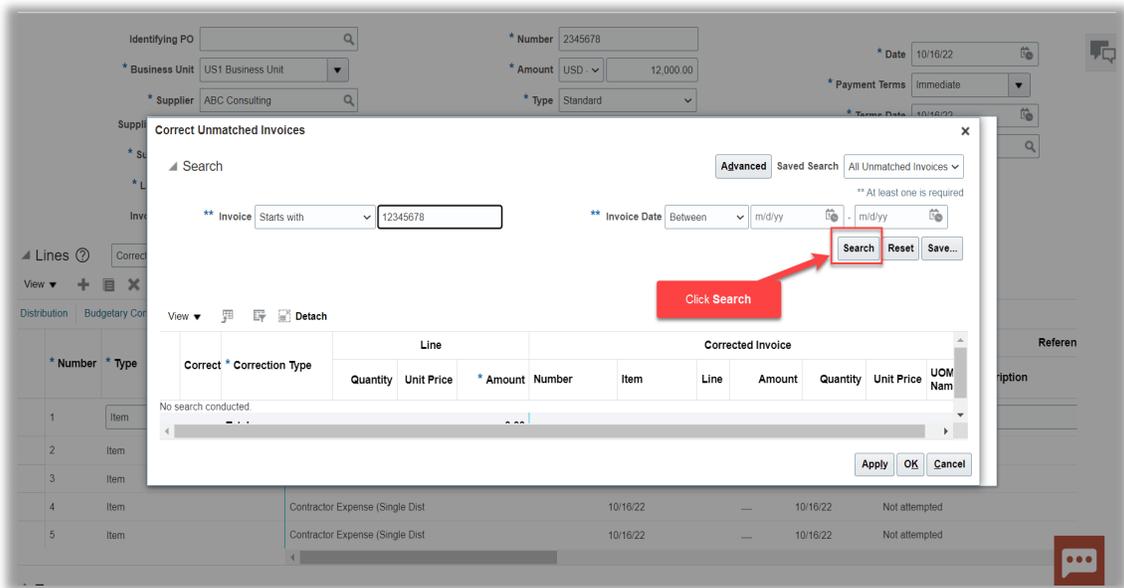
Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item		Contractor Expense (		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
4	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
5	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	

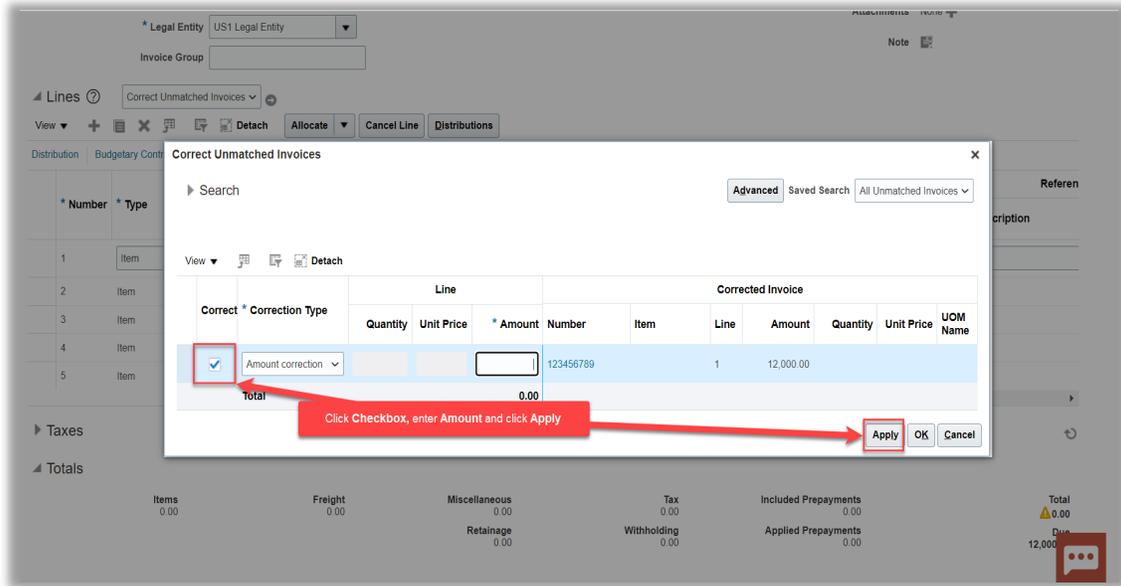
Enter the above details



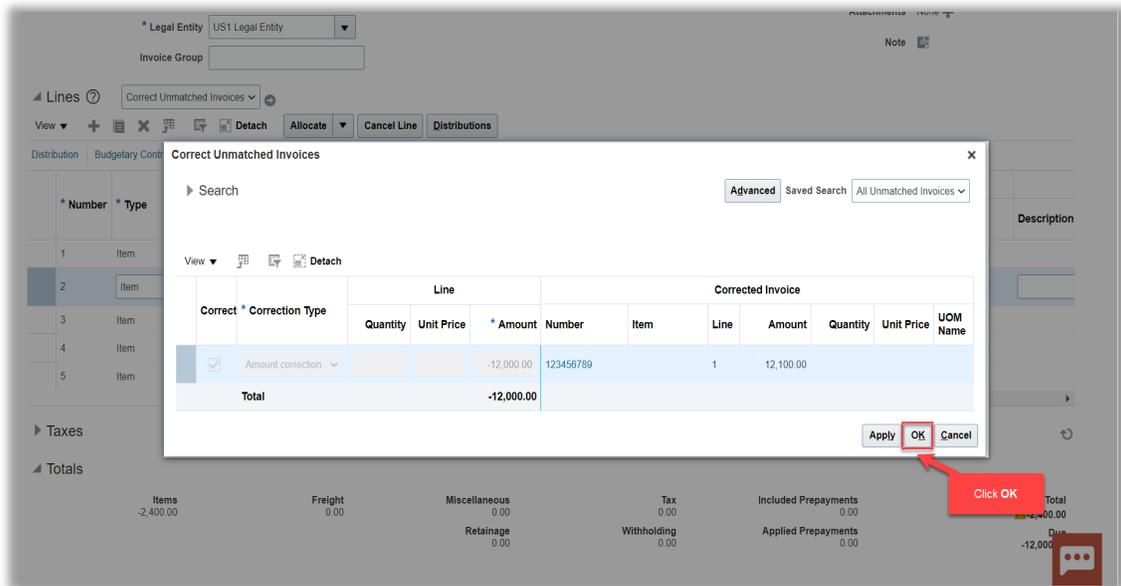
Click Search



Click Checkbox, enter Amount and click Apply



Click OK



Review the invoice summary in the Invoice Summary region

Identifying PO

Business Unit US1 Business Unit

\* Supplier ABC Consulting

Supplier Number 1288

\* Supplier Site ABC US1

\* Legal Entity US1 Legal Entity

Invoice Group

\* Number 2345678

\* Amount USD 12,000.00

\* Type Standard

Description

\* Date 10/16/22

\* Payment Terms Immediate

\* Terms Date 10/16/22

Requester

Attachments None

Note

Review the invoice summary in the Invoice Summary region

Lines Correct Unmatched Invoices

View + - Detach Allocate Cancel Line Distributions

* Number	* Type	* Amount	Distribution			Budgetary Control		Referen
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	
1	Item	12,000.00			10/16/22	<input type="checkbox"/>	10/16/22	Not attempted
2	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted
3	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted
4	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted
5	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted

Click Save

vision

Create Invoice: 123456789

Invoice Actions Save and Create Next Save Save and Close Cancel

Click Save

Invoice Header Show More

Identifying PO

Business Unit US1 Business Unit

\* Supplier ABC Consulting

Supplier Number 1288

\* Supplier Site ABC US1

\* Legal Entity US1 Legal Entity

Invoice Group

\* Number 1234567890

\* Amount USD -12,000.00

\* Type Credit memo

Description

\* Date 10/29/22

\* Payment Terms Immediate

\* Terms Date 10/29/22

Requester

Attachments None

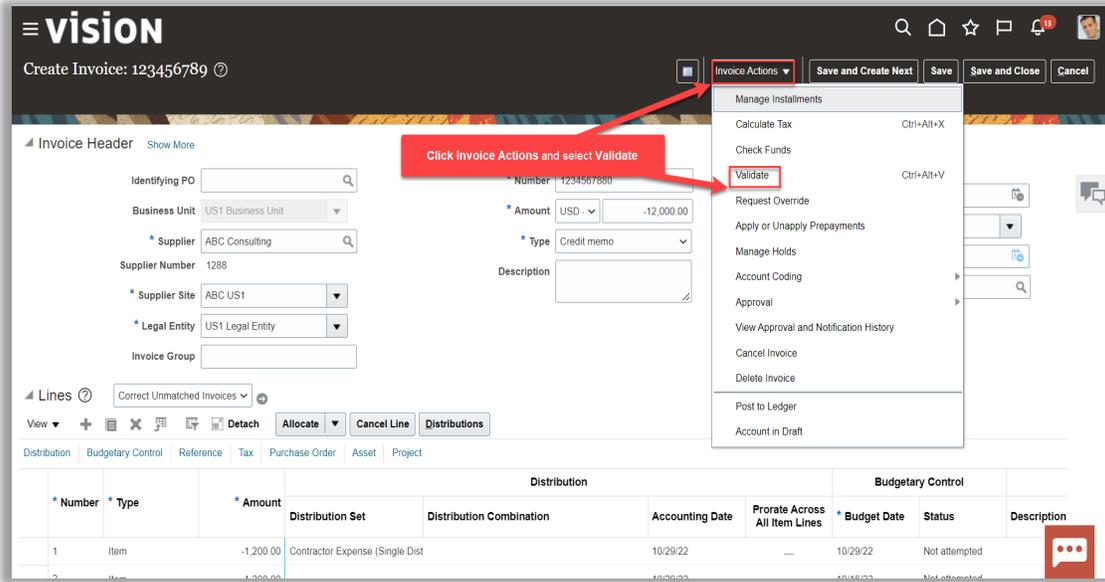
Note

Lines Correct Unmatched Invoices

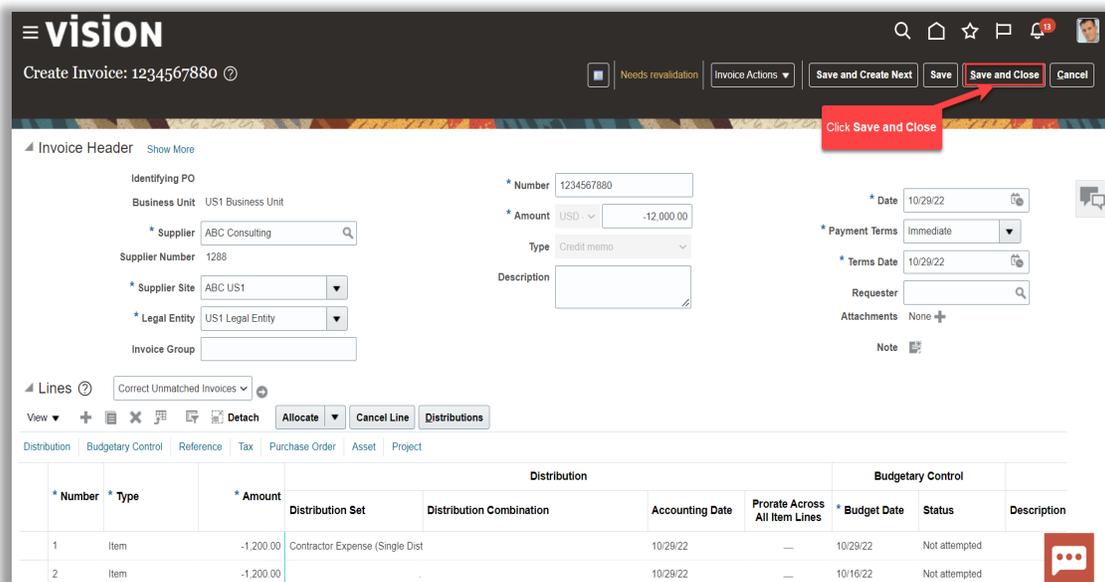
View + - Detach Allocate Cancel Line Distributions

* Number	* Type	* Amount	Distribution			Budgetary Control		Description
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	
1	Item	-1,200.00	Contractor Expense (Single Dist		10/29/22	—	10/29/22	Not attempted

Click Invoice Actions and select Validate



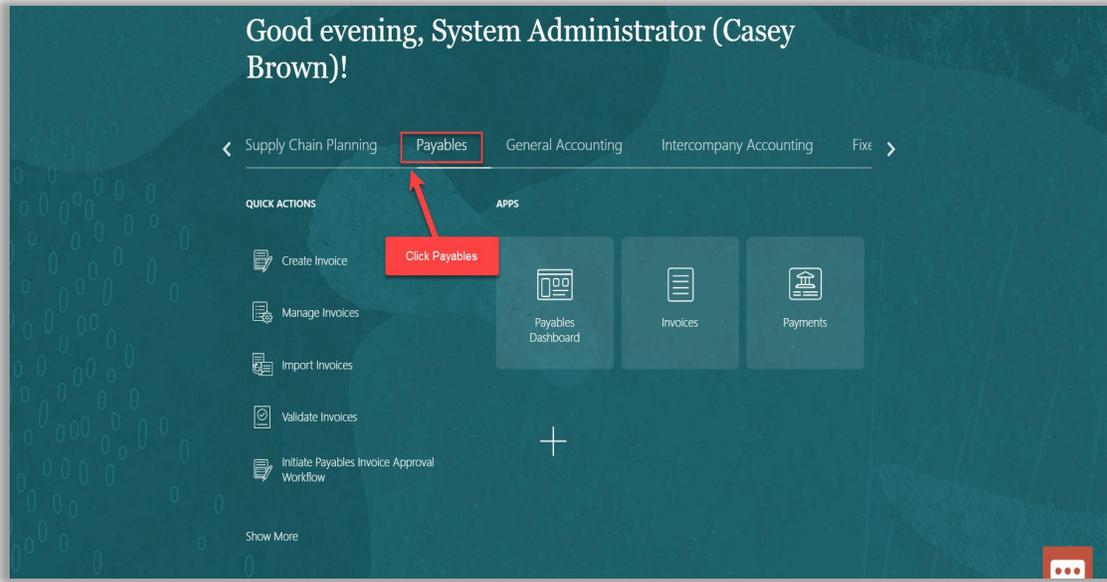
Click **Save and Close**



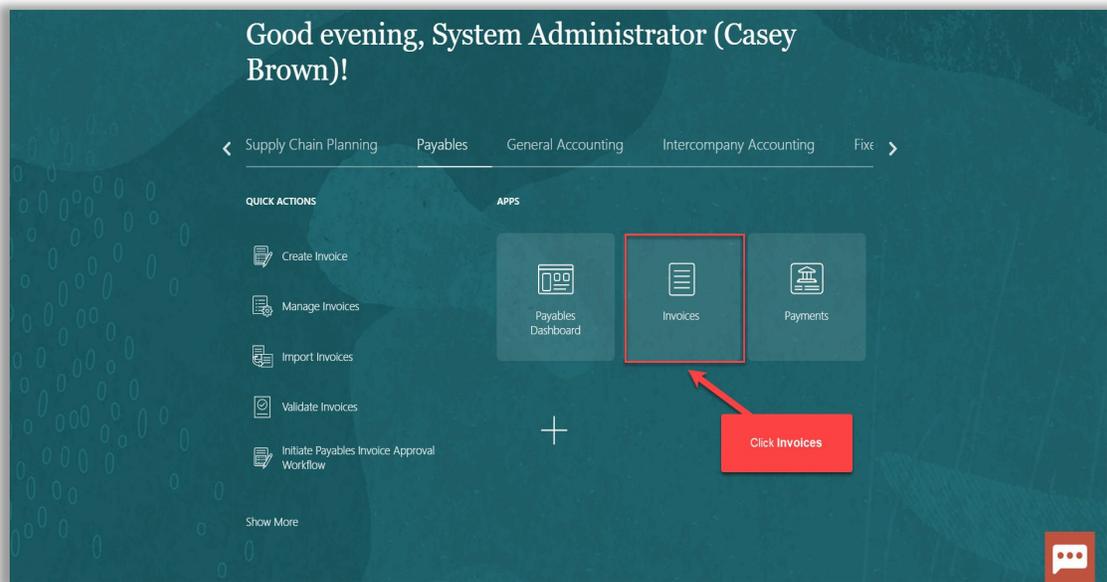
## Creating A Debit Memo Matched To An Invoice

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

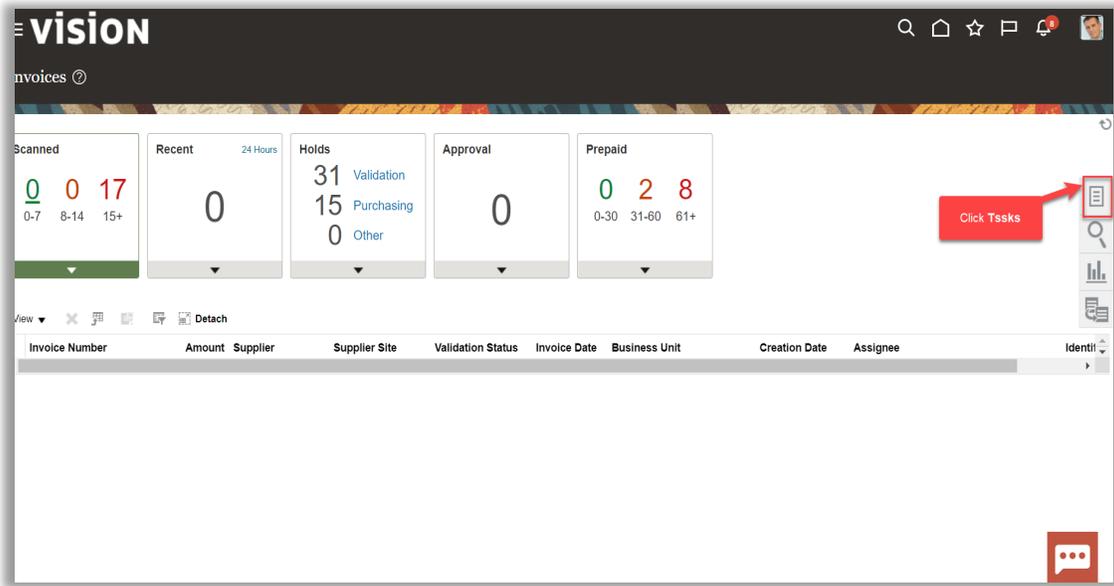
From home screen, click **Payables**



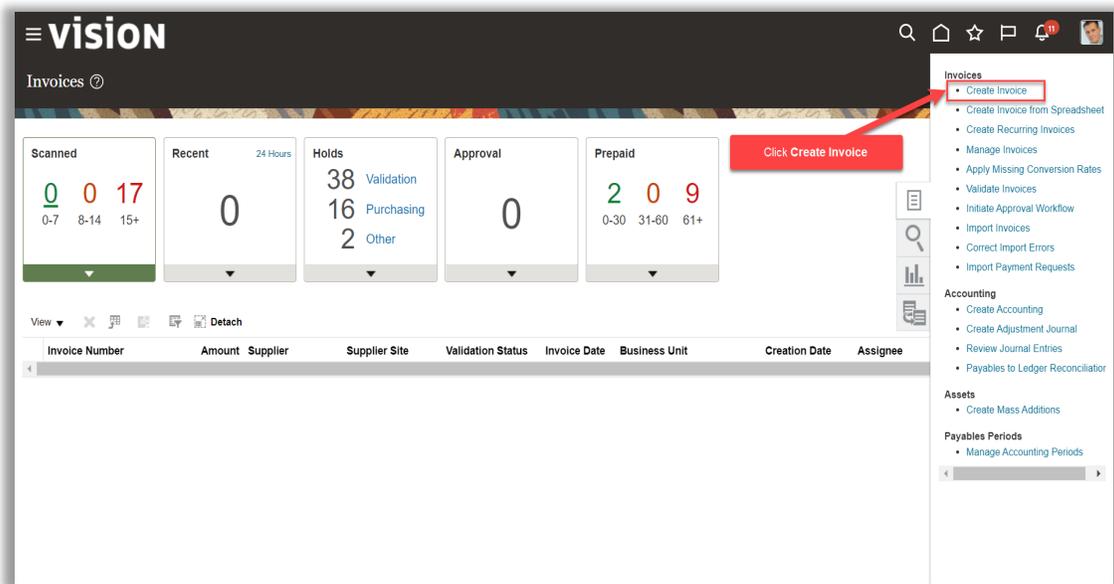
### Click Invoices



### Click Tasks



Click Create Invoice



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

**vision**  
Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [Search]  
 \* Business Unit: US1 Business Unit  
 \* Supplier: [Search]  
 Supplier Number: [Search]  
 \* Supplier Site: [Dropdown]  
 \* Legal Entity: [Dropdown]  
 Invoice Group: [Text]

\* Amount: USD [Dropdown]  
 \* Type: Standard [Dropdown]  
 Description: [Text Area]

\* Date: 10/16/22 [Calendar]  
 \* Payment Terms: Immediate [Dropdown]  
 \* Terms Date: 10/16/22 [Calendar]  
 Requester: [Search]  
 Attachments: None [+]  
 Note: [Text]

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage	Withholding	Applied Prepayments	
		0.00	0.00	0.00	

Select Type as Debit Memo

**vision**  
Create Invoice: 1234567790 ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [Search]  
 \* Business Unit: US1 Business Unit [Dropdown]  
 \* Supplier: ABC Consulting [Search]  
 Supplier Number: 1288  
 \* Supplier Site: ABC US1 [Dropdown]  
 \* Legal Entity: US1 Legal Entity [Dropdown]  
 Invoice Group: [Text]

\* Number: 1234567790  
 \* Amount: USD [Dropdown]  
 \* Type: Debit memo [Dropdown]  
 Description: [Text Area]

\* Date: 10/29/22 [Calendar]  
 \* Payment Terms: Immediate [Dropdown]  
 \* Terms Date: 10/29/22 [Calendar]  
 Requester: [Search]  
 Attachments: [Search]  
 Note: [Text]

**Totals**

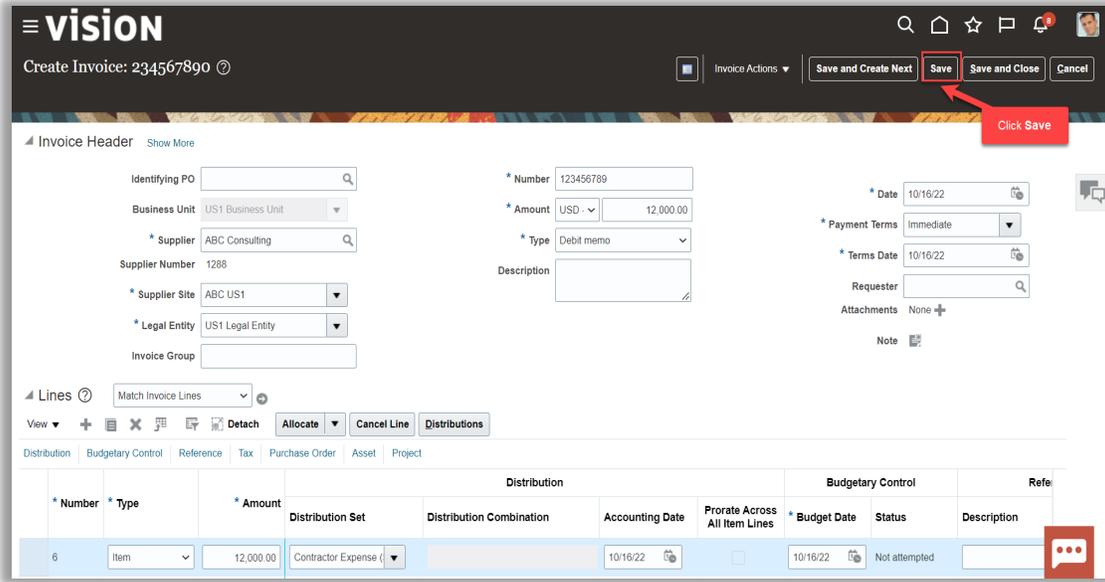
Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage	Withholding	Applied Prepayments	
		0.00	0.00	0.00	

Enter Number and Amount

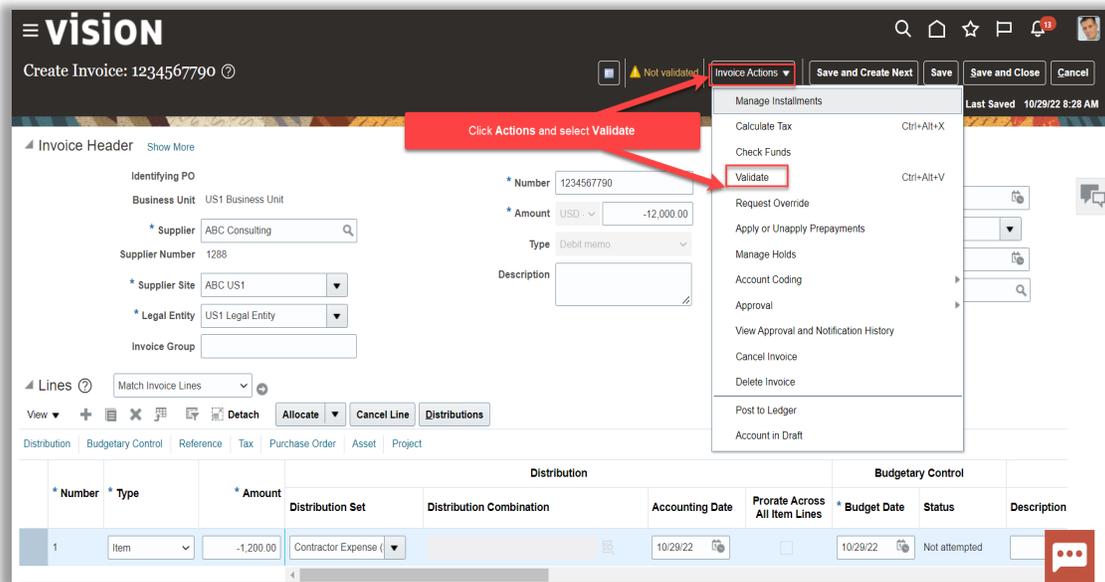
Enter Supplier, Supplier Number, Supplier Site and Legal Entity

Go down to Lines dropdown and click on **Expand Lines**

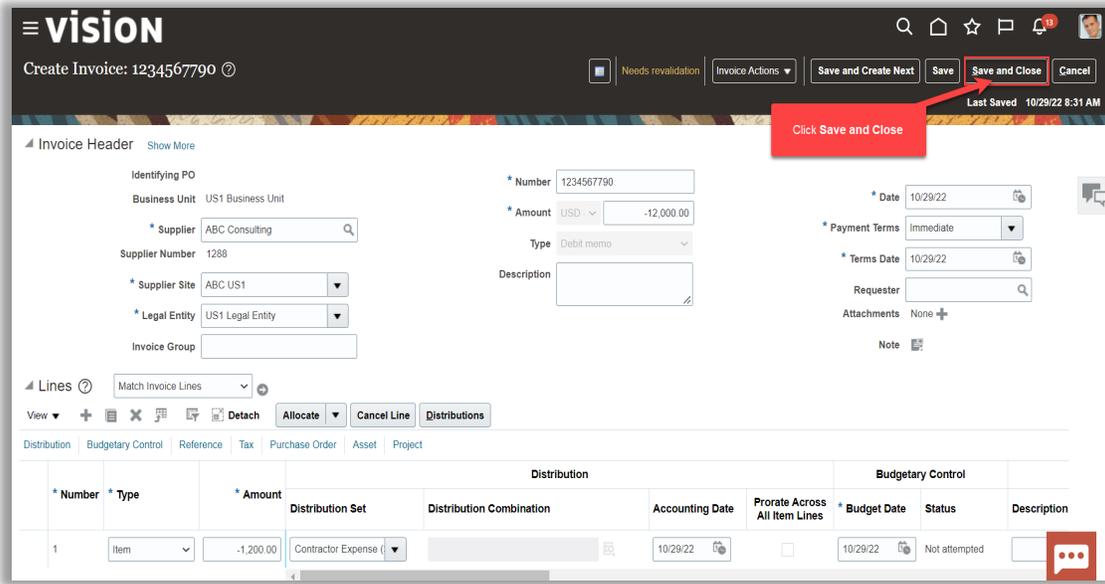




Click Actions and select Validate



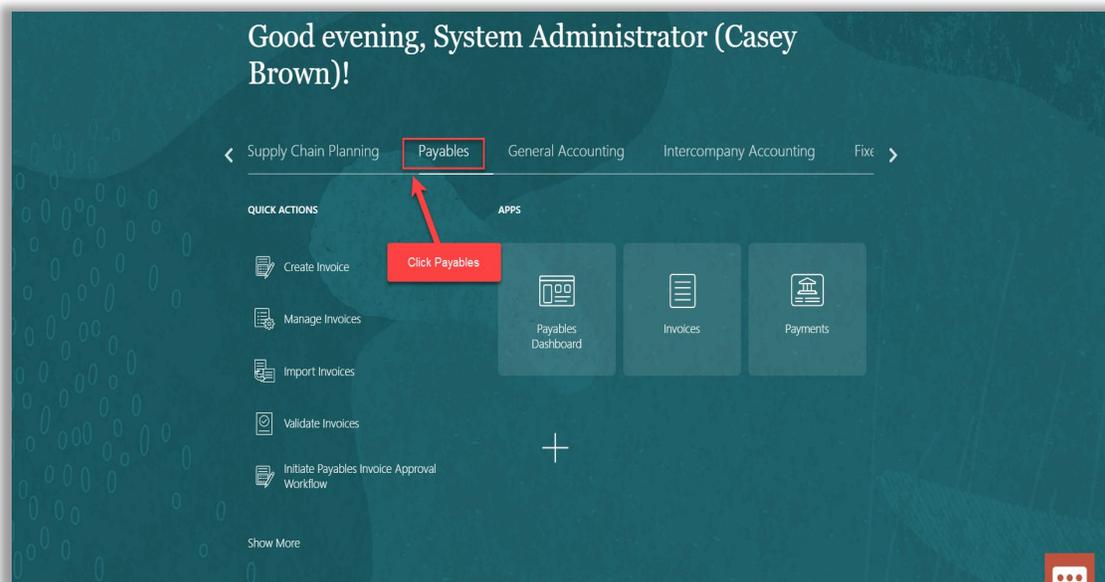
Click Save and Close



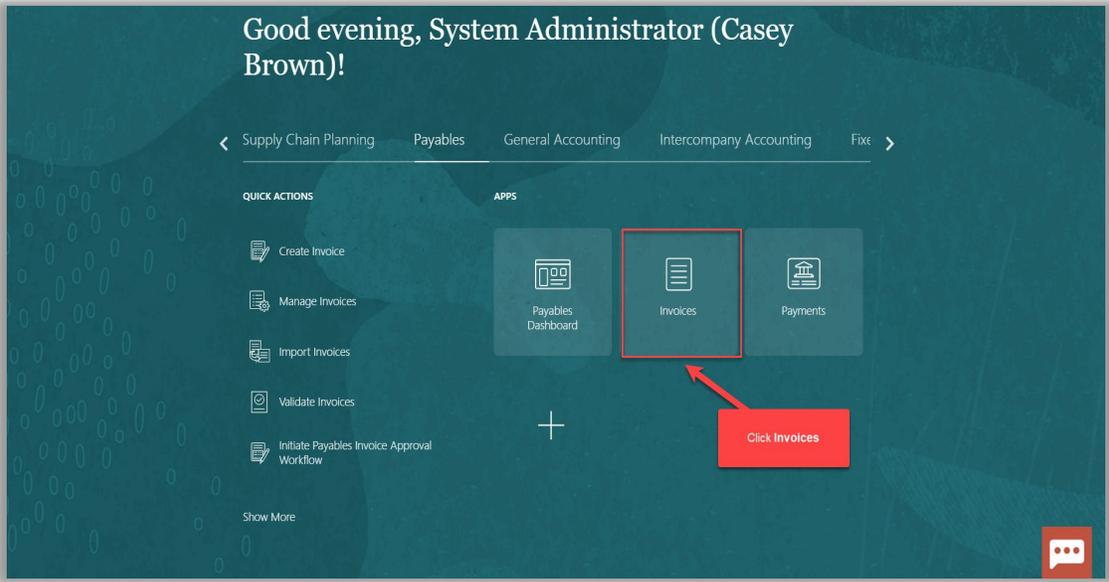
## Creating A Prepayment

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

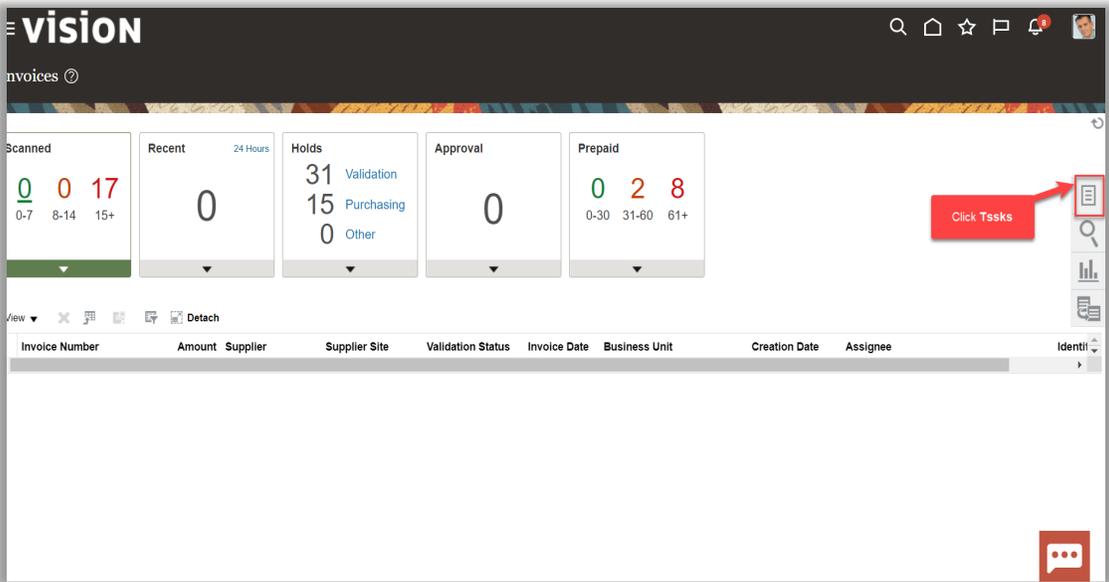
From home screen, click **Payables**



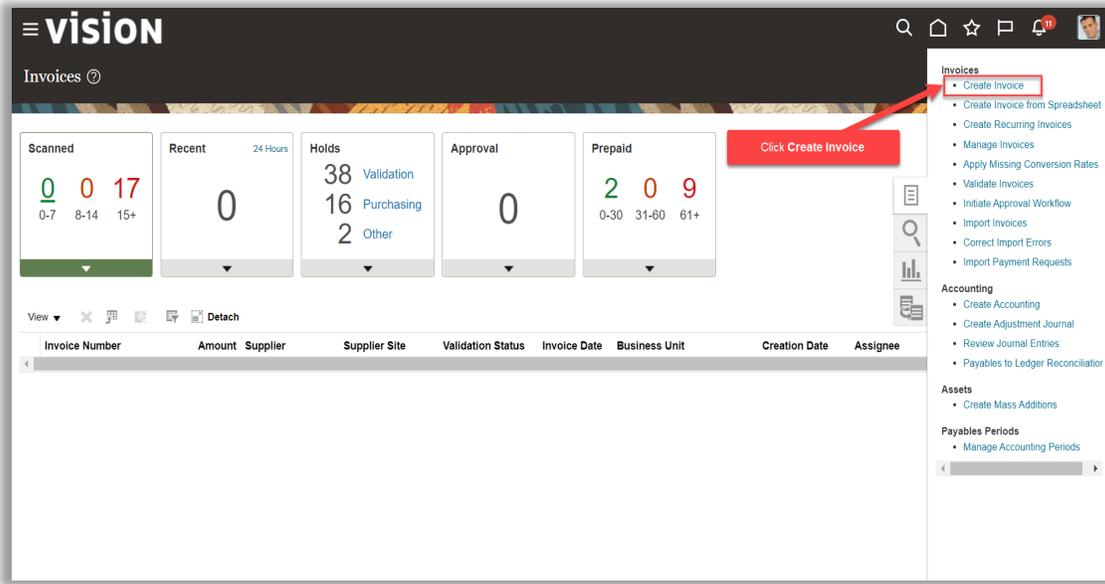
Click **Invoices**



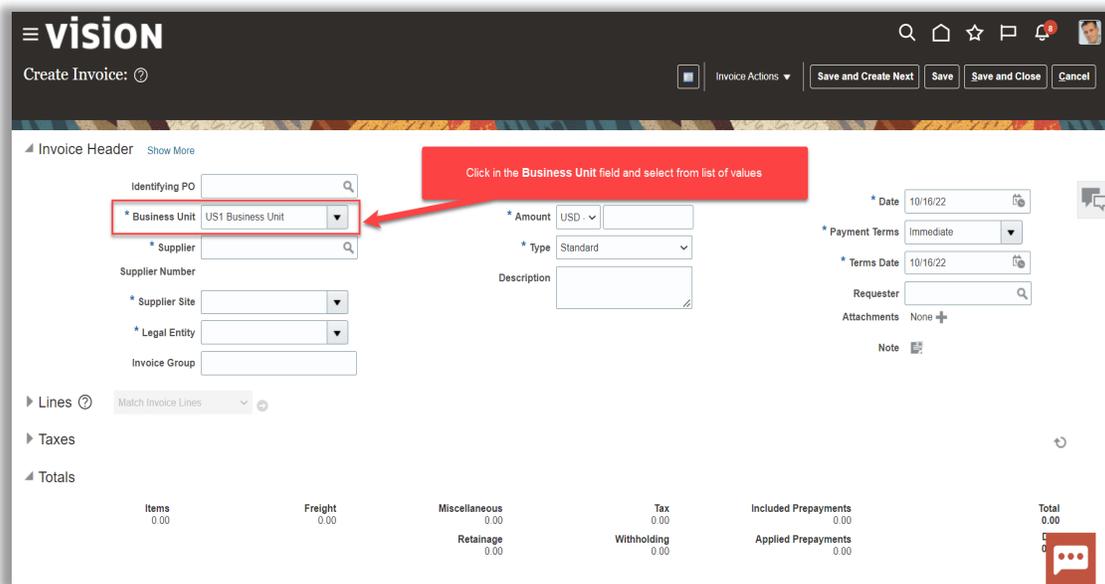
Click Tasks



Click Create Invoice



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



Select **Type** as **Prepayment**

**VISION**  
Create Invoice: 12345678

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting  
Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Prepayment

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		12,000.00

Select Type as Prepayment

### Enter Amount and Number

**VISION**  
Create Invoice: 12345678

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting  
Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Prepayment

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

Attachments: None

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		12,000.00

Enter Amount and Number

### Enter Supplier, Supplier Number, Supplier Site and Legal Entity

**VISION**  
Create Invoice: 12345678

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [ ]

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group: [ ]

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Prepayment

Description: [ ]

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester: [ ]

Attachments: None

Note: [ ]

**Lines** Match Invoice Lines

**Taxes**

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	12,000.00

Enter Supplier, Supplier Number, Supplier Site and Legal Entity

Go down to Lines dropdown and click on **Expand Lines**

**VISION**  
Create Invoice: 123456789

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [ ]

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group: [ ]

\* Number: [ ]

\* Amount: USD [ ]

\* Type: [ ]

Description: [ ]

\* Date: [ ]

\* Payment Terms: Immediate

\* Terms Date: [ ]

Requester: [ ]

Attachments: None

Note: [ ]

**Lines** Match Invoice Lines

**Taxes**

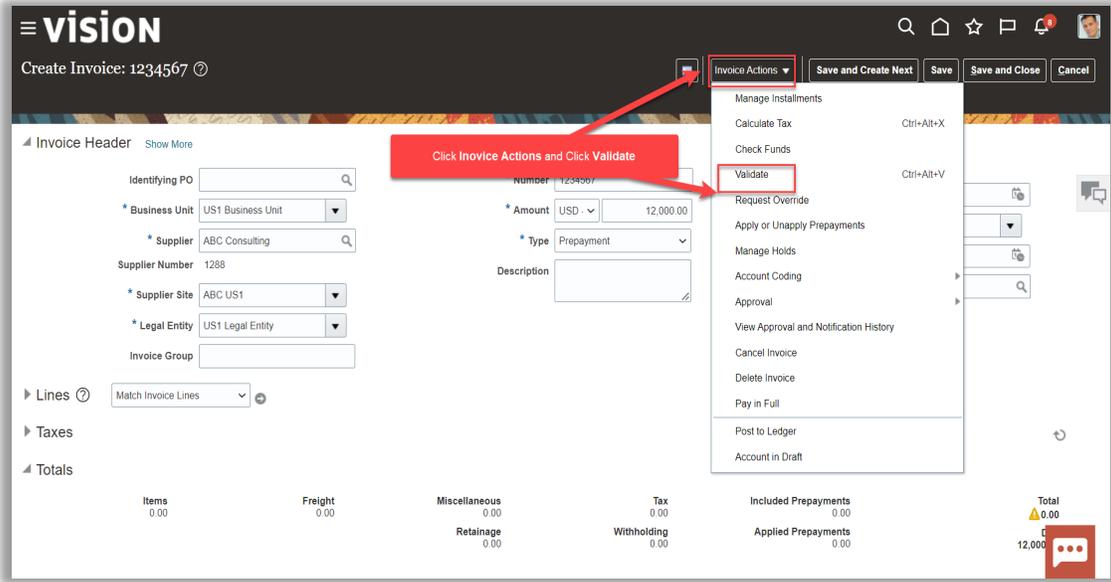
**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	12,000.00

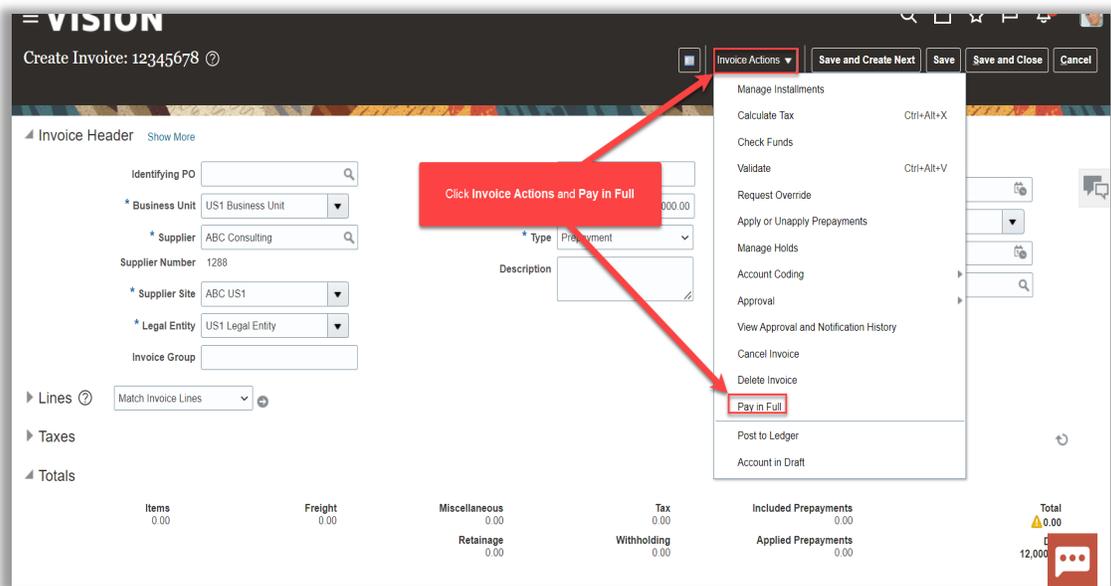
Go down to lines dropdown and click on Expand Lines

Fill below information

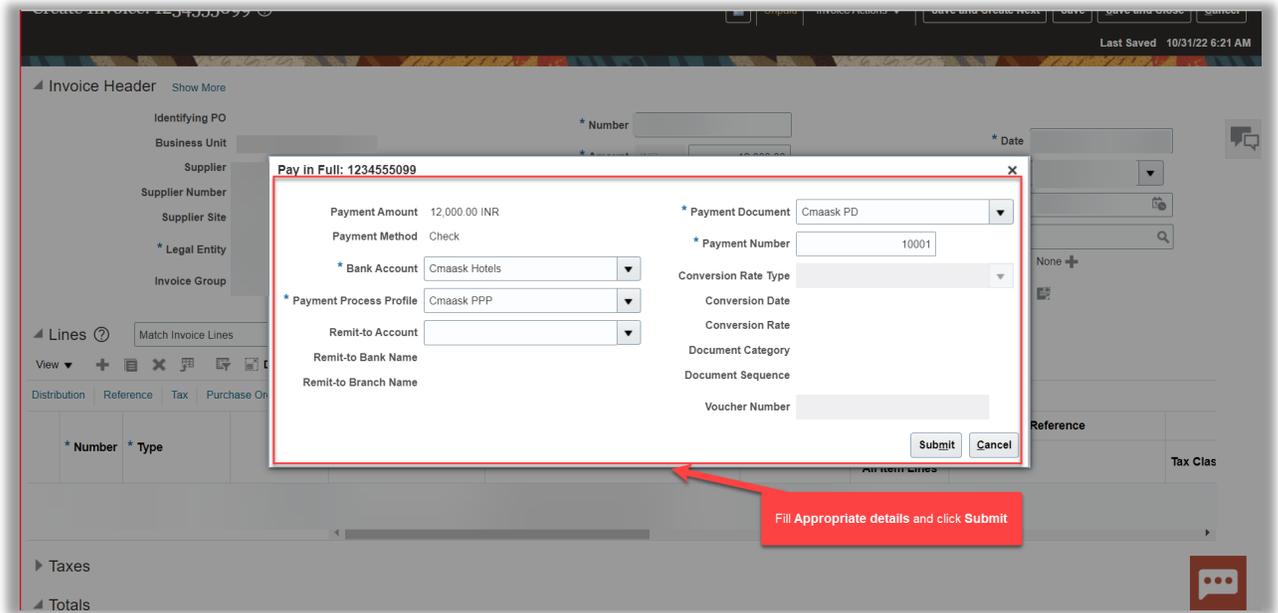




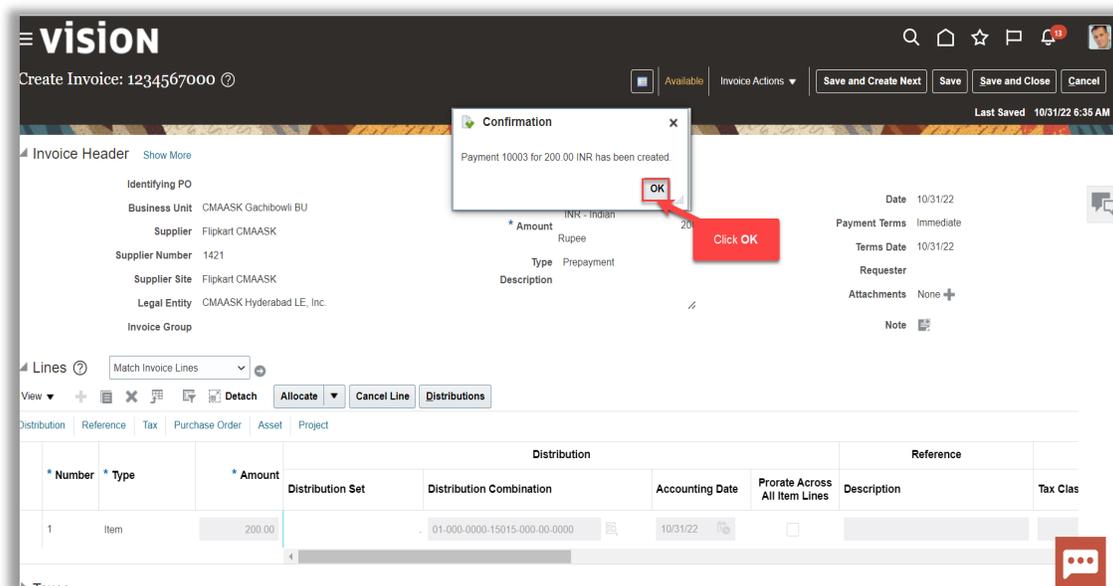
Click Invoice Actions and Pay in Full



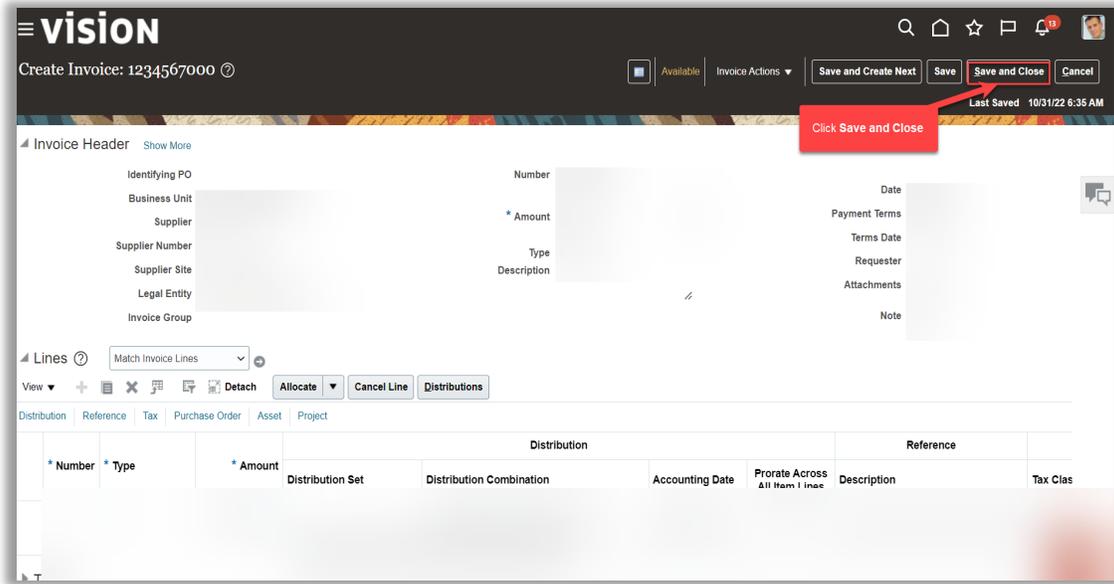
Fill Appropriate details and click Submit



Click OK



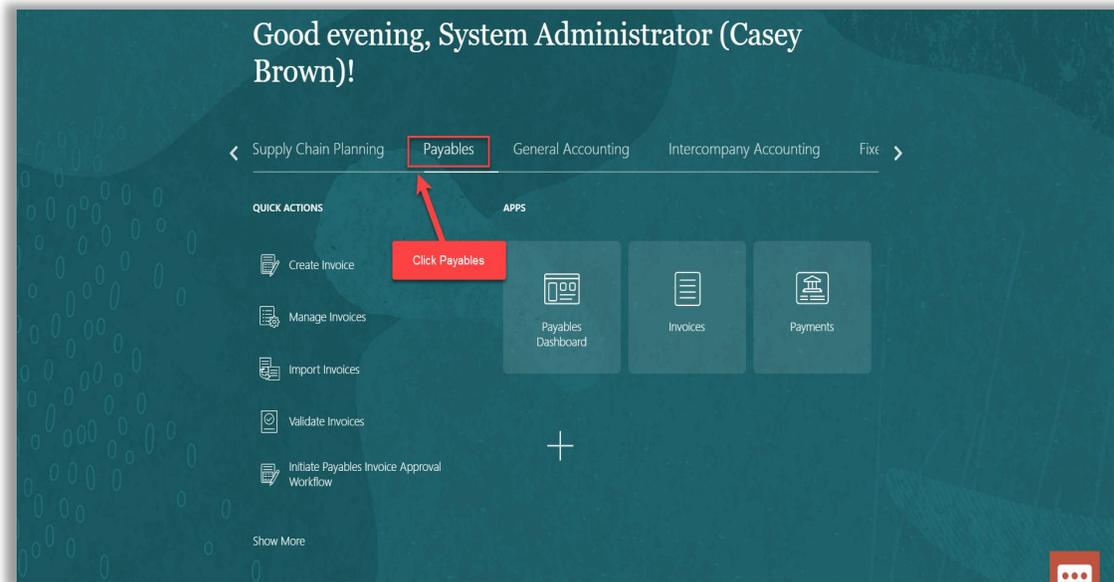
Click Save and Close



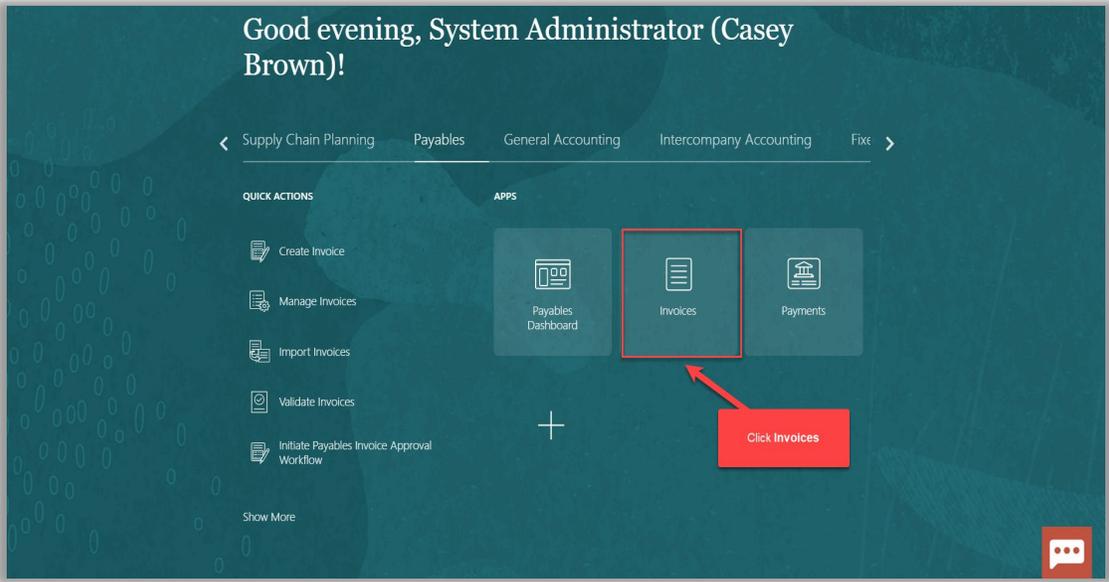
## Applying A Prepayment

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

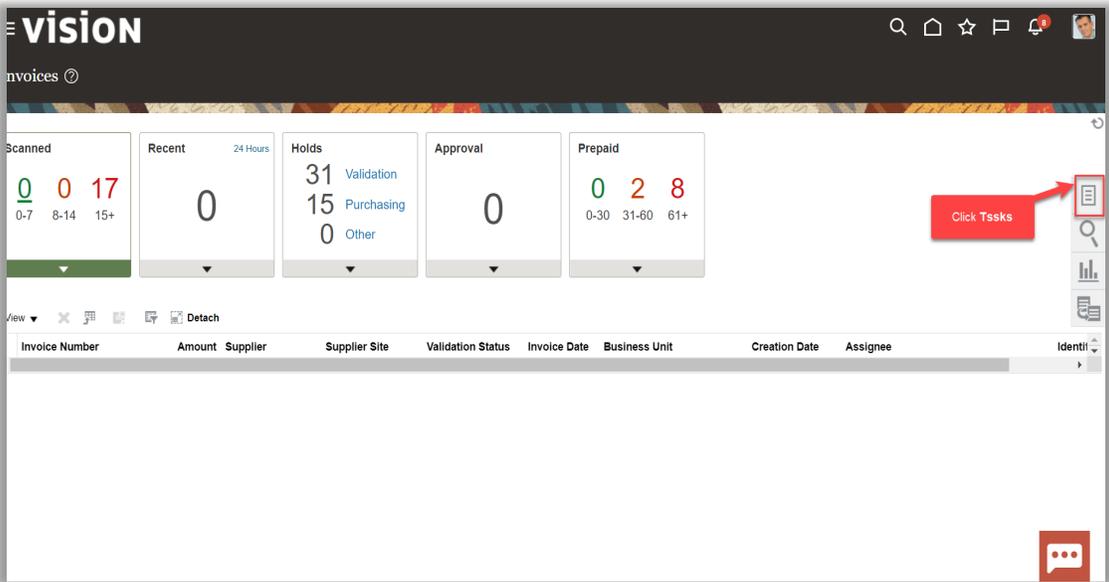
From home screen, click **Payables**



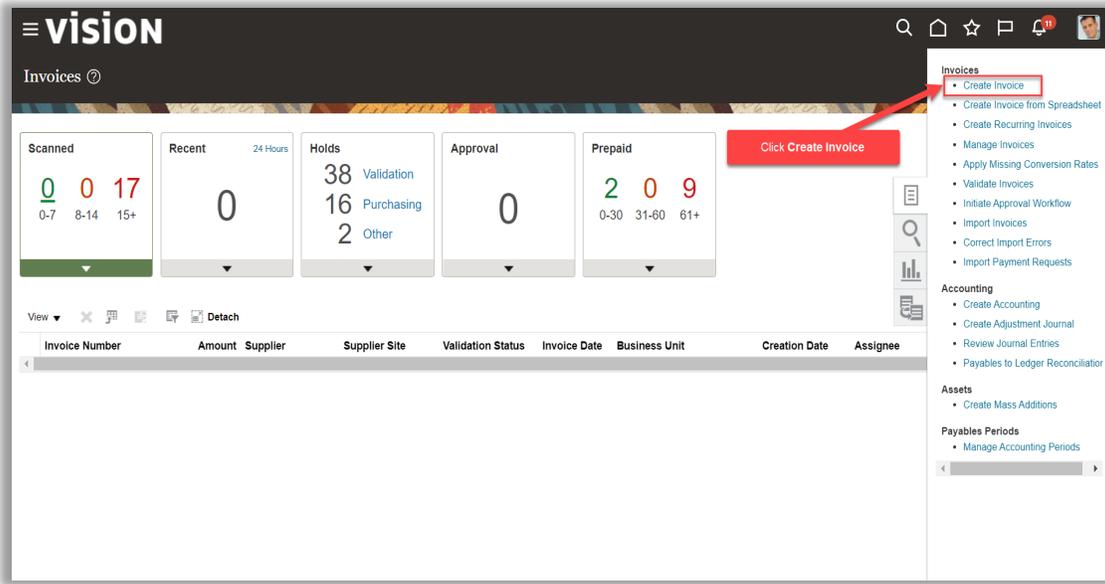
Click **Invoices**



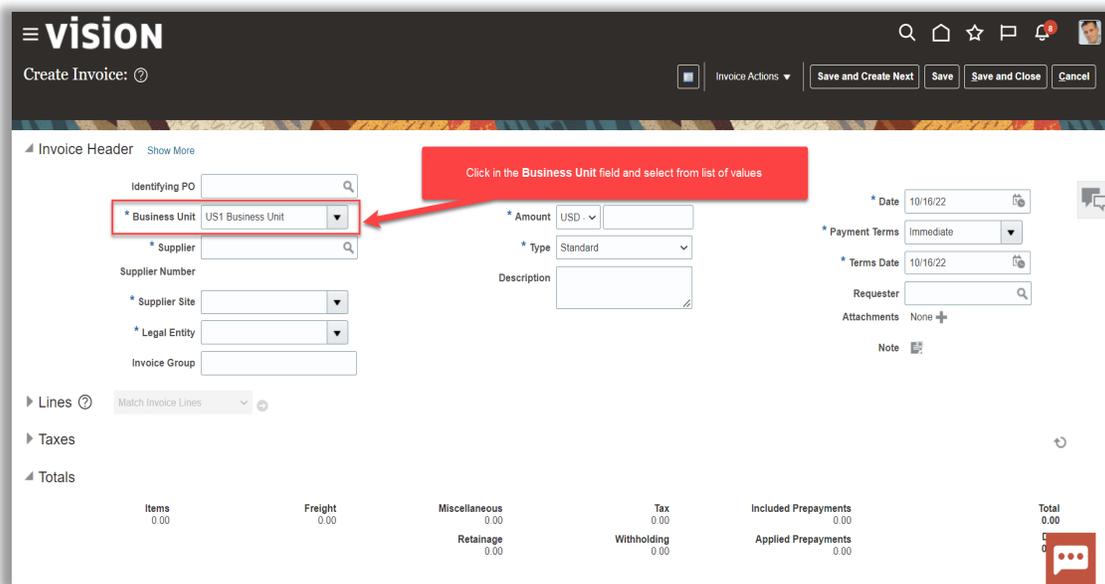
Click Tasks



Click Create Invoice



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



Select **Type** as **Prepayment**

**VISION**  
Create Invoice: 12345678

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting  
Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Prepayment

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		12,000.00

Select Type as Prepayment

### Enter Amount and Number

**VISION**  
Create Invoice: 12345678

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting  
Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Prepayment

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

Attachments: None

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		12,000.00

Enter Amount and Number

### Enter Supplier, Supplier Number, Supplier Site and Legal Entity

**VISION**  
Create Invoice: 12345678

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting  
Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Prepayment

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

Note:

**Lines** Match Invoice Lines

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	12,000.00
		Retainage	0.00			Withholding	0.00	Applied Prepayments	0.00		

Enter Supplier, Supplier Number, Supplier Site and Legal Entity

Go down to Lines dropdown and click on **Expand Lines**

**VISION**  
Create Invoice: 123456789

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting  
Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number:

\* Amount: USD

\* Type:

Description:

\* Date:

\* Payment Terms: Immediate

\* Terms Date:

Requester:

Attachments: None

Note:

**Lines** Match Invoice Lines

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	12,000.00
		Retainage	0.00			Withholding	0.00	Applied Prepayments	0.00		

Go down to lines dropdown and click on Expand Lines

Fill below information

**Invoice Header** [Show More](#)

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD - 12,000.00

\* Type: Prepayment

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

Note:

**Lines** [Match Invoice Lines](#)

View

Distribution | Budgetary Control | Reference | Tax | Purchase Order | Asset | Project

* Number	* Type	* Amount	Distribution				Budgetary Control		Referen
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	
1	Item	<input type="text"/>	101.10.13500.000.000.000	101.10.13500.000.000.000	10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	<input type="text"/>
2	Item		101.10.13500.000.000.000	101.10.13500.000.000.000	10/16/22	—	10/16/22	Not attempted	
3	Item		101.10.13500.000.000.000	101.10.13500.000.000.000	10/16/22	—	10/16/22	Not attempted	
4	Item		101.10.13500.000.000.000	101.10.13500.000.000.000	10/16/22	—	10/16/22	Not attempted	

Fill below information

Click Invoice Actions and Apply or Unapply Prepayments

**vision**

Create Invoice: 12345678

**Invoice Actions** | Save and Create Next | Save | Save and Close | Cancel

**Invoice Header** [Show More](#)

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678

\* Amount: USD - 12,000.00

\* Type: Standard

Description:

**Lines** [Match Invoice Lines](#)

**Taxes**

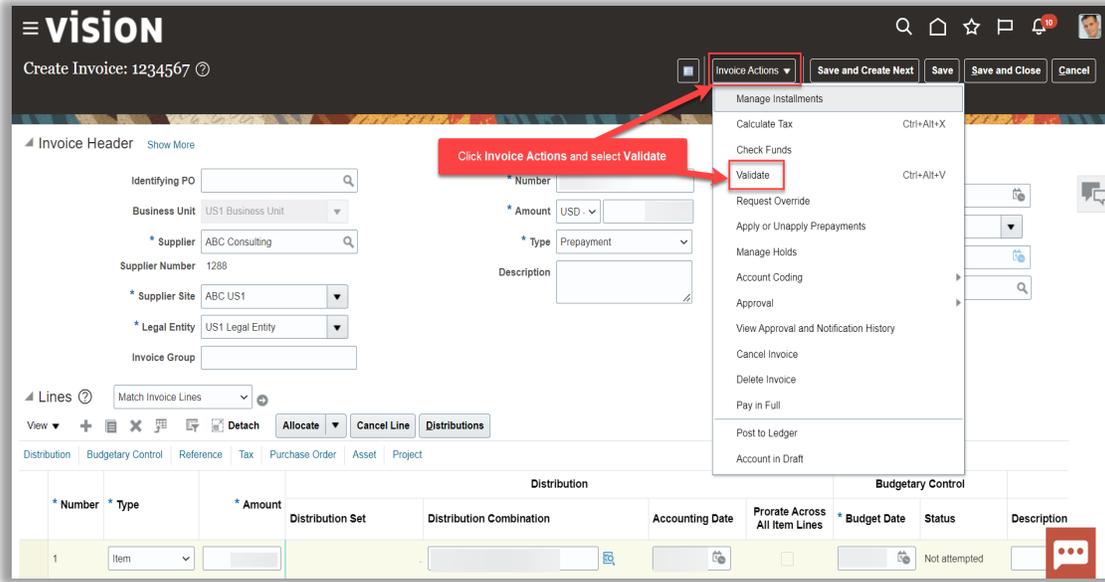
**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
		Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00				12,000.00

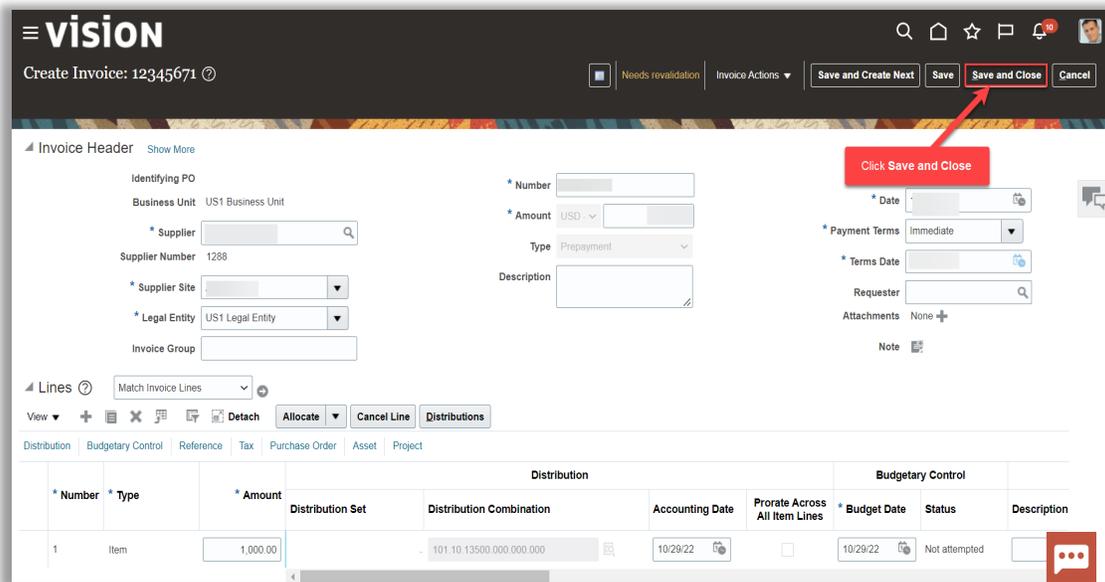
Click Invoice Actions and Apply or Unapply Prepayments

- Manage Installments
- Calculate Tax (Ctrl+Alt+X)
- Check Funds
- Validate (Ctrl+Alt+V)
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Account Coding
- Approval
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft

Click Invoice Actions and select Validate



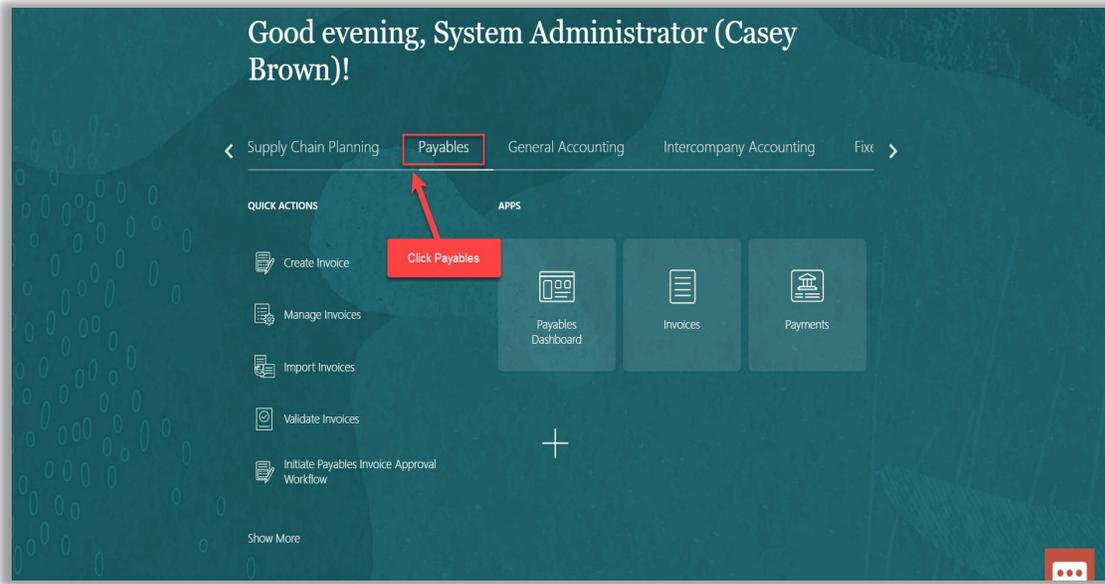
Click **Save and Close**



### 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

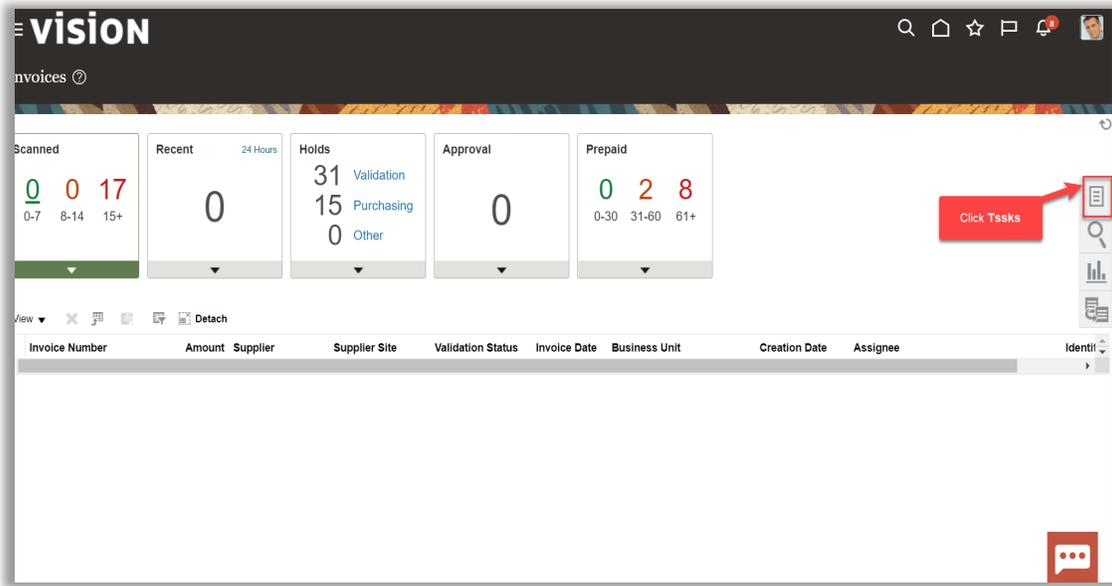
From home screen, click **Payables**



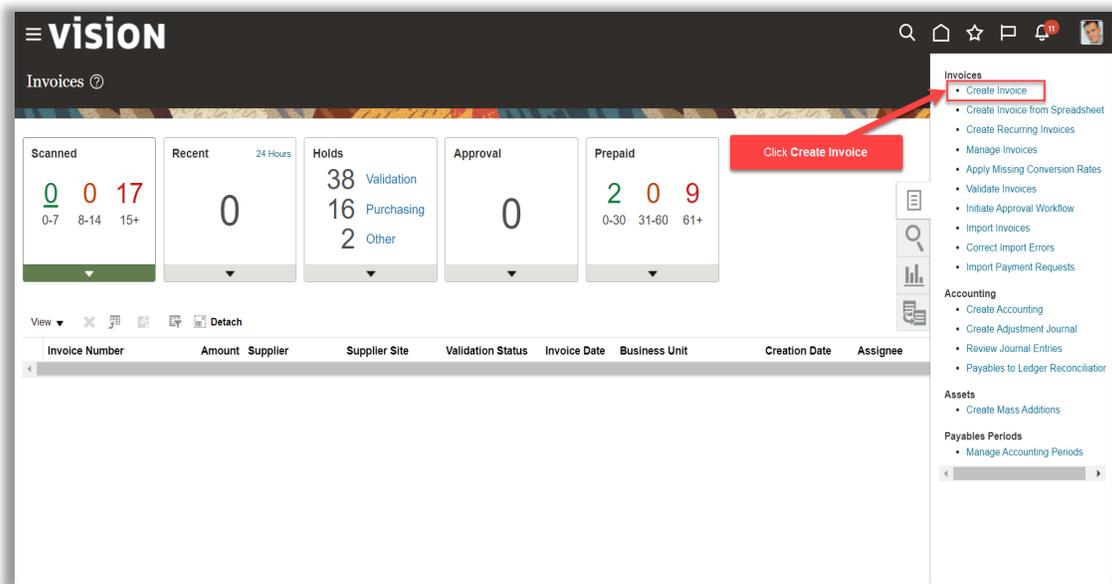
### Click Invoices



### Click Tasks



Click Create Invoice



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

**VISION**  
Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** [Show More](#)

Identifying PO:

\* Business Unit: **US1 Business Unit** (highlighted)

\* Supplier:

Supplier Number:

\* Supplier Site:

\* Legal Entity:

Invoice Group:

\* Amount: USD -

\* Type: Standard

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		

### Enter Amount and Number

**VISION**  
Create Invoice: 12345678 ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** [Show More](#)

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 12345678 (highlighted)

\* Amount: USD - 12,000.00 (highlighted)

\* Type: Prepayment

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		

### Enter Supplier, Supplier Number, Supplier Site and Legal Entity

**VISION**  
Create Invoice: 12345678

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [ ]

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group: [ ]

\* Number: 12345678

\* Amount: USD 12,000.00

\* Type: Prepayment

Description: [ ]

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester: [ ]

Attachments: None

Note: [ ]

**Lines** Match Invoice Lines

**Taxes**

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	12,000.00

Enter Supplier, Supplier Number, Supplier Site and Legal Entity

Go down to Lines dropdown and click on **Expand Lines**

**VISION**  
Create Invoice: 123456789

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** Show More

Identifying PO: [ ]

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Legal Entity: US1 Legal Entity

Invoice Group: [ ]

\* Number: [ ]

\* Amount: USD [ ]

\* Type: [ ]

Description: [ ]

\* Date: [ ]

\* Payment Terms: Immediate

\* Terms Date: [ ]

Requester: [ ]

Attachments: None

Note: [ ]

**Lines** Match Invoice Lines

**Taxes**

**Totals**

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	12,000.00

Go down to lines dropdown and click on Expand Lines

Click **Distribution**

**Invoice Header** Show More

Identifying PO: \_\_\_\_\_  
 Business Unit: US1 Business Unit  
 \* Supplier: ABC Consulting  
 Supplier Number: 1288  
 \* Supplier Site: ABC US1  
 \* Legal Entity: US1 Legal Entity  
 Invoice Group: \_\_\_\_\_

\* Number: 1234567890  
 \* Amount: USD -v 12,000.00  
 Type: Standard  
 Description: \_\_\_\_\_

\* Date: 10/16/22  
 \* Payment Terms: Immediate  
 \* Terms Date: 10/16/22  
 Requester: \_\_\_\_\_  
 Attachments: None  
 Note: \_\_\_\_\_

**Lines** Match Invoice Lines

View + [Icons] Detach Allocate Cancel Line **Distributions** Click Distribution

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Referen
1	Item	12,000.00		101.10.13500.000.000.000	10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	

Taxes  
 Totals

Click **Save and Close**

**vision**  
 Create Invoice: 1234567791

Invoice Actions: Save and Create Next Save Save and Close Cancel

**Manage Distributions**

View + [Icons] Detach Invoice Line 1 Reverse Adjust Tax Recovery Check Funds View Results

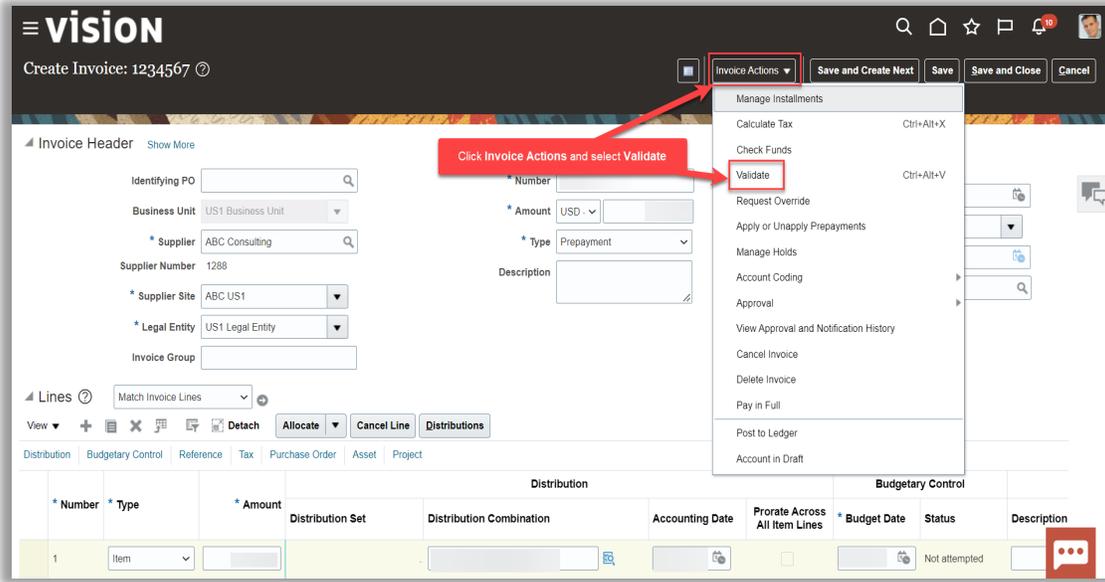
Budgetary Control Status Purchase Order Receipt Project

Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	* Budget Date	Status
1	1	Item	12,000.00	101.10.13500.000.000.000	11/2/22		11/2/22	Not attempted

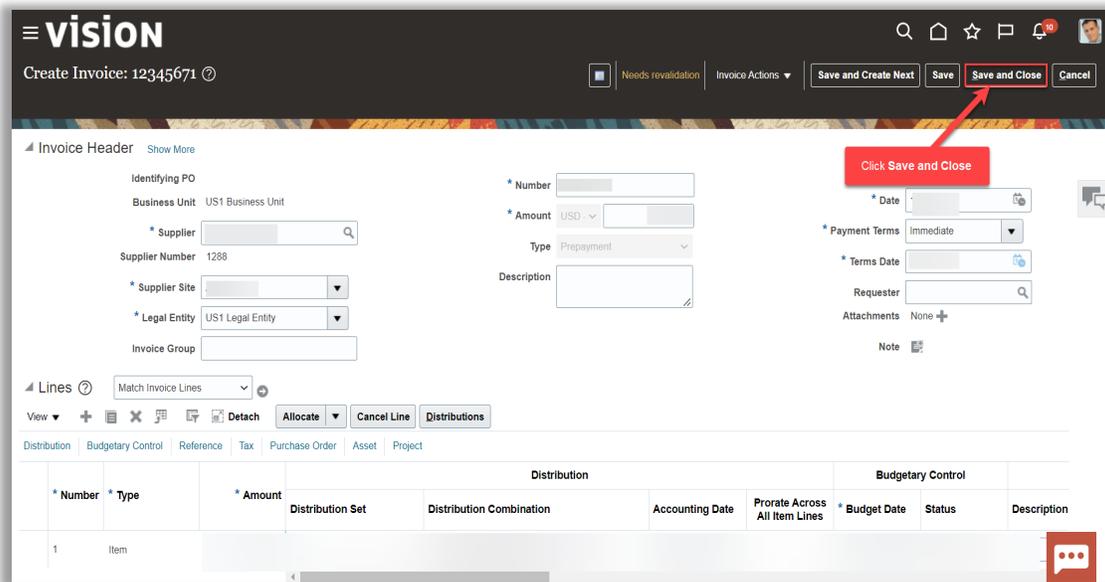
Distributions Total Amount: 12,000.00  
 Remaining Amount: 0.00  
 Line Amount: 12,000.00

**Click Save and Close** Save and Close Cancel

Click **Invoice Actions** and select **Validate**



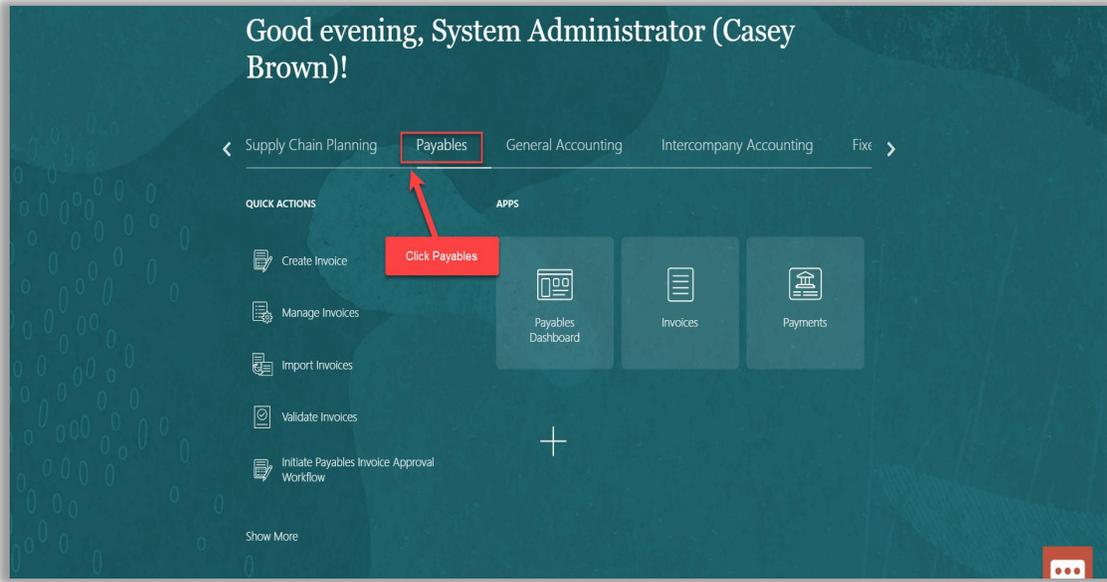
Click **Save and Close**



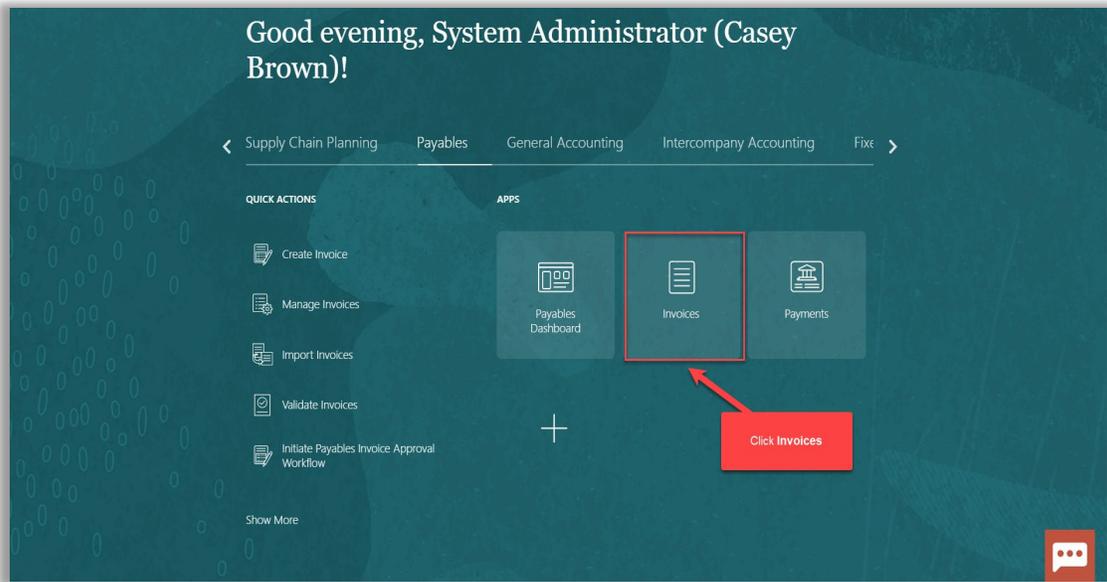
## Placing A Manual Hold On An Order

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

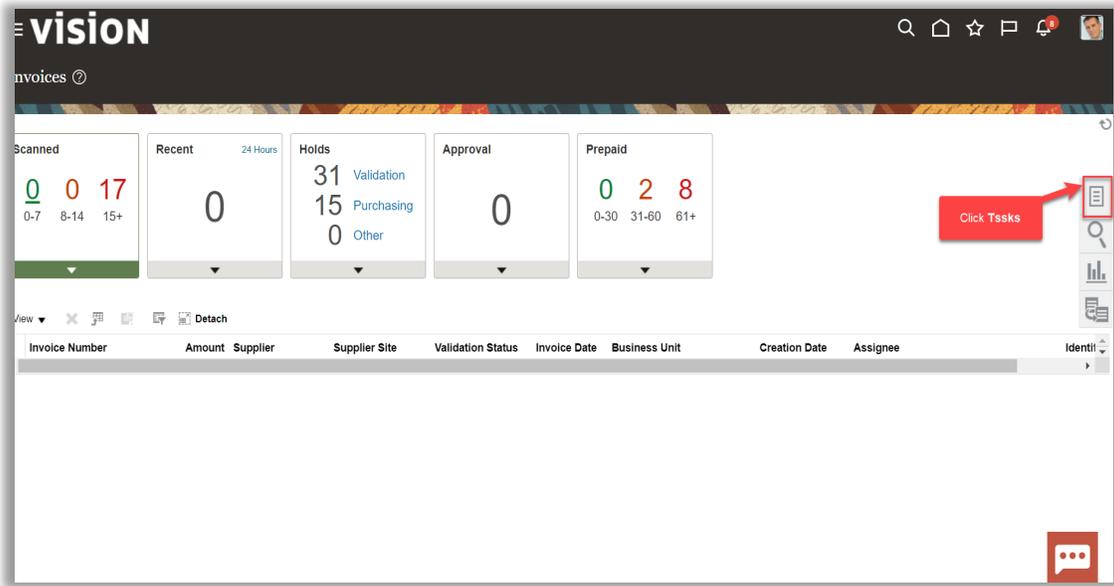
From home screen, click **Payables**



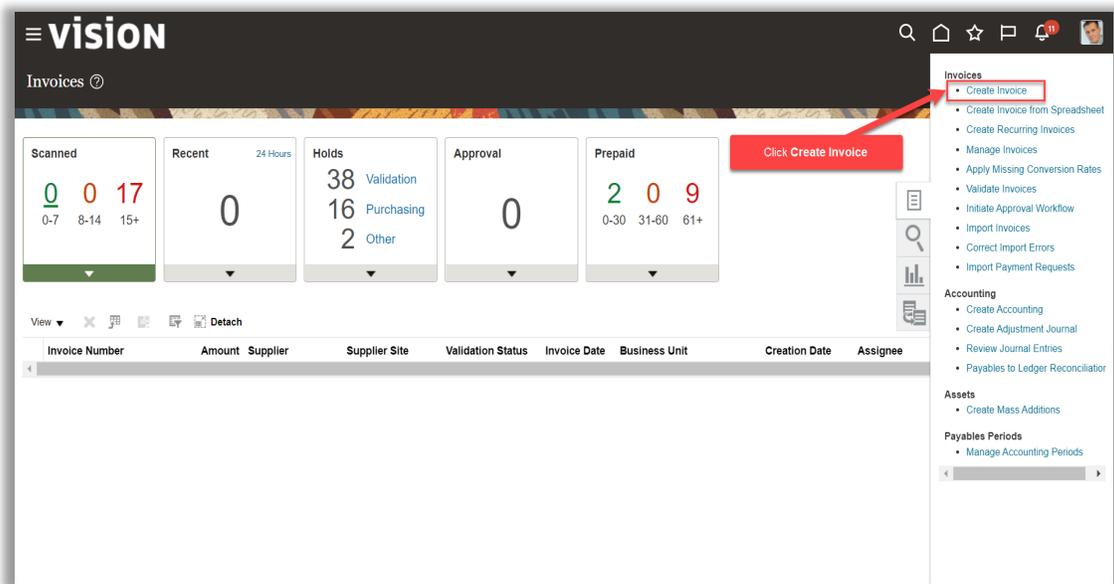
### Click Invoices



### Click Tasks



Click Create Invoice



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

**VISION**  
Create Invoice: ⓘ

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** [Show More](#)

Identifying PO:

\* Business Unit: **US1 Business Unit**

\* Supplier:

Supplier Number:

\* Supplier Site:

\* Legal Entity:

Invoice Group:

\* Amount: USD -

\* Type: Standard

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None +

Note:

**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		

### Enter Number and Amount

**VISION**  
Create Invoice: ⓘ

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** [Show More](#)

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: INV\_ADV\_421393

\* Amount: USD - 2,000.00

\* Type: Standard

Description:

\* Date: 10/16/22

Requester:

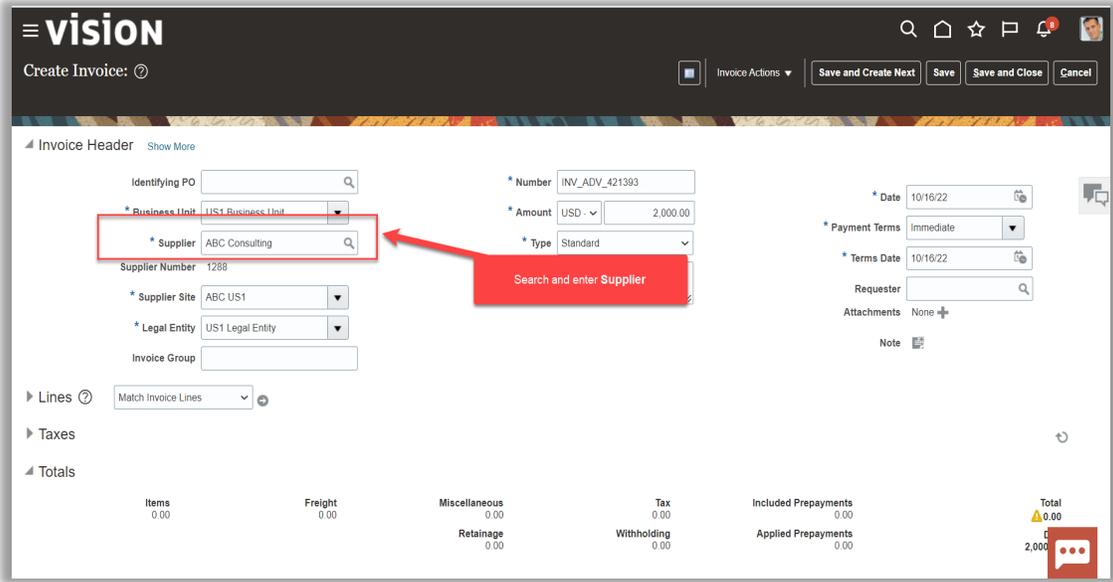
Attachments: None +

Note:

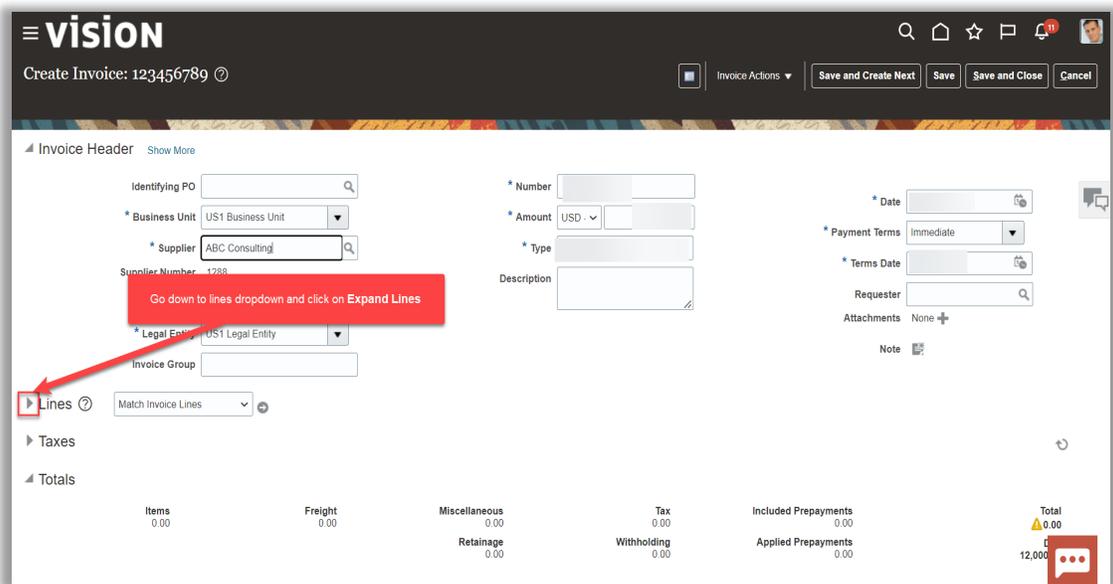
**Totals**

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	2,000.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		

### Search and enter Supplier



Go down to Lines dropdown and click on **Expand Lines**



Fill below information

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: INV\_ADV\_421393

\* Amount: USD 2,000.00

\* Type: Standard

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

Note:

**Fill below information**

**Lines**

Match Invoice Lines

View: + - Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Referen
1	Item		Contractor Expense (		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
4	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	
5	Item		Contractor Expense (Single Dist		10/16/22	—	10/16/22	Not attempted	

Click **Invoice Actions** and click **Manage Holds**

vision

Create Invoice:

Invoice Actions Save and Create Next Save Save and Close Cancel

Manage Installments

Calculate Tax Ctrl+Alt+X

Check Funds

Validate Ctrl+Alt+V

Request Override

Apply or Unapply Prepayments

**Manage Holds**

Account Coding

Approval

View Approval and Notification History

Cancel Invoice

Delete Invoice

Pay in Full

Post to Ledger

Account in Draft

**Click Invoice Actions and Manage Holds**

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 93

\* Amount: 2,000.00

\* Type: Standard

Description:

**Lines**

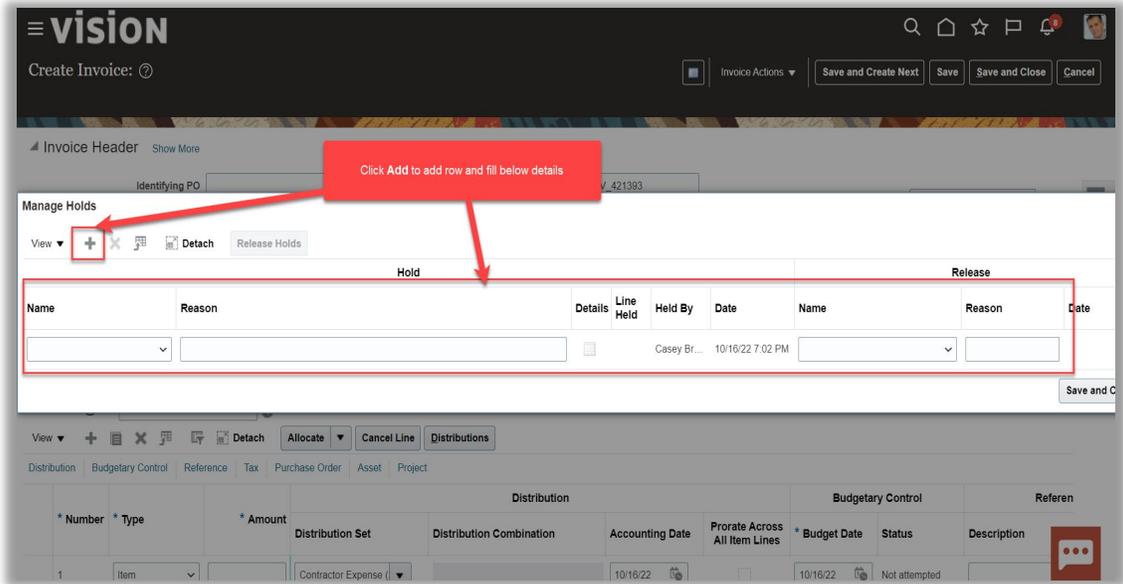
Match Invoice Lines

View: + - Detach Allocate Cancel Line Distributions

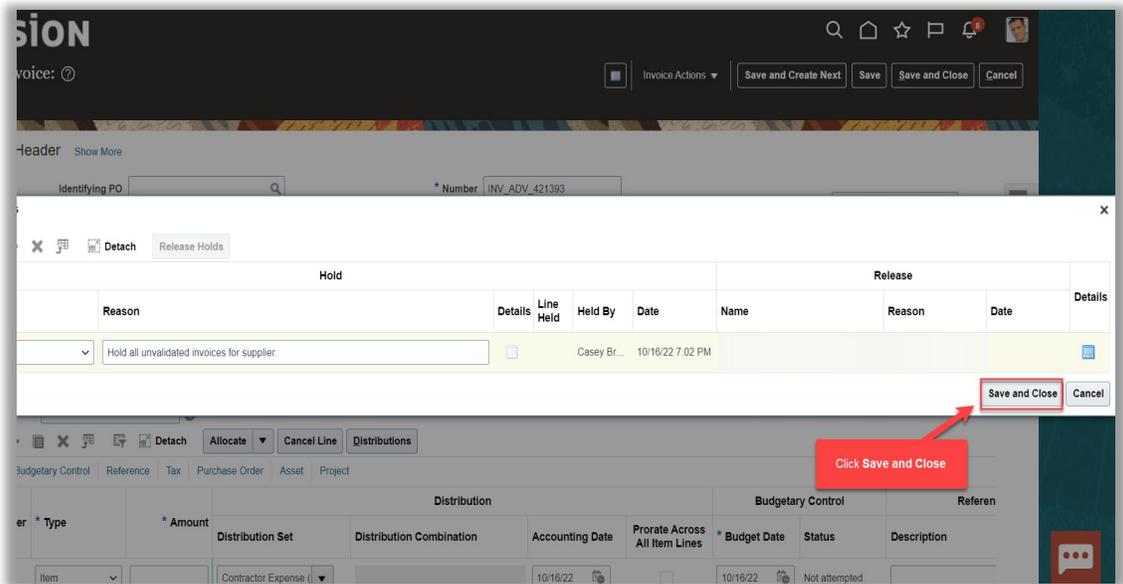
Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Referen
1	Item		Contractor Expense (		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	

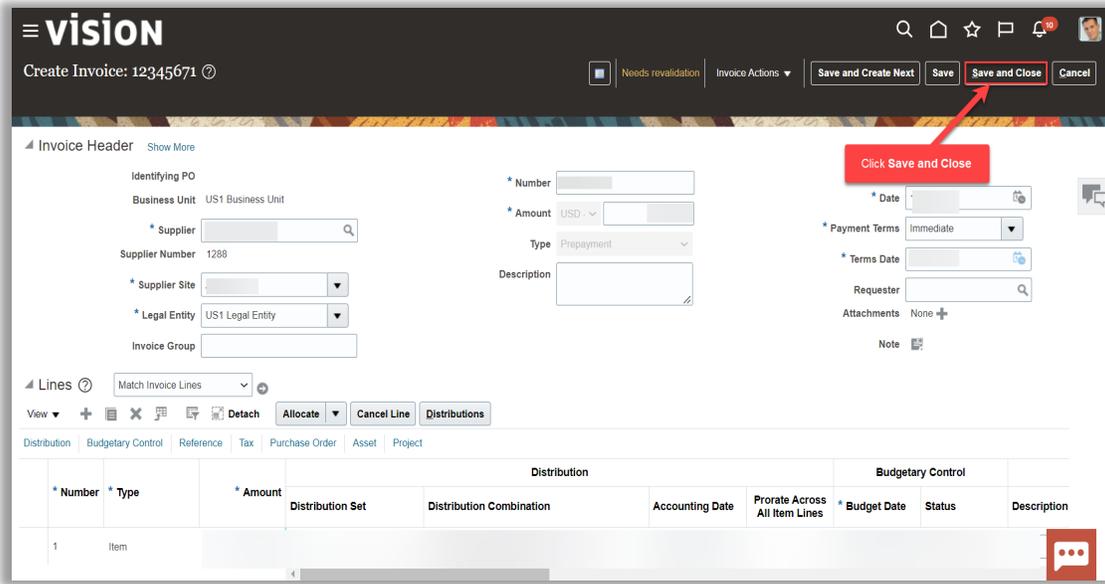
Click **Add** to add row and fill below details



Click Save and Close

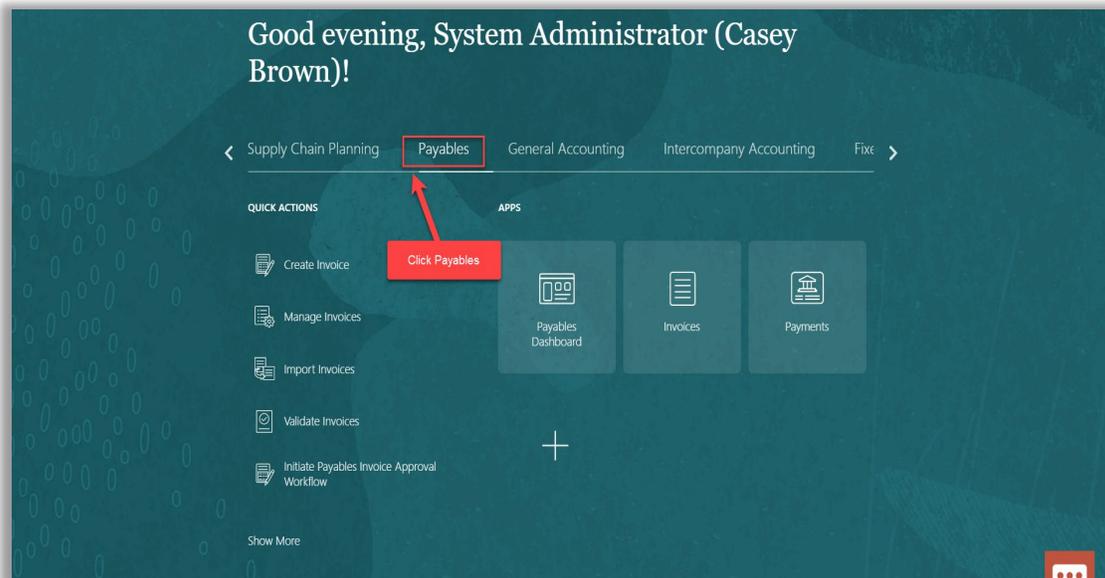


Click Save and Close

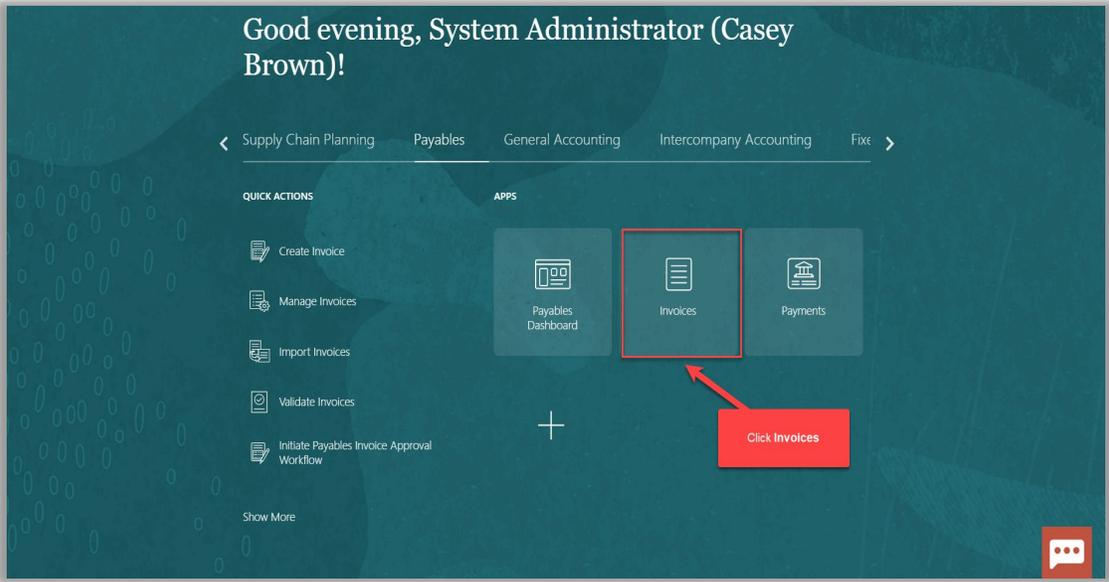


Create An Invoice With A Non-Item Line Type That Transfers To Fixed Assets Module  
 Navigation: Payables>Invoices>Tasks>Create Invoice>Business Unit>Number and Amount>Supplier>Go down to Lines dropdown and click on Expand Lines>Freight> Allocate and Specific Lines>Distributions>Manage Distributions 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

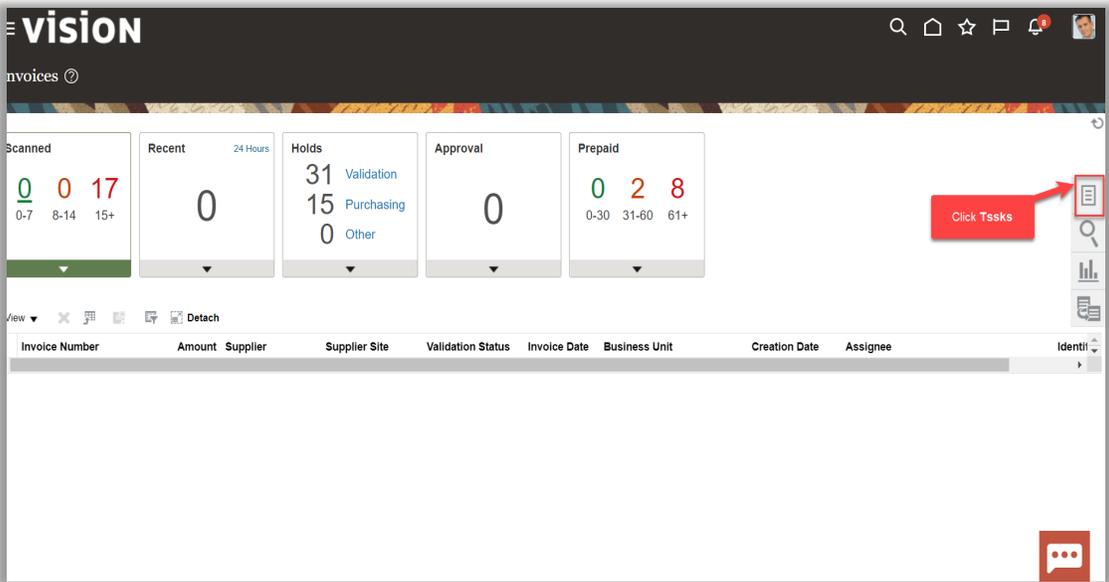
From home screen, click **Payables**



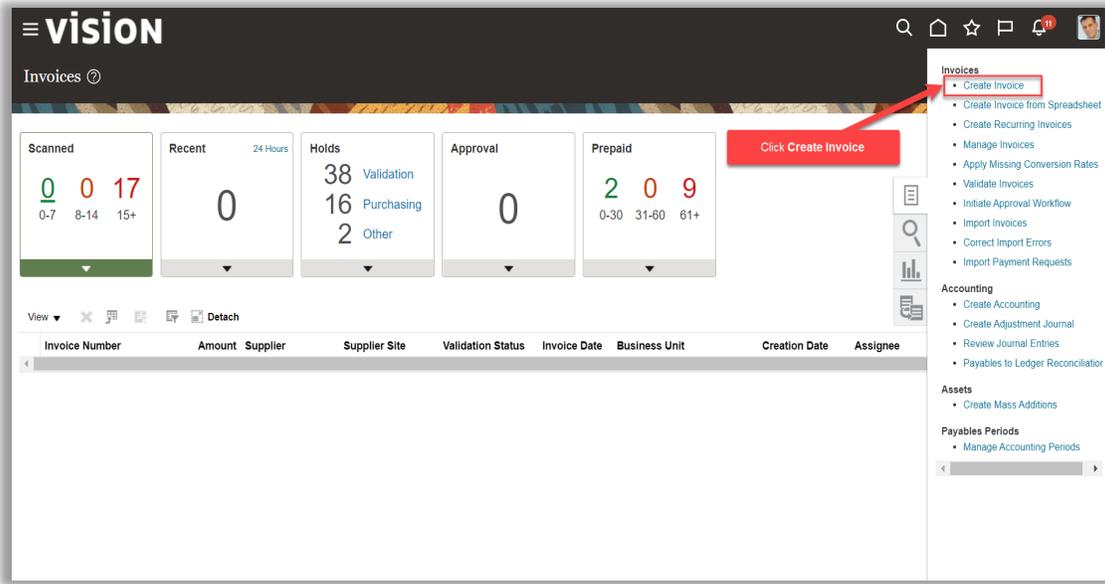
Click **Invoices**



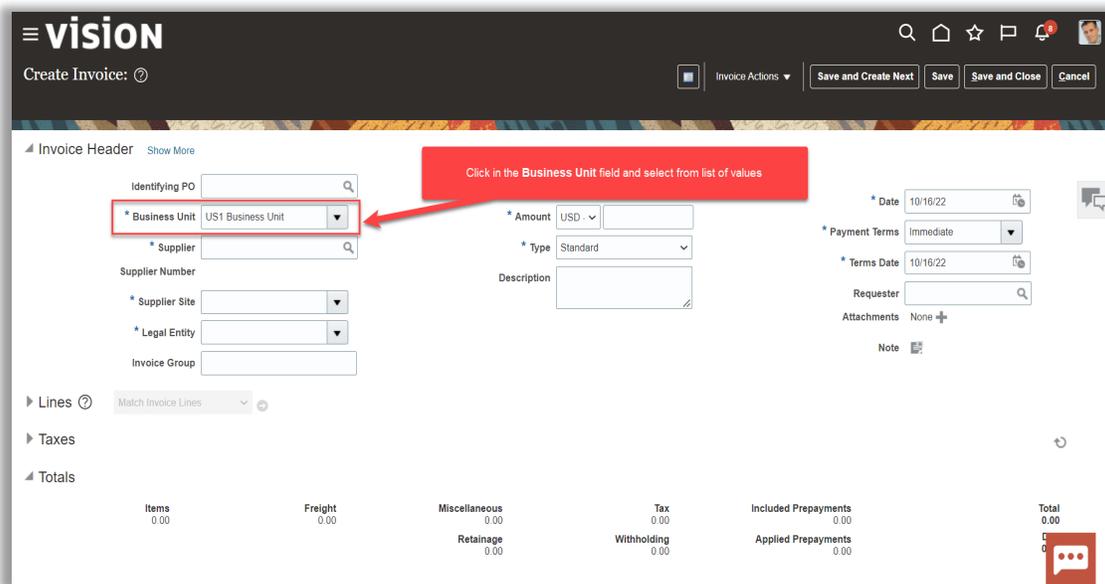
Click Tasks



Click Create Invoice



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



Enter the **Number and Amount**

Search and enter **Supplier**

Go down to Lines dropdown and click on **Expand Lines**

**VISION**  
Create Invoice: 123456789

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Invoice Header** [Show More](#)

Identifying PO:

\* Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number:

\* Amount: USD -

\* Type:

Description:

\* Date:

\* Payment Terms: Immediate

\* Terms Date:

Requester:

Attachments: None

Note:

**Lines**  Match Invoice Lines

Taxes

Totals

Items	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	0.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		12,000.00

Go down to lines dropdown and click on Expand Lines

Add three rows and enter the amount and select one amount as Freight

Identifying PO:

Business Unit: US1 Business Unit

\* Supplier: ABC Consulting

Supplier Number: 1288

\* Supplier Site: ABC US1

\* Legal Entity: US1 Legal Entity

Invoice Group:

\* Number: 23456789

\* Amount: USD - 2,000.00

\* Type: Standard

Description:

\* Date: 10/16/22

\* Payment Terms: Immediate

\* Terms Date: 10/16/22

Requester:

Attachments: None

Note:

**Lines**  Match Invoice Lines

View: +, -, X, M, D, Detach, Allocate, Cancel Line, Distributions

Distribution | Budgetary Control | Reference | Tax | Purchase Order | Asset | Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
7	Freight	100.00		101 10.62510.120.000.000	10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
6	Item	450.00	Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
1	Item	450.00	Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	

Taxes

Add three rows and enter the amount and select one amount as Freight

Click Allocate and Specific Lines

Identifying PO: [Search]  
 Business Unit: US1 Business Unit  
 Supplier: ABC Consulting  
 Supplier Number: 1288  
 Supplier Site: ABC US1  
 Legal Entity: US1 Legal Entity  
 Invoice Group: [Text]  
 Number: 23456789  
 Amount: USD 2,000.00  
 Type: Standard  
 Date: 10/16/22  
 Payment Terms: Immediate  
 Terms Date: 10/16/22  
 Requester: [Search]  
 Attachments: None  
 Note: [Text]

**Click Allocate and Specific Lines**

Lines: Match Invoice Lines  
 View: + [Icons] Detach Allocate Cancel Line Distributions  
 Distribution Budgetary Control Reference Tax P All Lines Project  
 Specific Lines

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
7	Freight	100.00		101.10.62510.120.000.000	10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
6	Item	450.00	Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
1	Item	450.00	Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
2	Item		Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
3	Item		Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	

Taxes

### Click Distributions

Identifying PO: [Search]  
 Business Unit: US1 Business Unit  
 Supplier: ABC Consulting  
 Supplier Number: 1288  
 Supplier Site: ABC US1  
 Legal Entity: US1 Legal Entity  
 Invoice Group: [Text]  
 Number: 23456789  
 Amount: USD 2,000.00  
 Type: Standard  
 Date: 10/16/22  
 Payment Terms: Immediate  
 Terms Date: 10/16/22  
 Requester: [Search]  
 Attachments: None  
 Note: [Text]

**Click Distributions**

Lines: Match Invoice Lines  
 View: + [Icons] Detach Allocate Cancel Line Distributions  
 Distribution Budgetary Control Reference Tax Purchase Order Asset Project

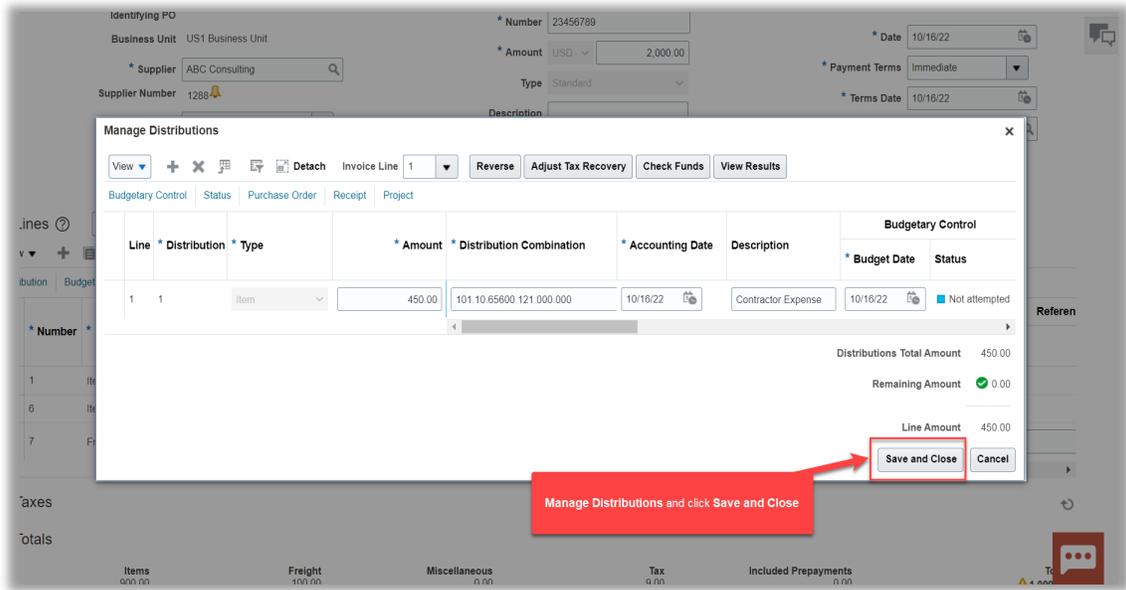
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description
1	Item	450.00	Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
6	Item	450.00	Contractor Expense (Single Dist)		10/16/22	<input type="checkbox"/>	10/16/22	Not attempted	
7	Freight	100.00			10/16/22	<input checked="" type="checkbox"/>	10/16/22	Not attempted	

Taxes

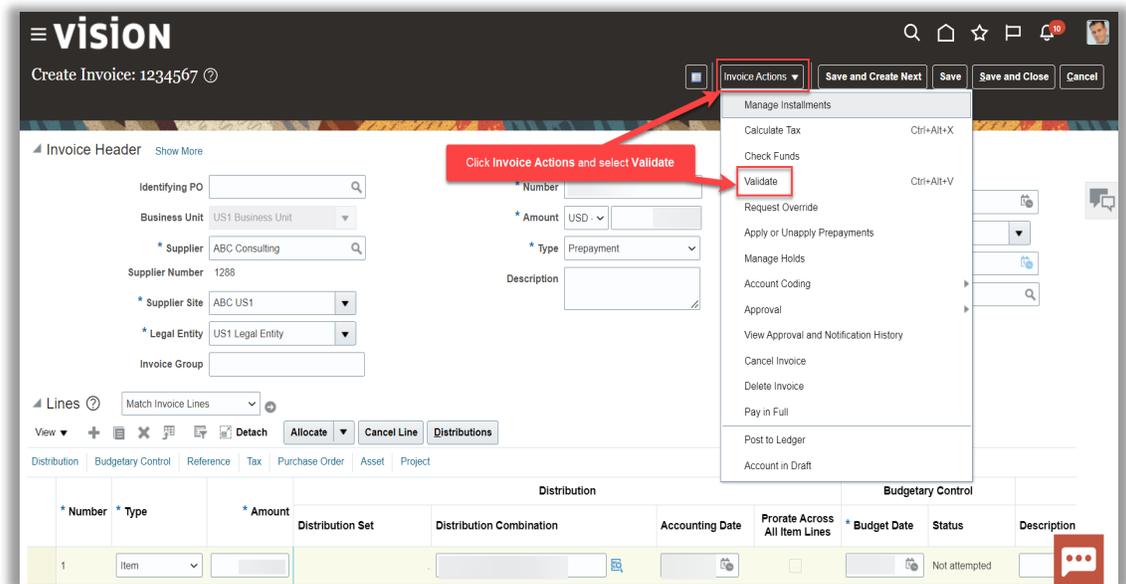
Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments
900.00	100.00	0.00	9.00	0.00

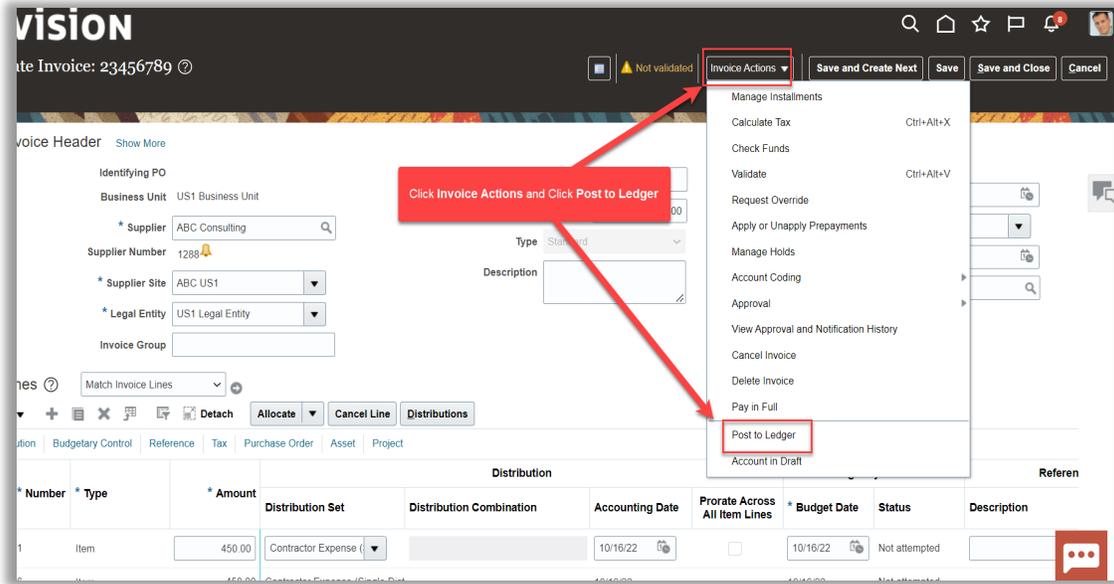
### Manage Distributions and click Save and Close



Click Invoice Actions and select Validate

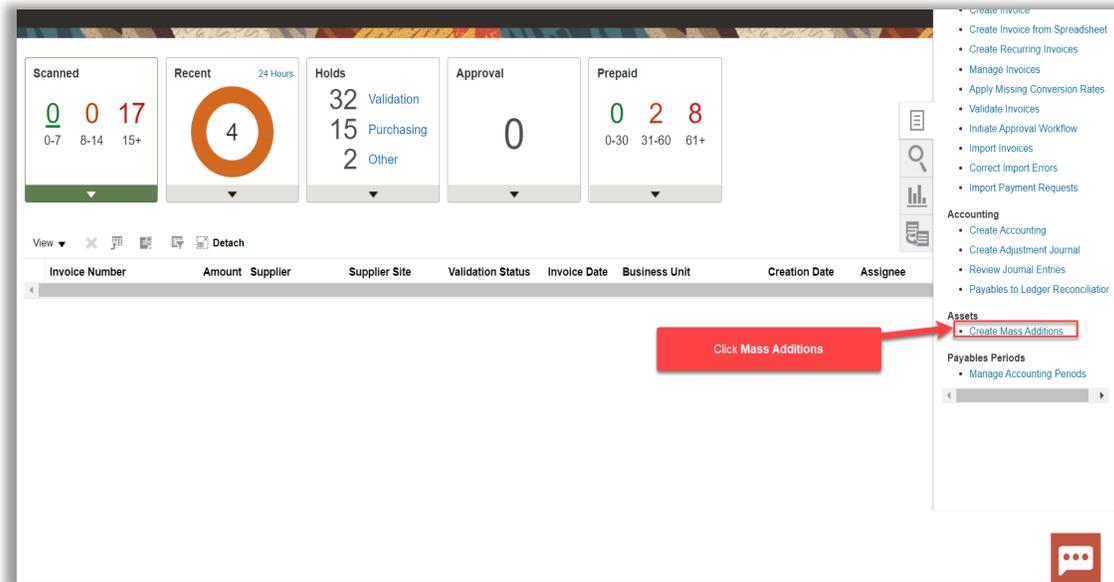


Click Invoice Actions and Click Post to Ledger



**Note:** Click Save and Close and click the task pane

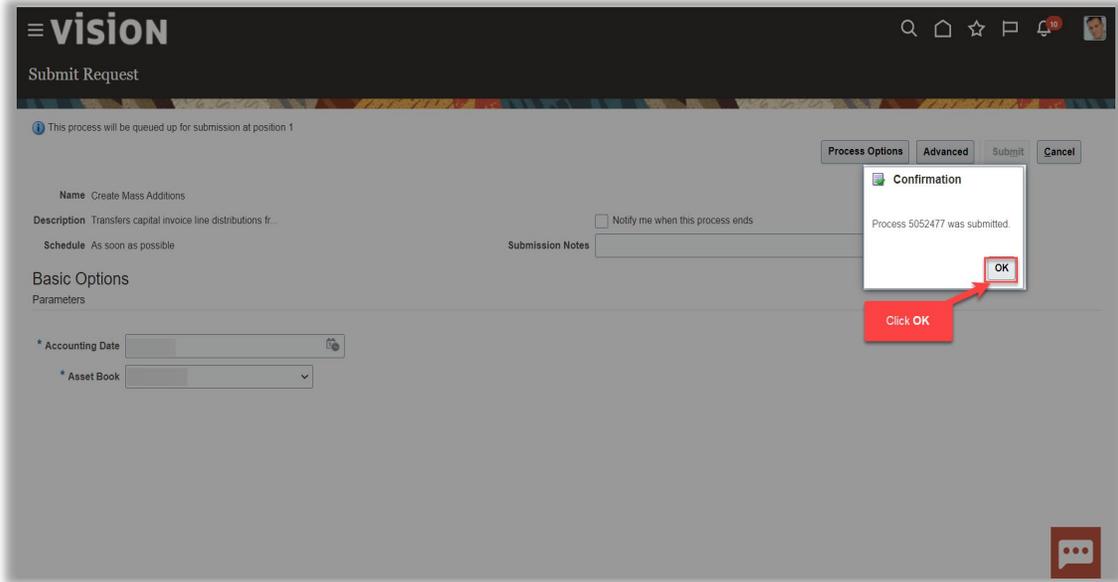
**Click Create Mass Additions**



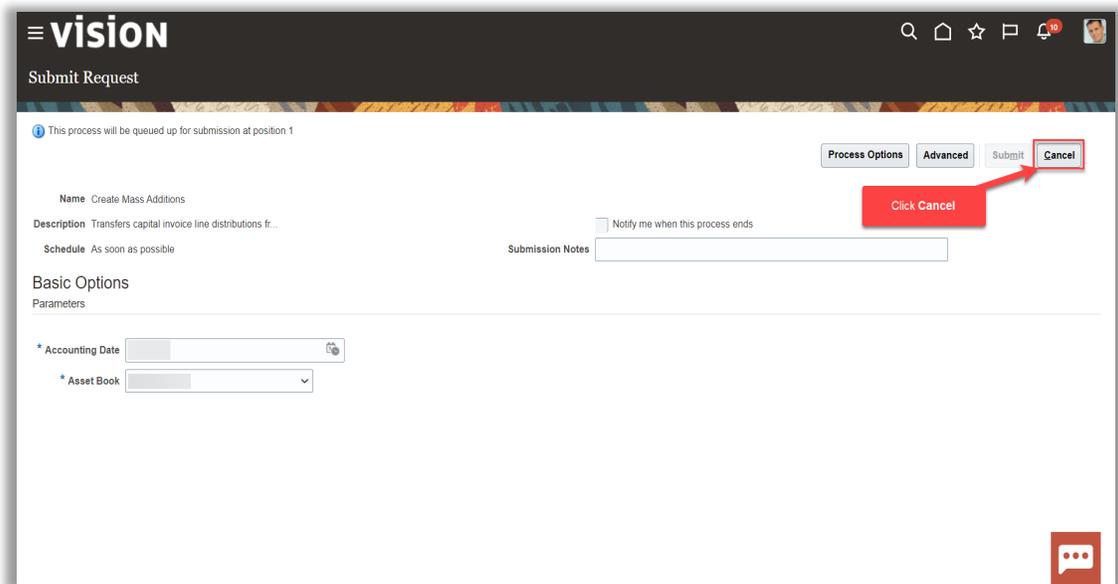
**Enter Accounting Date and Select the Asset Book from the dropdown**

Click **Submit**

Click **OK**



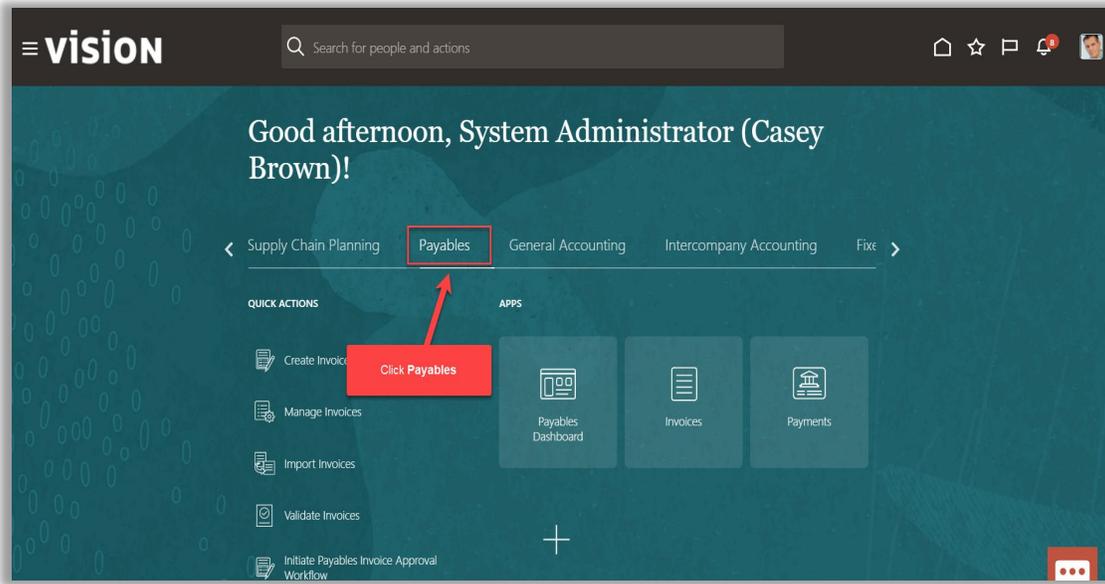
Click Cancel



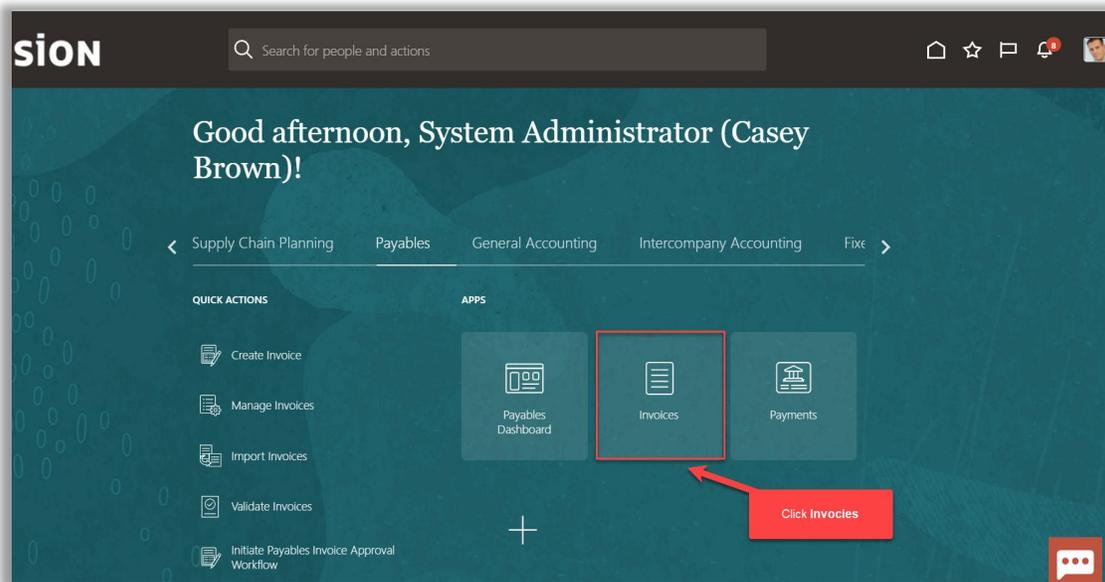
## Viewing An Invoice

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

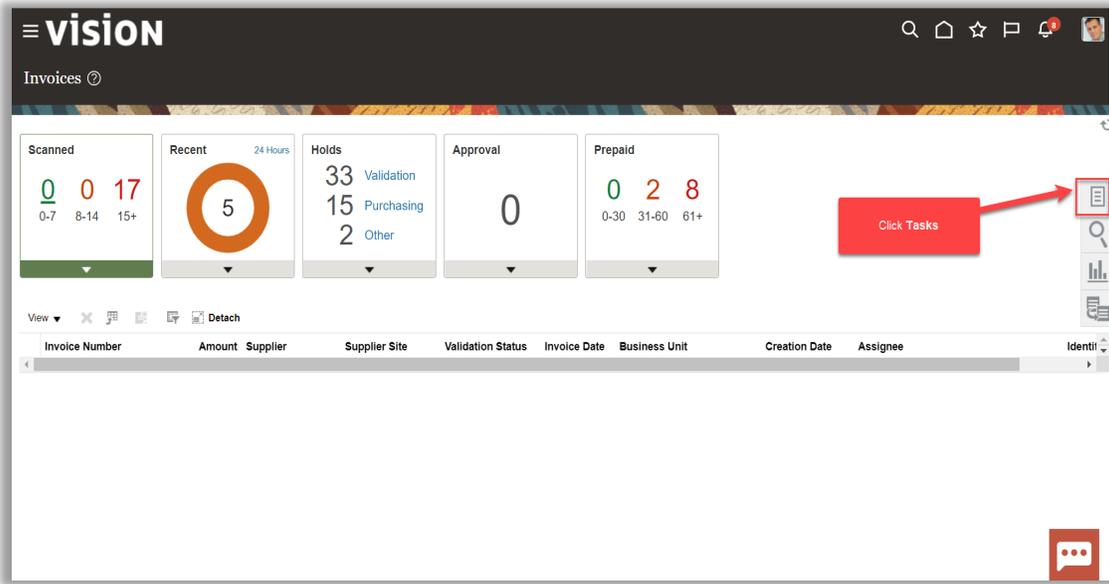
From home screen, click **Payables**



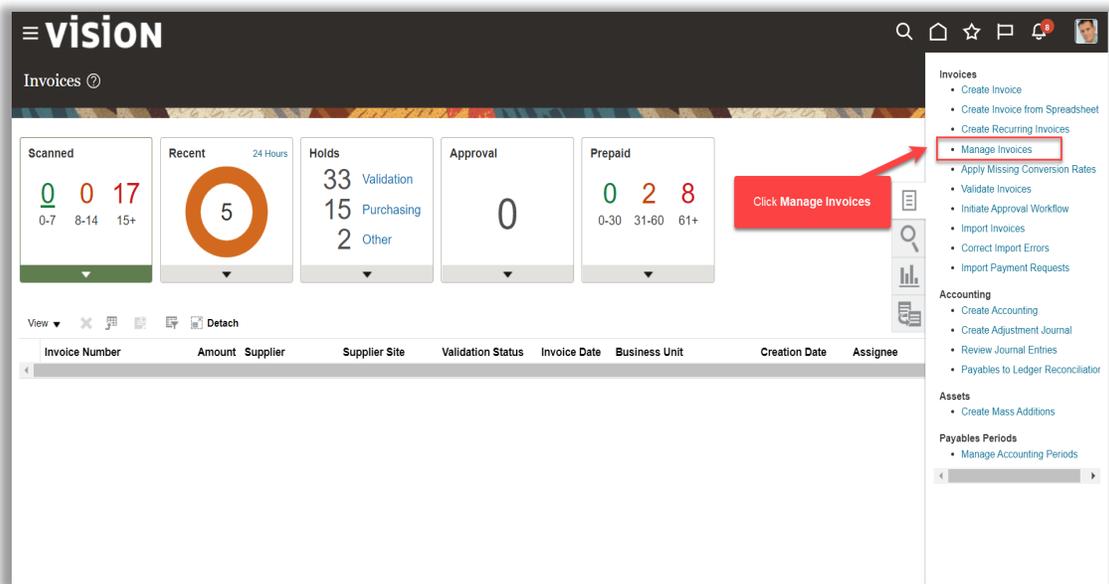
Click Invoices



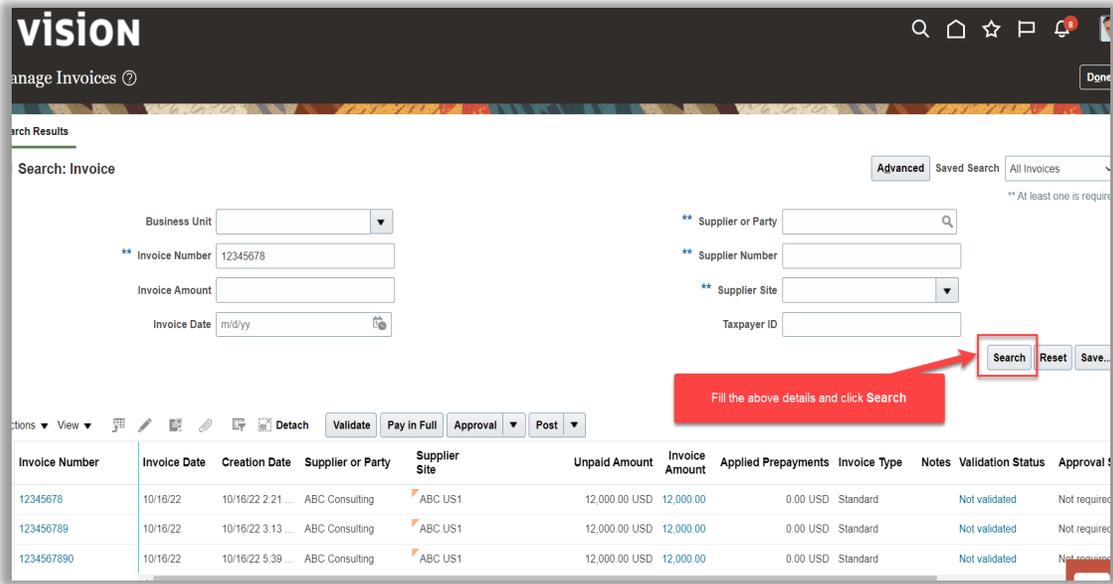
Click Tasks



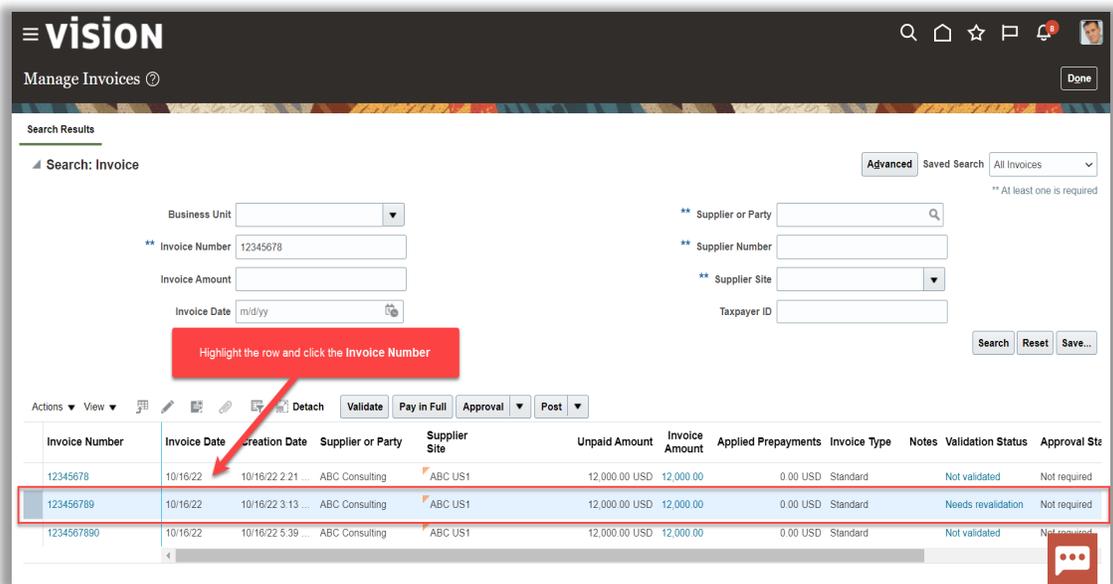
Click Manage Invoices



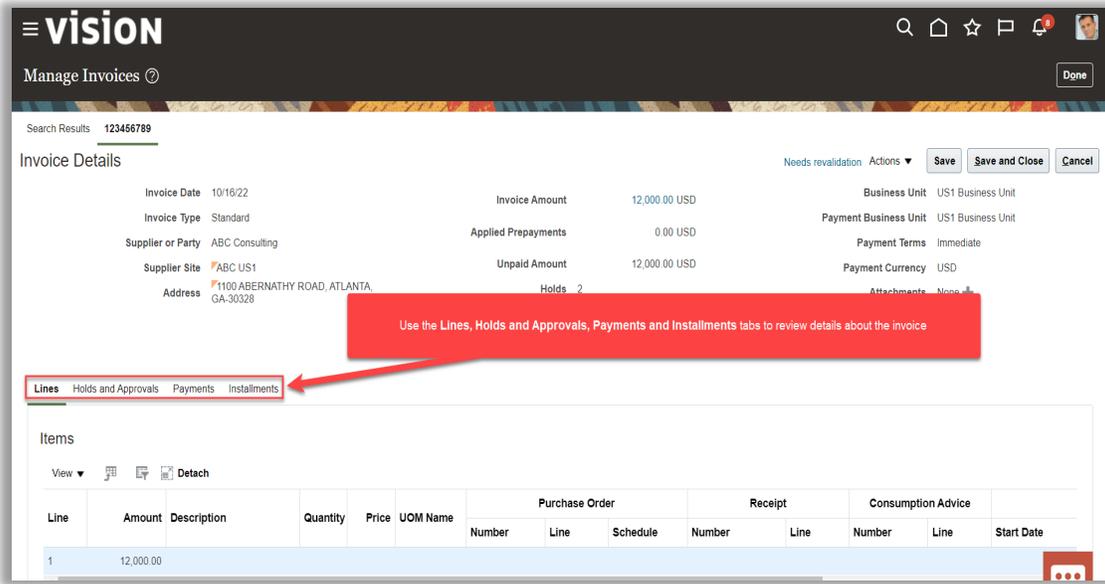
Fill above details and click Search



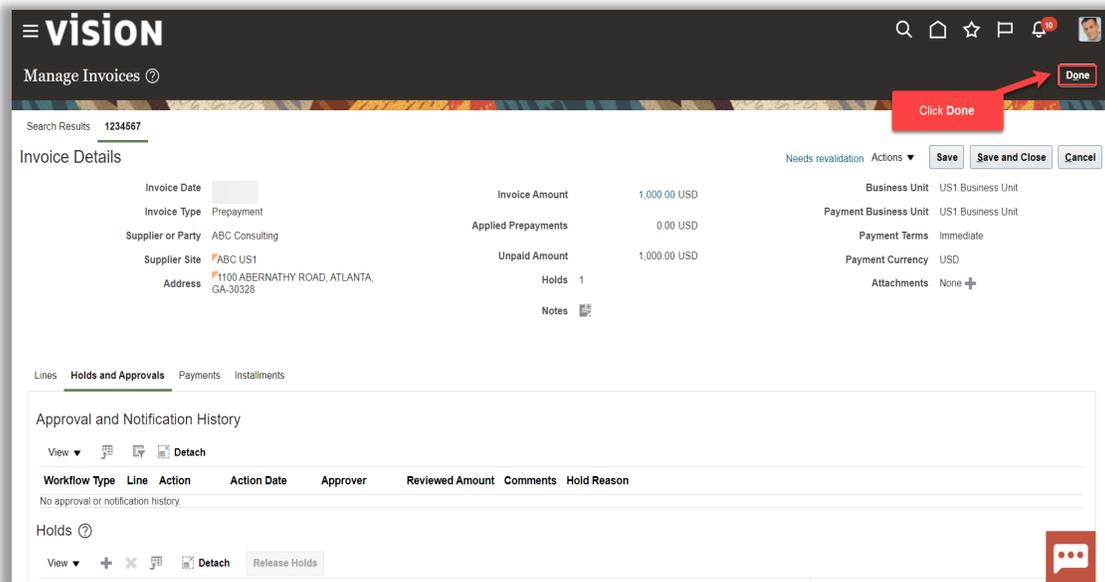
Highlight the row and click the Invoice Number



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



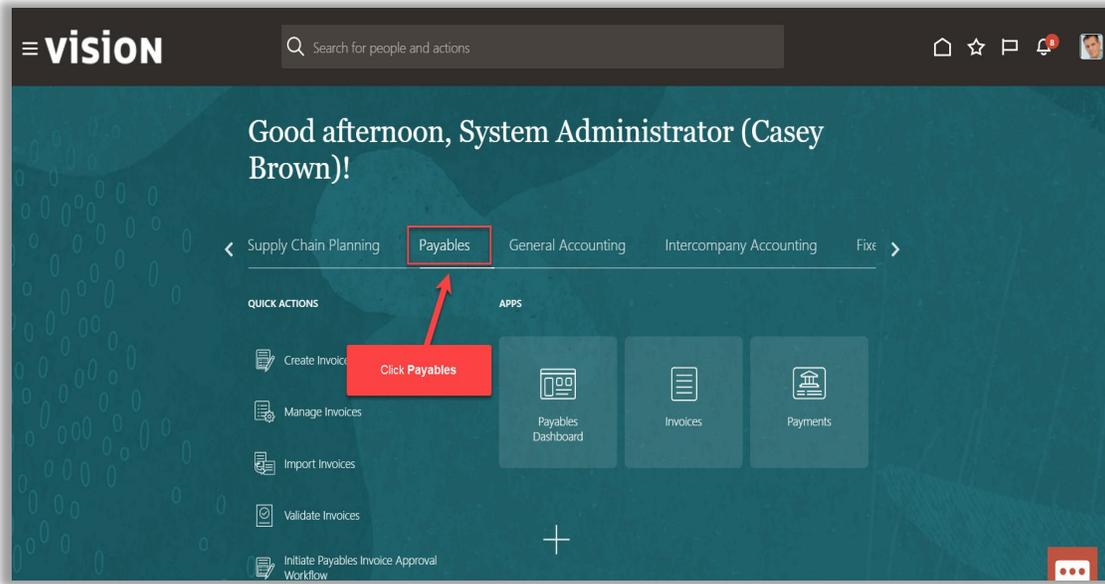
Click Done



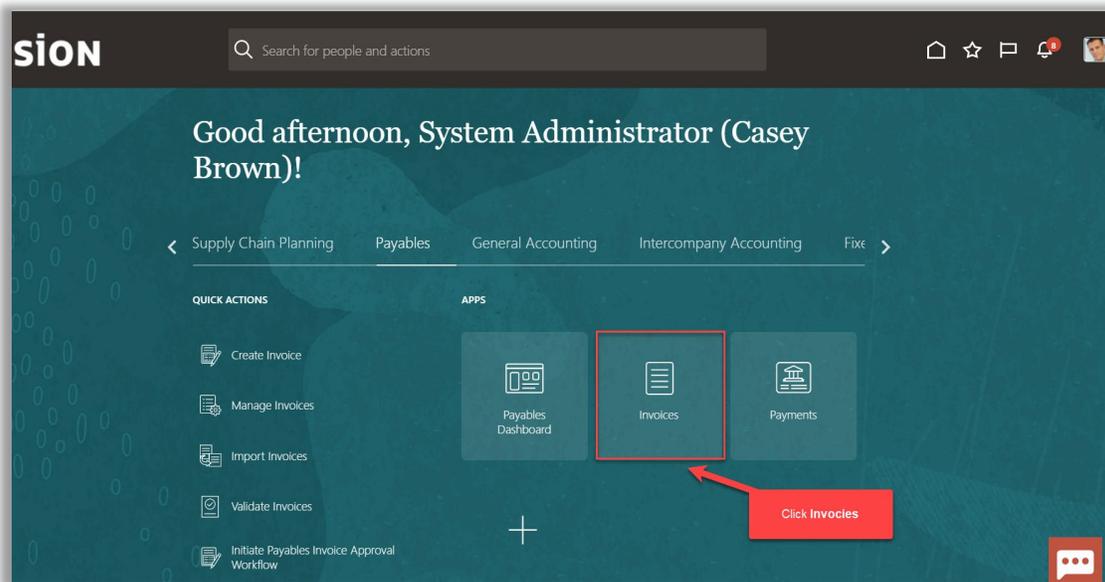
### Adjustment To A Manual Invoice

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

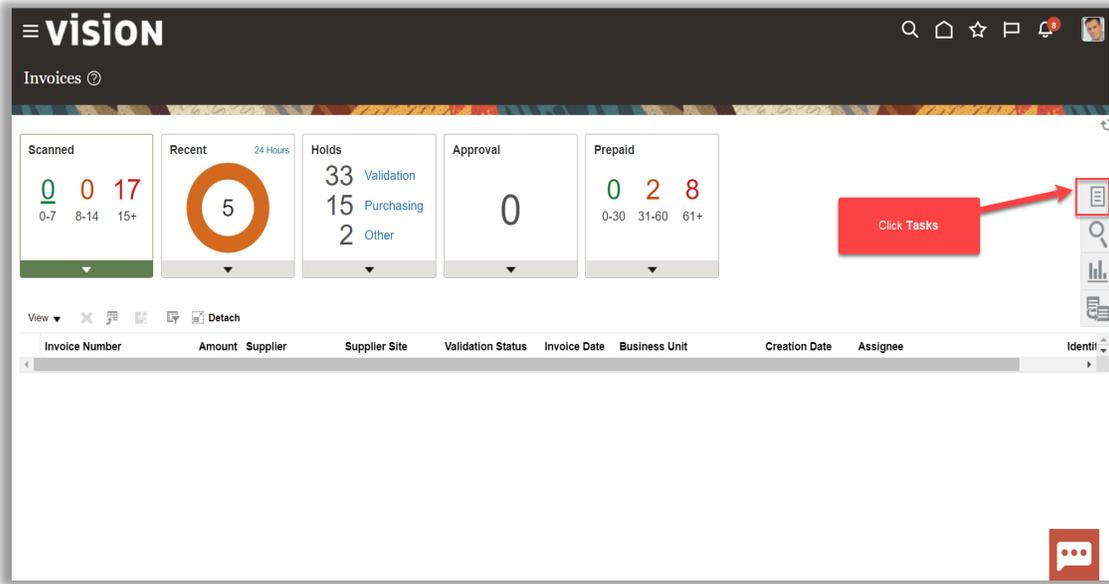
From home screen, click **Payables**



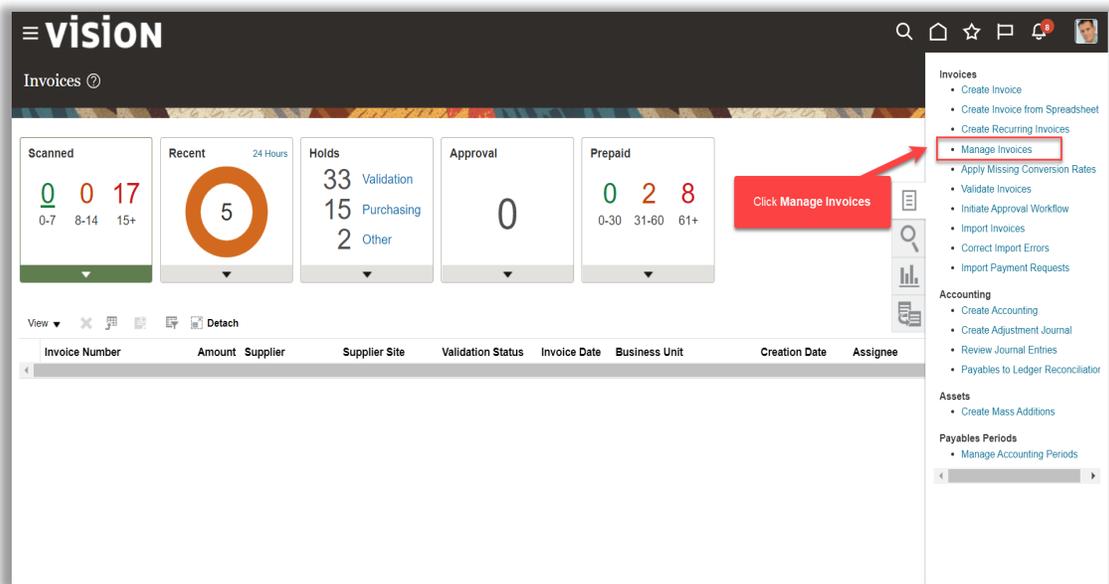
Click Invoices



Click Tasks



Click Manage Invoices



Fill above details and click Search

**VISION**  
Manage Invoices

Search Results

Search: Invoice

Business Unit [dropdown]  
 \*\* Invoice Number: 12345678  
 Invoice Amount [input]  
 Invoice Date: m/d/yy [calendar icon]

\*\* Supplier or Party [input]  
 \*\* Supplier Number [input]  
 \*\* Supplier Site [dropdown]  
 Taxpayer ID [input]

Search Reset Save...

Fill the above details and click Search

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status
12345678	10/16/22	10/16/22 2:21 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	10/16/22	10/16/22 3:13 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
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 validated	Not required

Highlight the row and click the Invoice Number

**VISION**  
Manage Invoices

Search Results

Search: Invoice

Business Unit [dropdown]  
 \*\* Invoice Number: 12345678  
 Invoice Amount [input]  
 Invoice Date: m/d/yy [calendar icon]

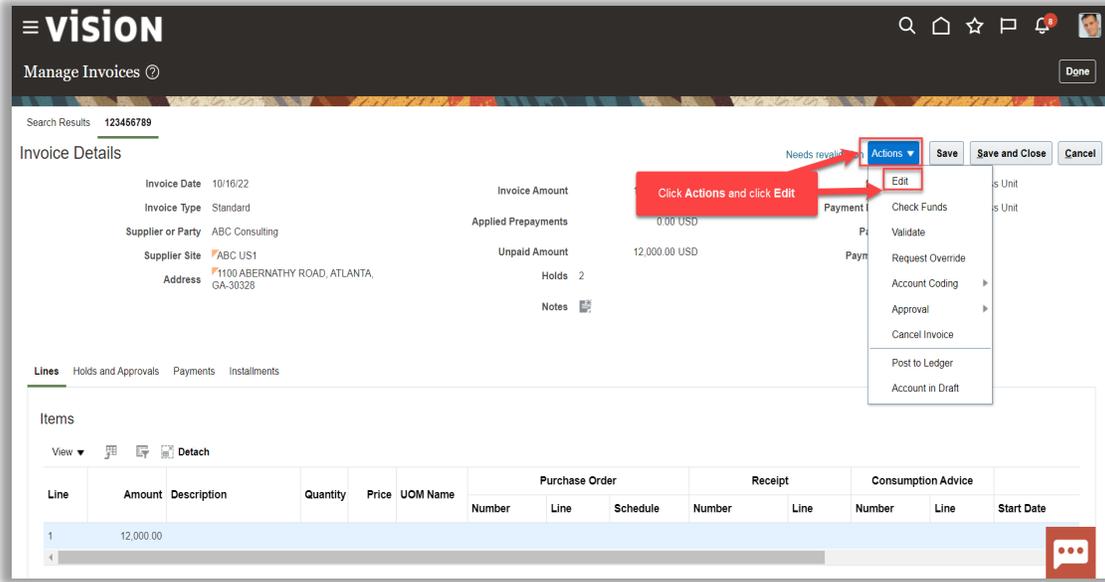
\*\* Supplier or Party [input]  
 \*\* Supplier Number [input]  
 \*\* Supplier Site [dropdown]  
 Taxpayer ID [input]

Search Reset Save...

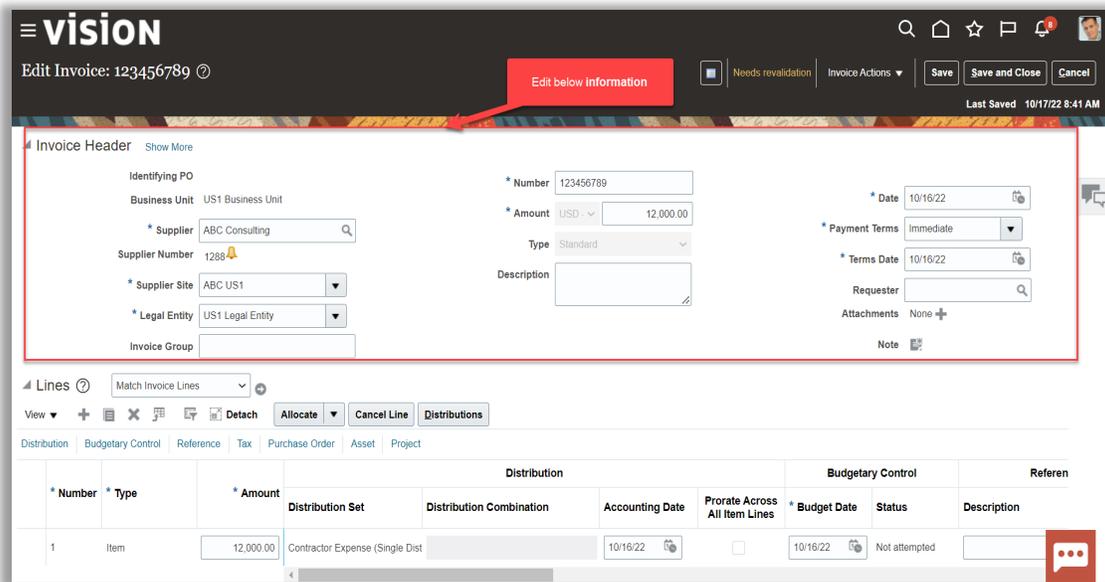
Highlight the row and click the Invoice Number

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status
12345678	10/16/22	10/16/22 2:21 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	10/16/22	10/16/22 3:13 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Needs revalidation	Not required
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 validated	Not required

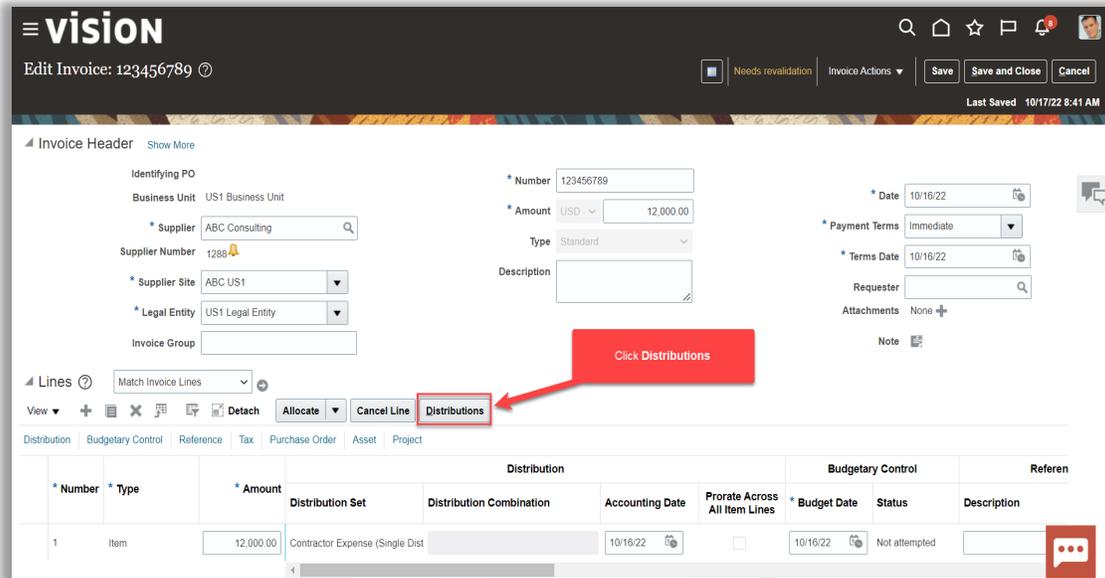
Click Actions and click Edit



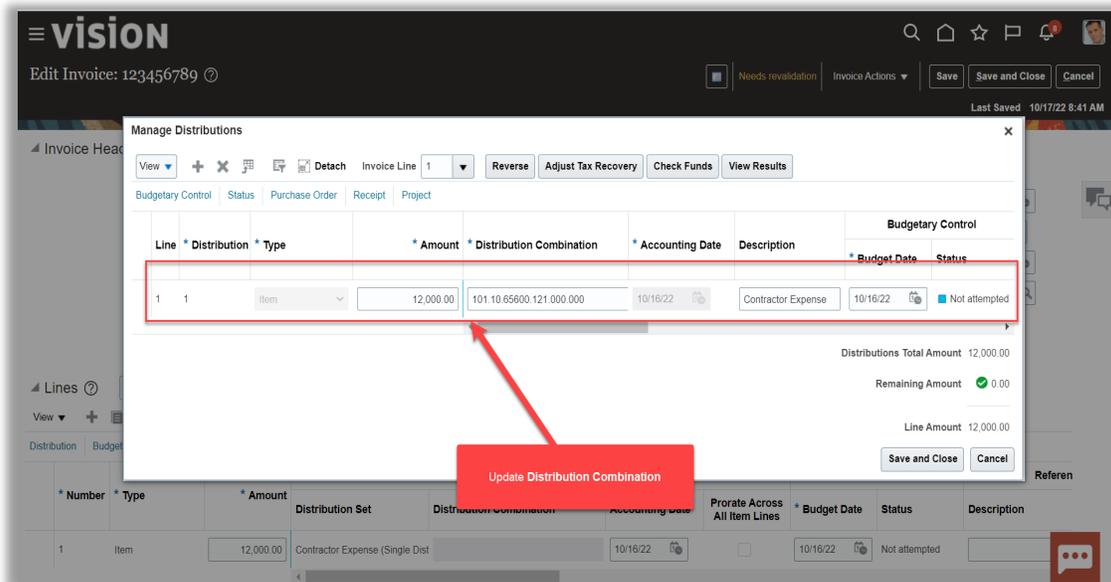
Edit below information



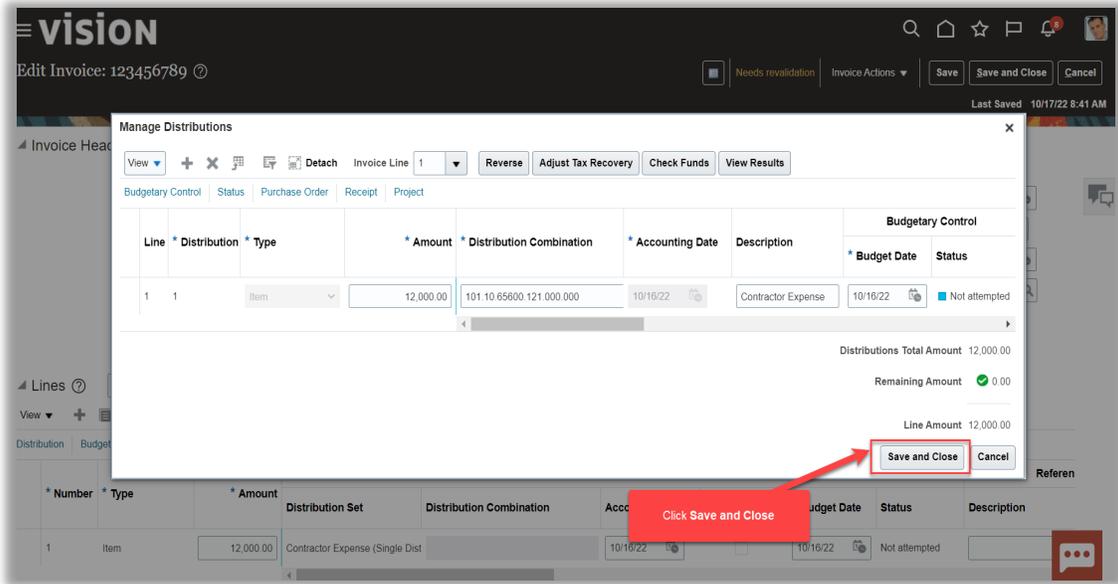
Click Distributions



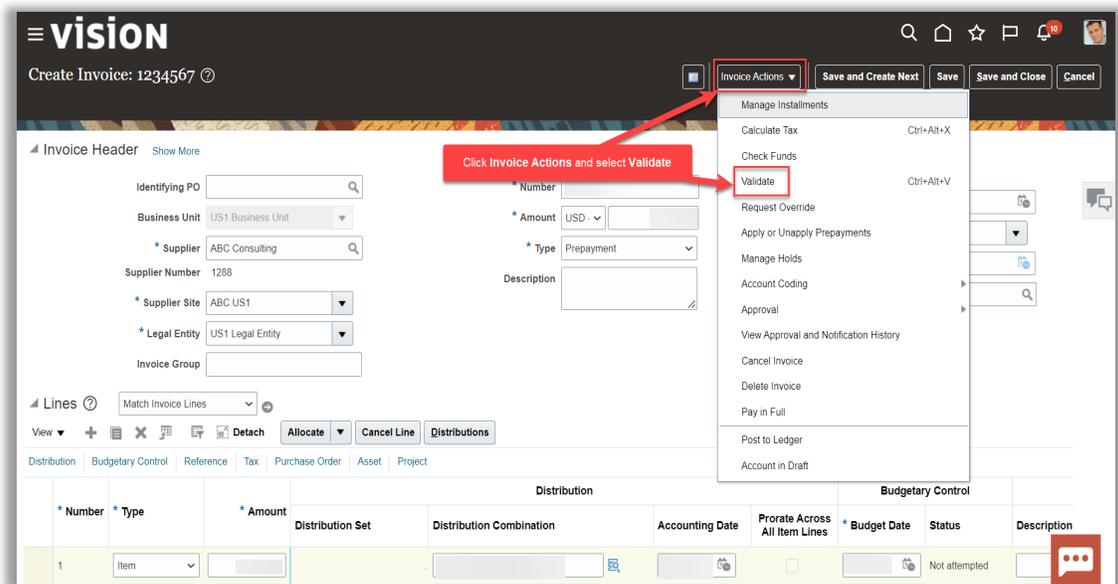
## Update Distribution Combination



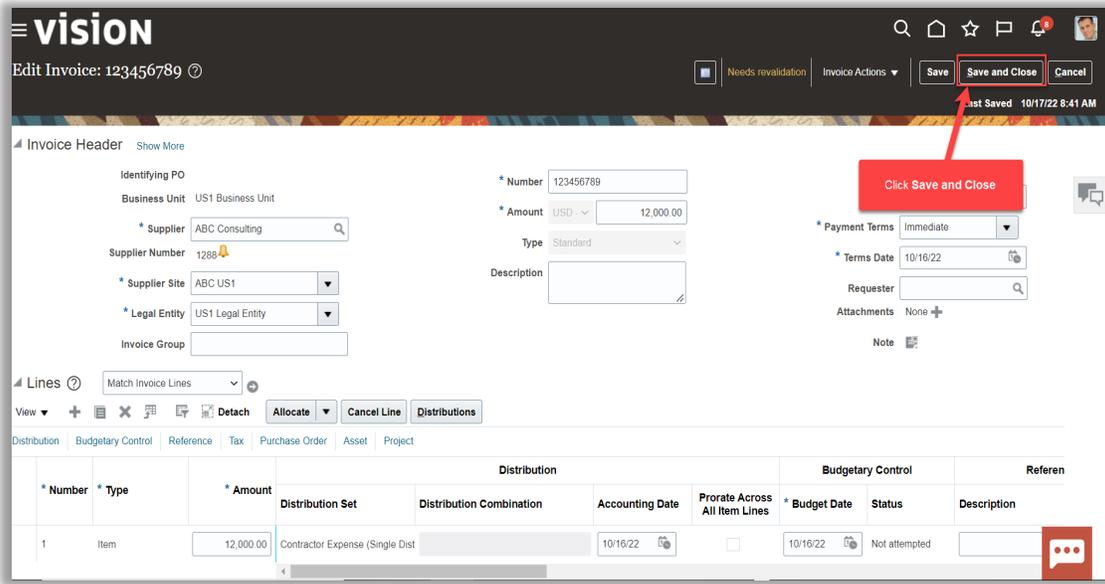
## Click Save and Close



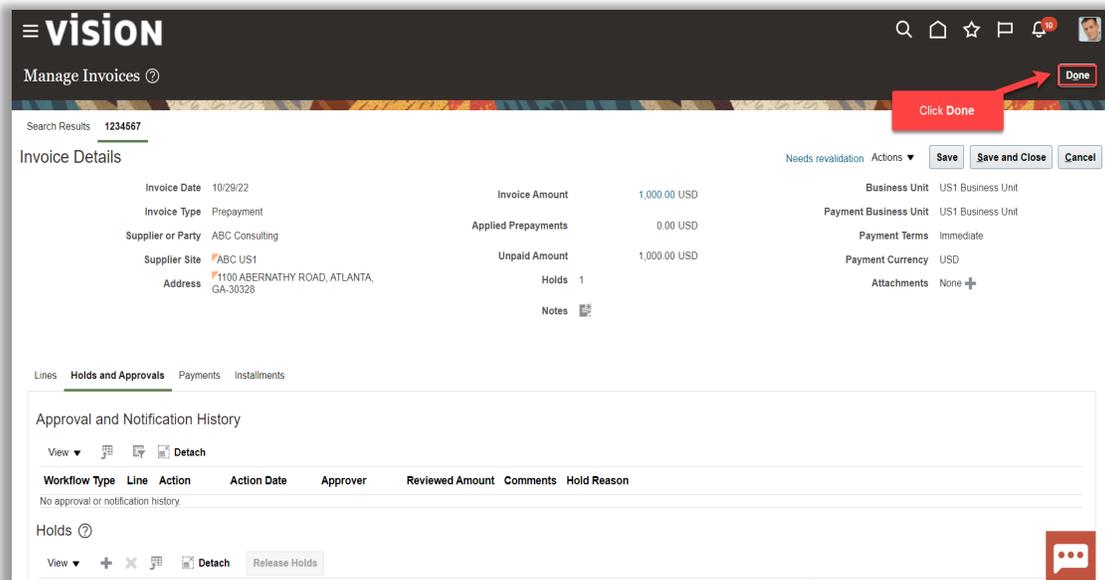
Click Invoice Actions and select Validate



Click Save and Close



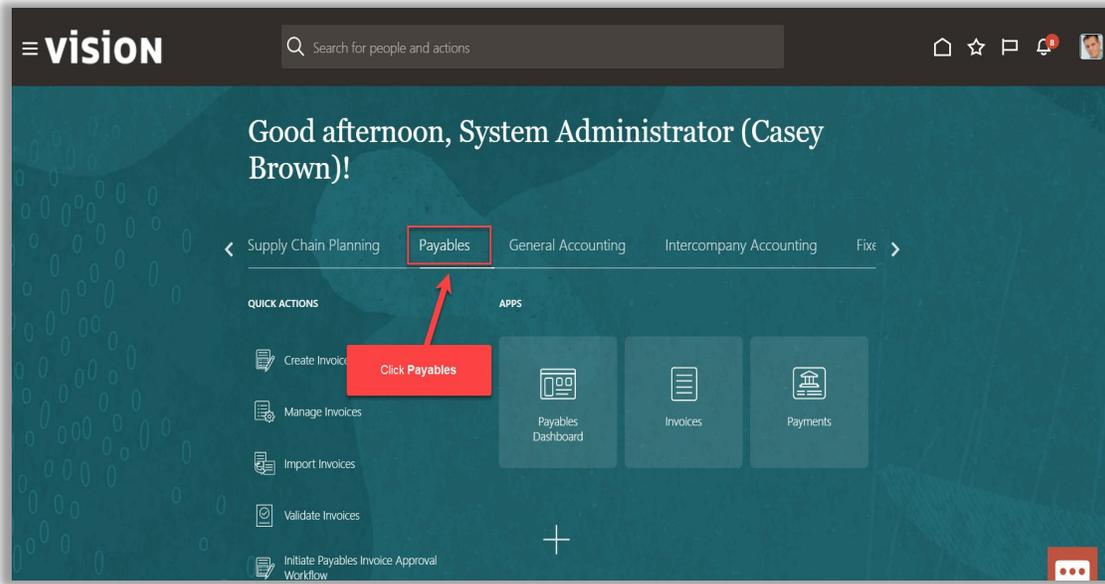
Click Done



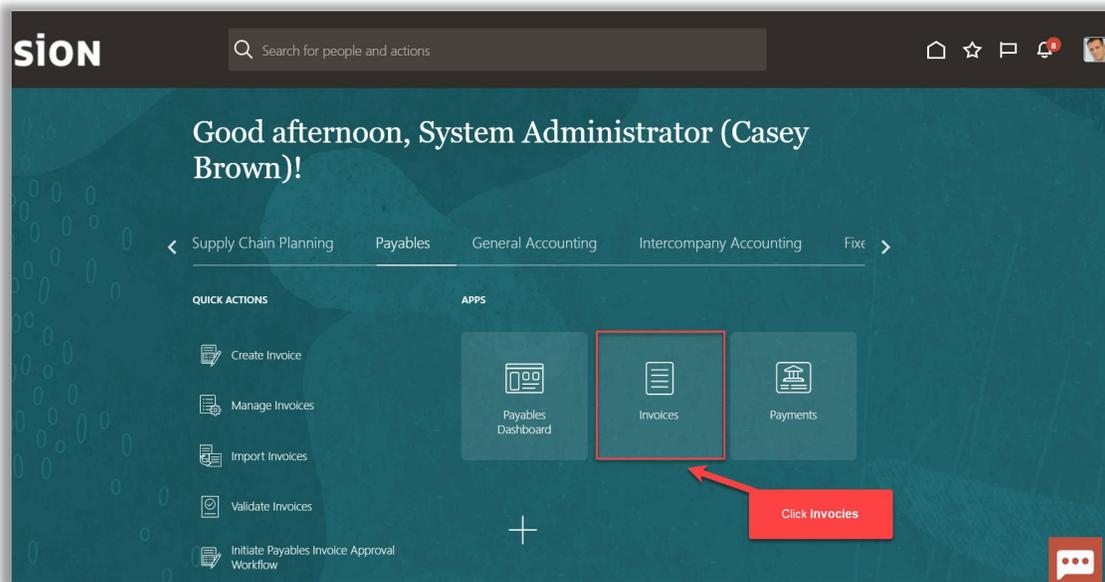
## Releasing A Manual Hold On An Invoice

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

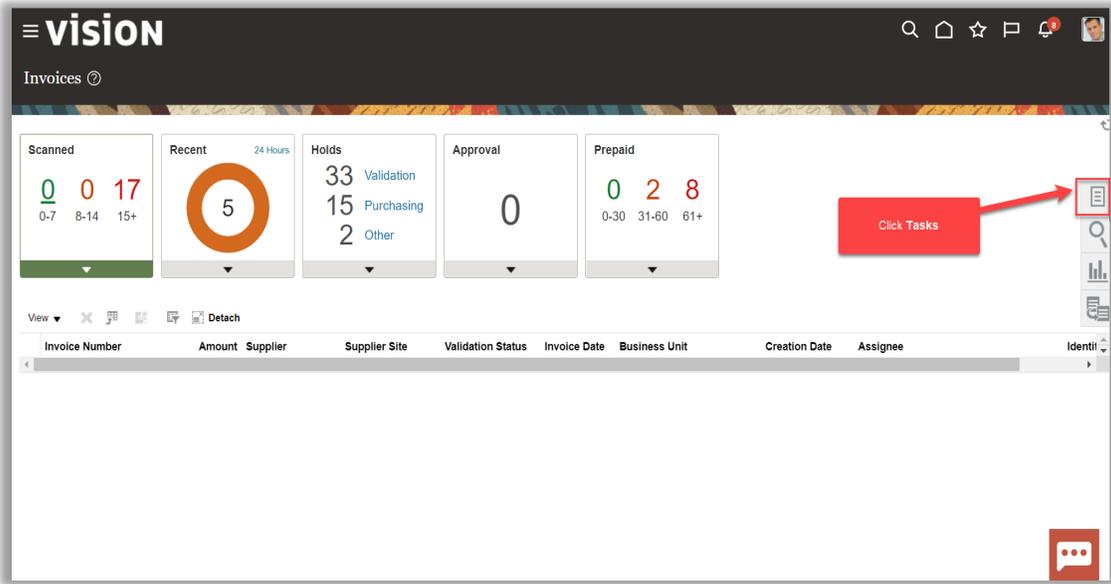
From home screen, click **Payables**



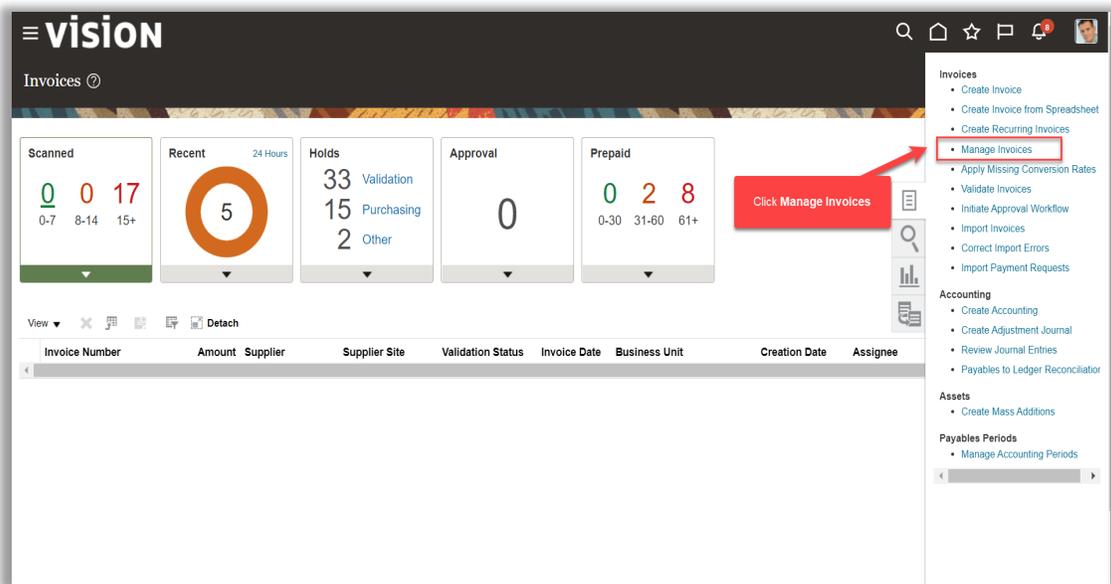
Click Invoices



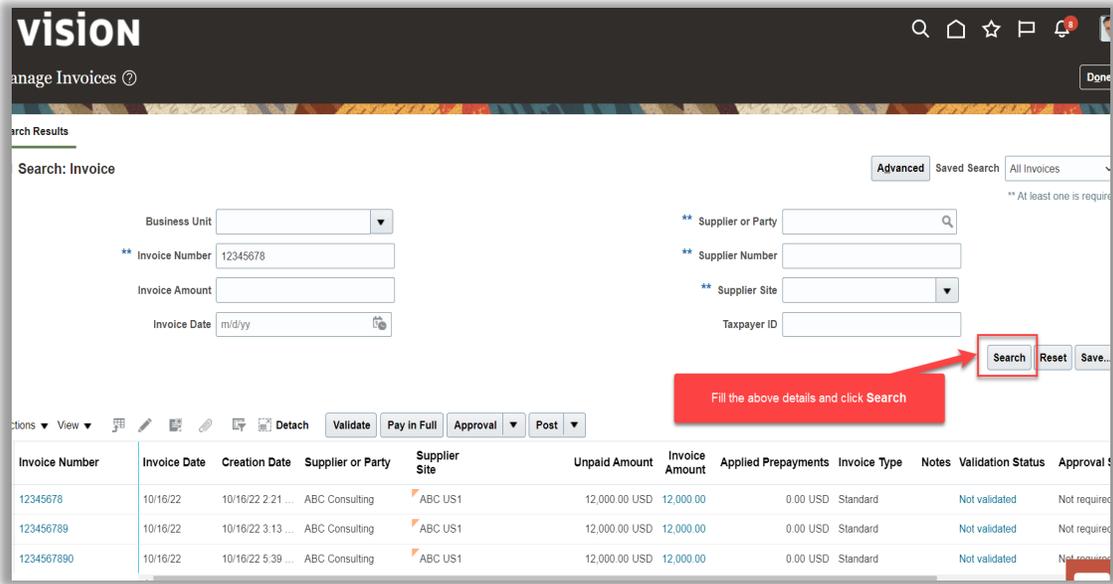
Click Tasks



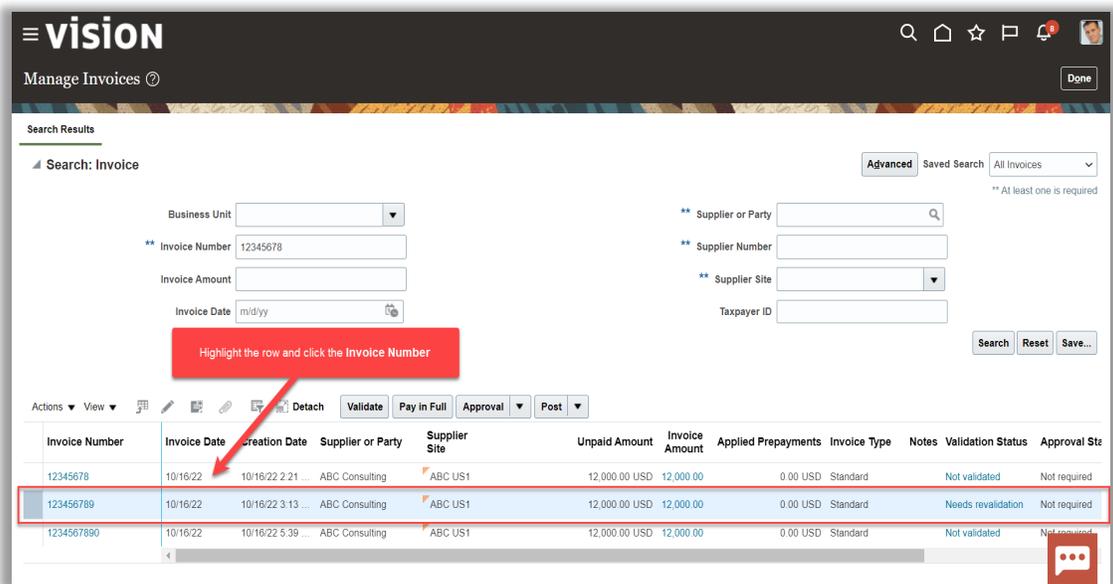
Click Manage Invoices



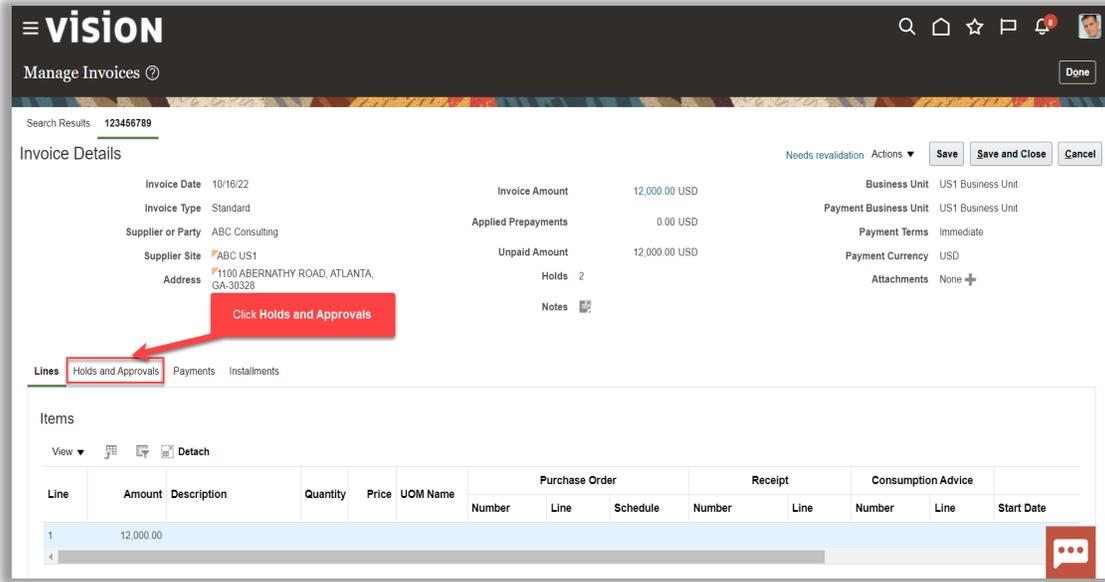
Fill above details and click Search



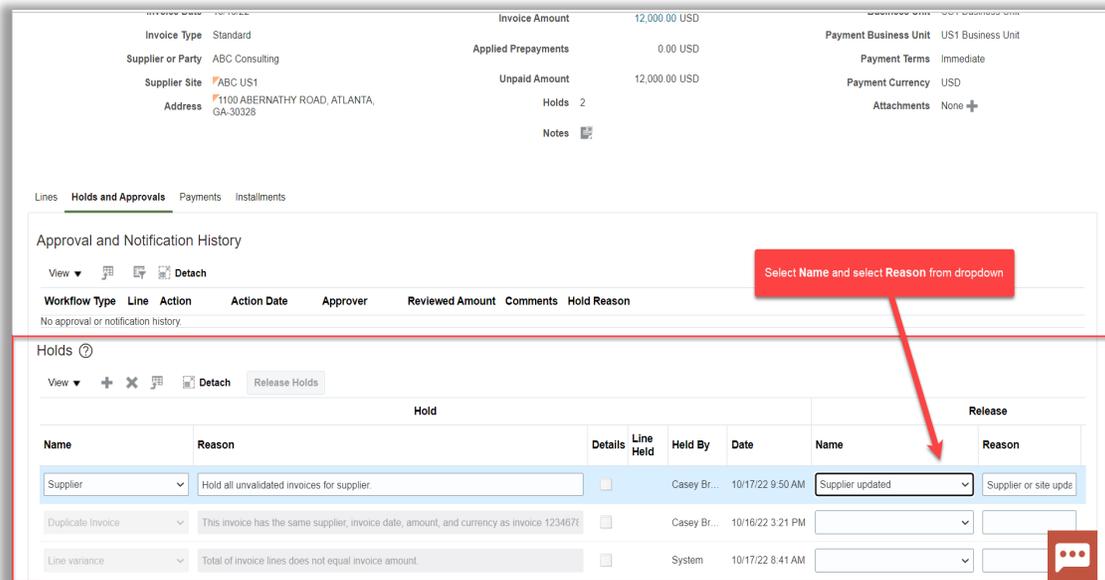
Highlight the row and click the Invoice Number



Click Hold and Approvals

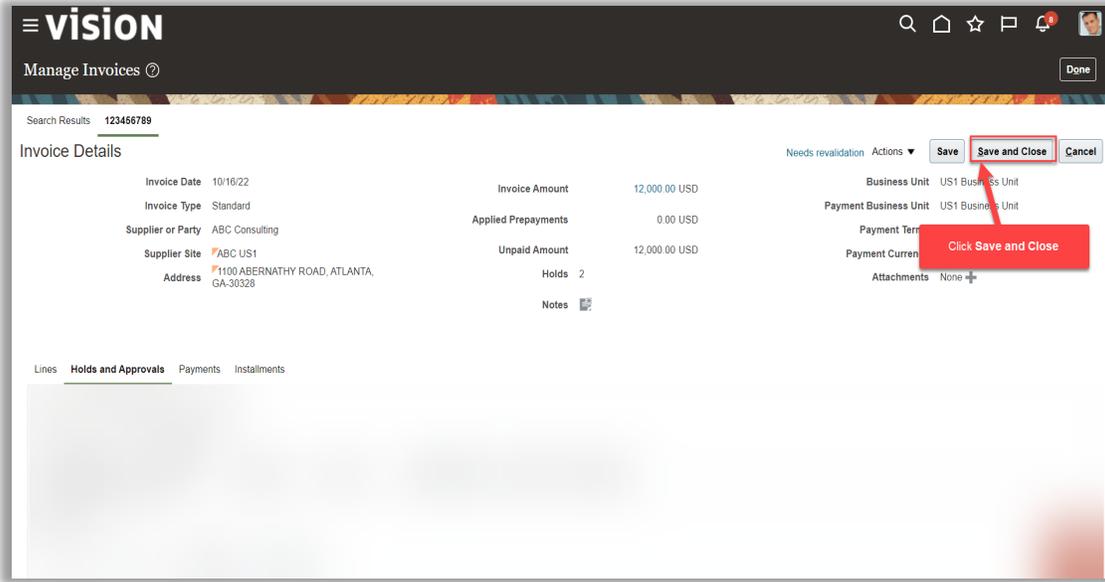


Select Name and select Reason from dropdown

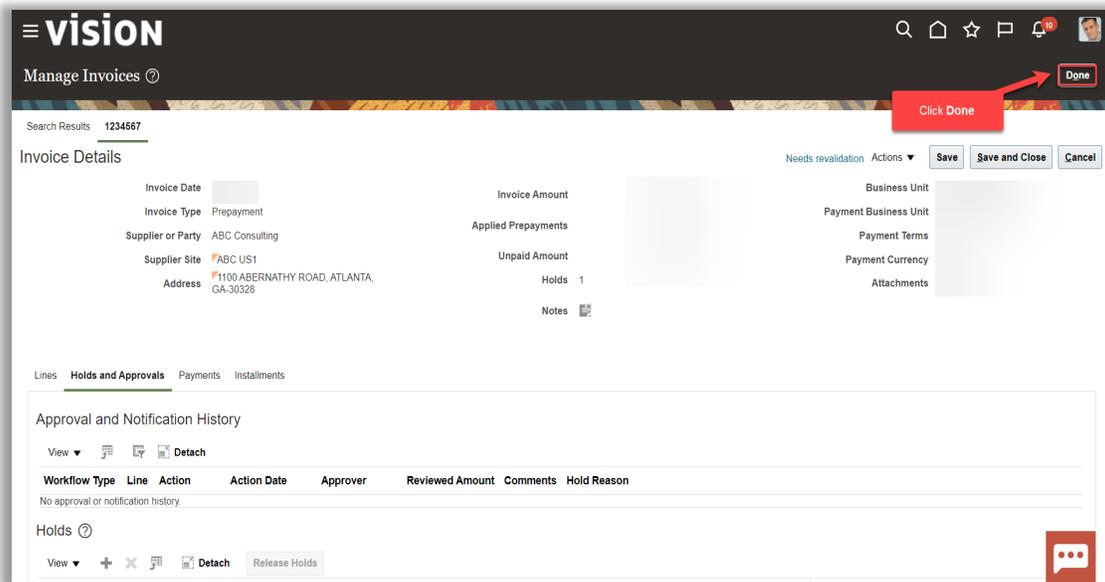


Note: Select a release reason from the Name list of values

Click Save and Close



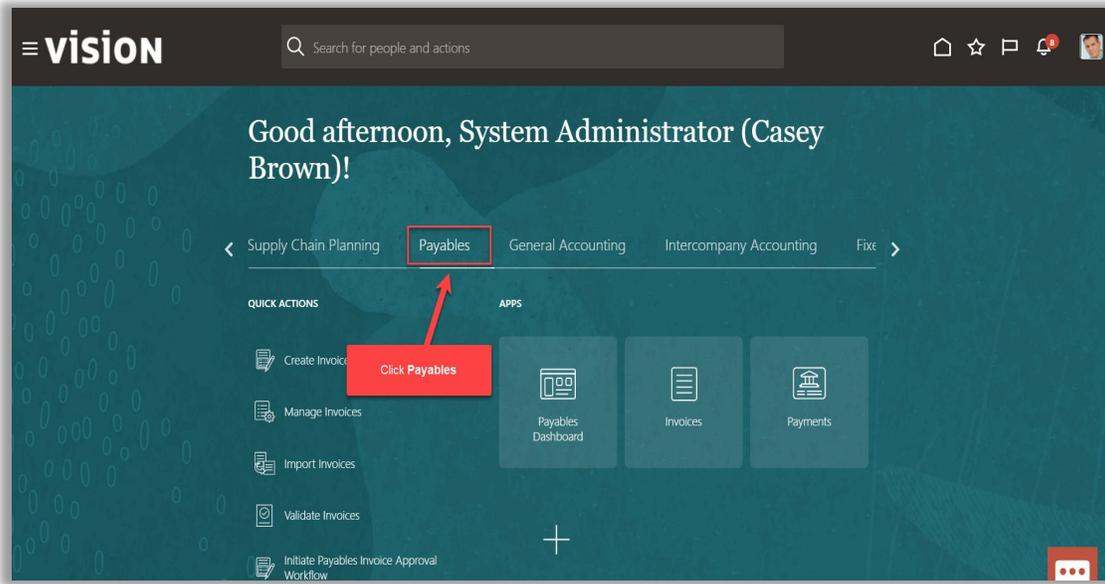
Click Done



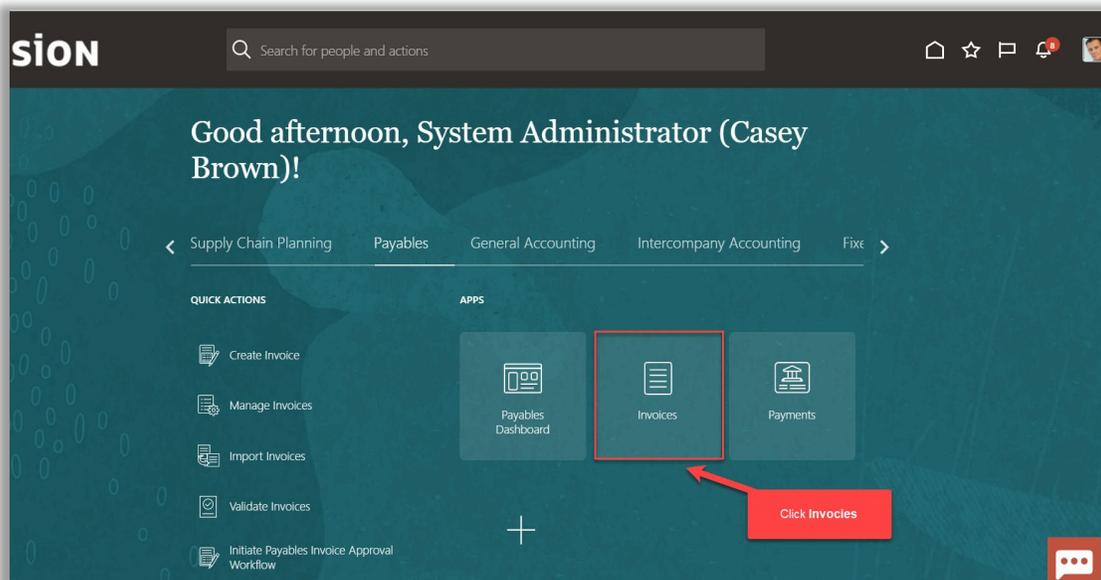
### Releasing A System Hold On An Invoice

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

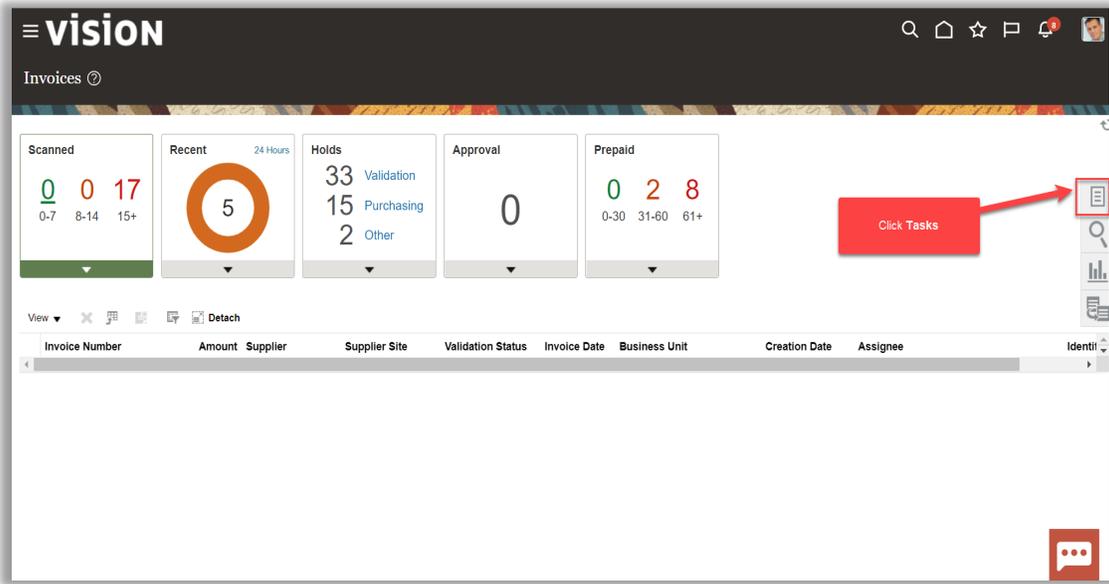
From home screen, click Payables



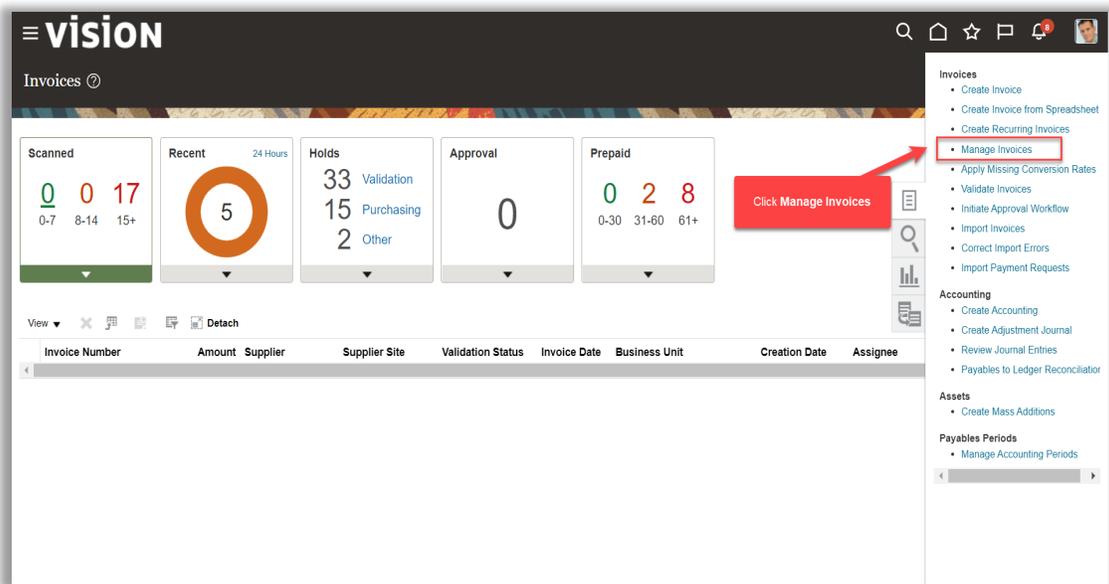
Click Invoices



Click Tasks



Click Manage Invoices



Fill above details and click Search

**VISION**  
Manage Invoices

Search Results

Search: Invoice

Business Unit: [Dropdown]  
 \*\* Invoice Number: 12345678  
 Invoice Amount: [Input]  
 Invoice Date: m/d/yy

\*\* Supplier or Party: [Input]  
 \*\* Supplier Number: [Input]  
 \*\* Supplier Site: [Dropdown]  
 Taxpayer ID: [Input]

Search Reset Save...

Fill the above details and click Search

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status
12345678	10/16/22	10/16/22 2:21 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	10/16/22	10/16/22 3:13 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
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 validated	Not required

Select the Highlighted row

**VISION**  
Manage Invoices

Search Results

Search: Invoice

Business Unit: [Dropdown]  
 \*\* Invoice Number: 1234567  
 Invoice Amount: [Input]  
 Invoice Date: m/d/yy

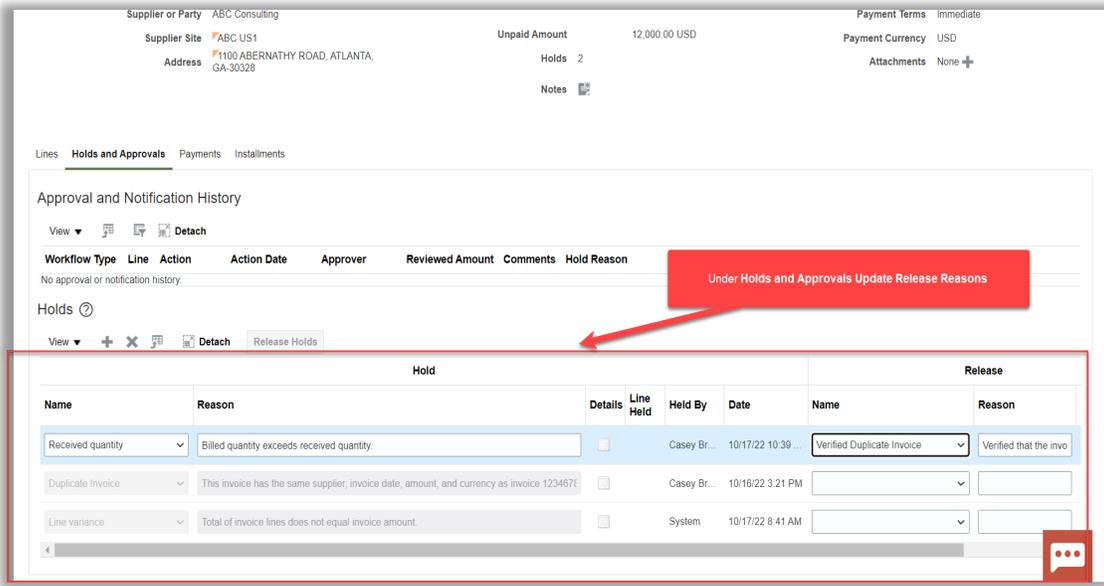
\*\* Supplier or Party: [Input]  
 \*\* Supplier Number: [Input]  
 \*\* Supplier Site: [Dropdown]  
 Taxpayer ID: [Input]

Search Reset Save...

Select the Highlighted row

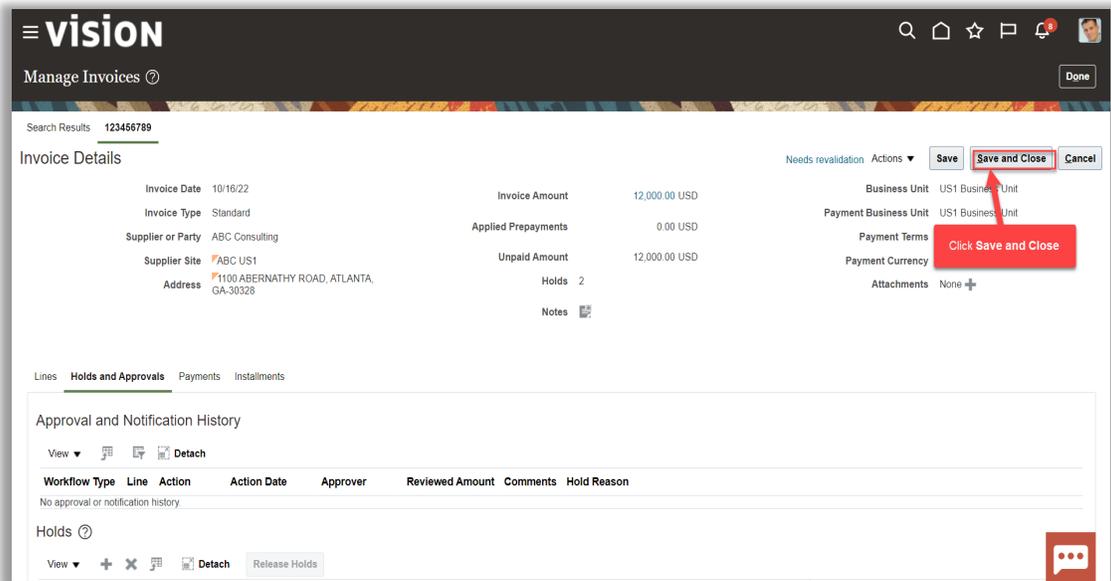
Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status
12345678	10/16/22	10/16/22 2:21 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	10/16/22	10/16/22 3:13 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Needs revalidation	Not required
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 validated	Not required

Under Hold and Approvals Update Release Reasons

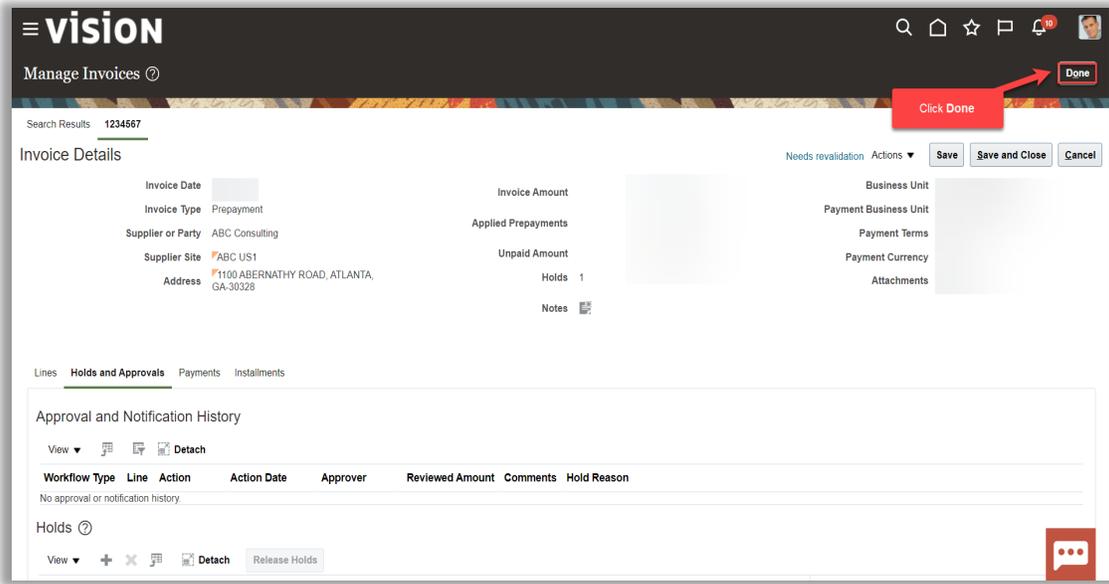


Note: not all System holds are allowed to be manually released. You will receive an error message if you select a release reason and try to continue. Matching related holds may be manually released, so release one of these.

Click **Save and Close**



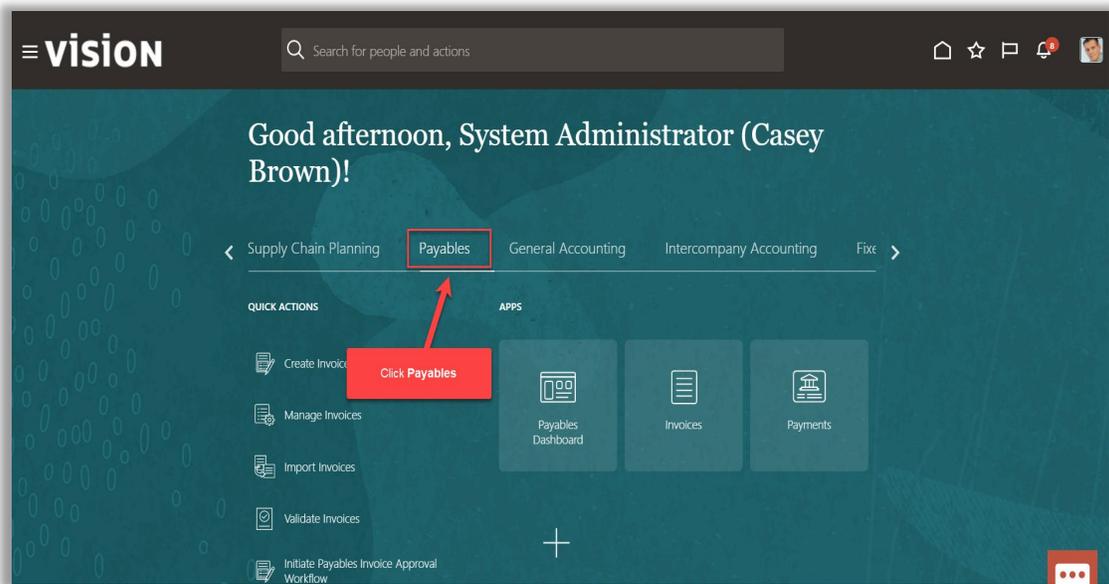
Click **Done**



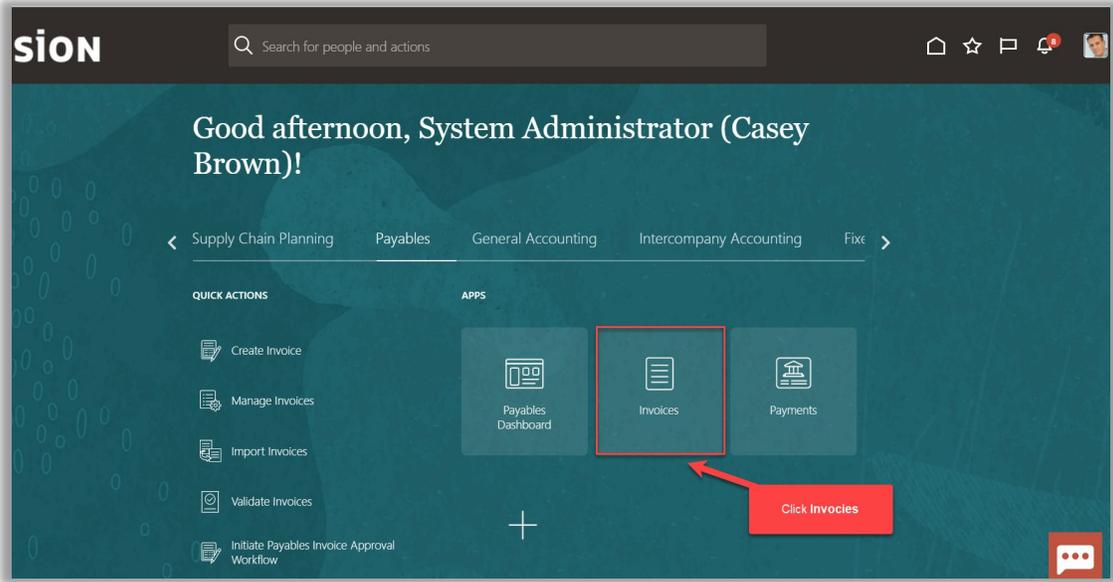
## Cancelling An Invoice

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

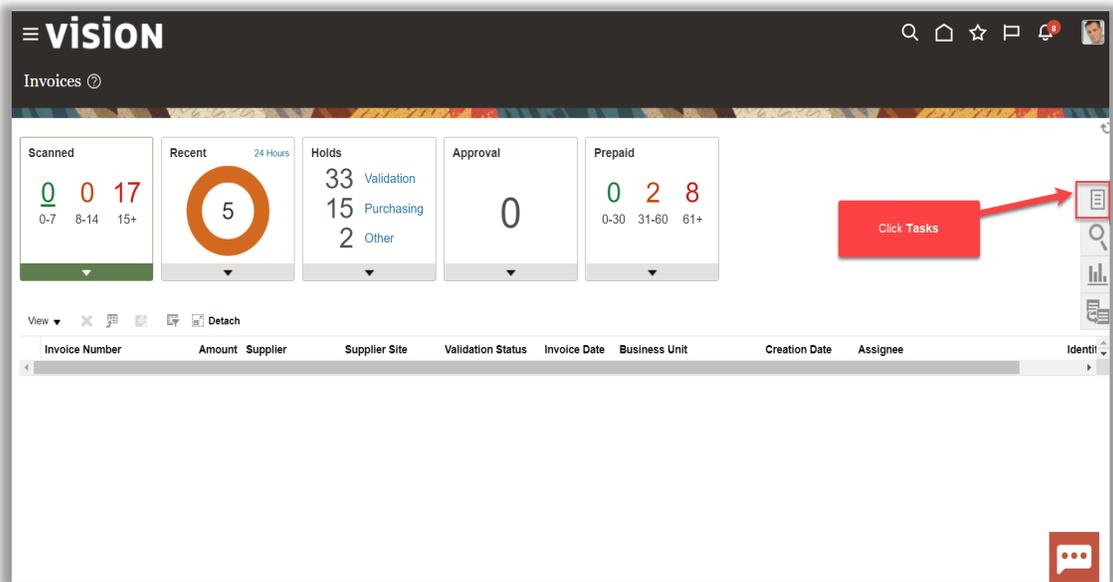
From home screen, click **Payables**



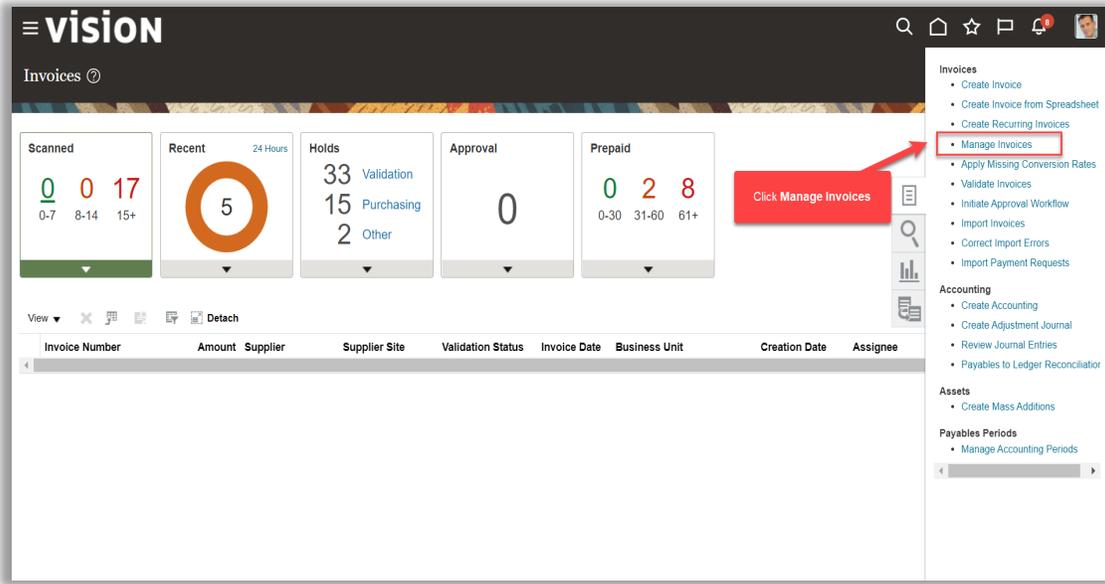
Click **Invoices**



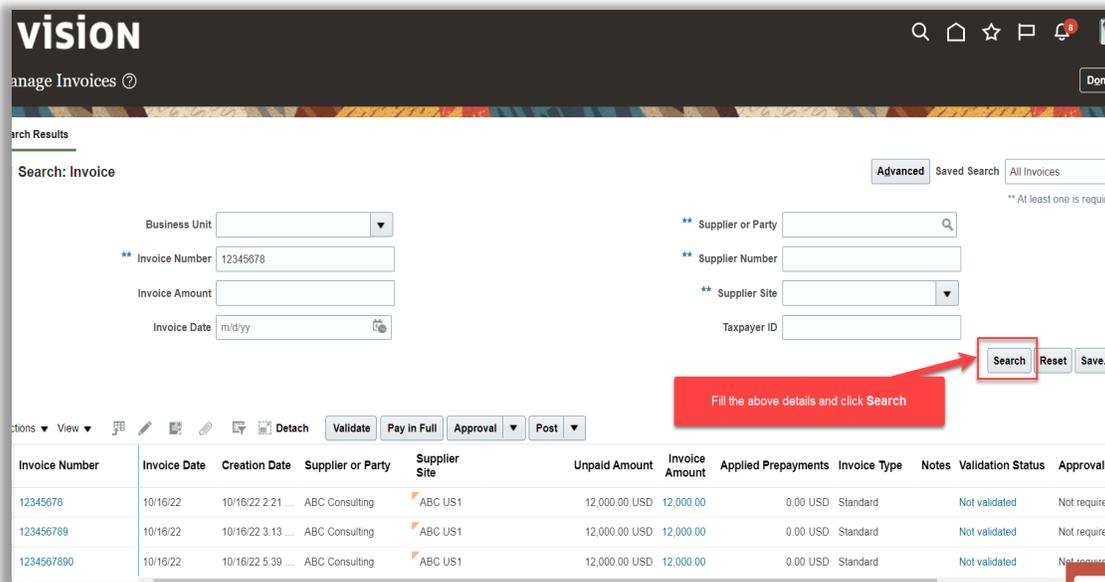
### Click Tasks



### Click Manage Invoices



Fill above details and click **Search**



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

**vision**  
Manage Invoices

Search Results

Search: Invoice

Advanced Saved Search All Invoices

Business Unit

\*\* Invoice Number 12345678

Invoice Amount

Invoice Date m/d/yyyy

\*\* Supplier or Party

\*\* Supplier Number

\*\* Supplier Site

Taxpayer ID

Search Reset Save...

Highlight the row and click the Invoice Number

Actions View Detach Validate Pay in Full Approval Post

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Sta
12345678	10/16/22	10/16/22 2:21 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	10/16/22	10/16/22 3:13 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Needs revalidation	Not required
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 validated	Not required

Click Actions and Cancel Invoice

Search Results 123456789

Invoice Details

Needs revalidation

Actions Save Save and Close Cancel

Invoice Date 10/16/22

Invoice Type Standard

Supplier or Party ABC Consulting

Supplier Site ABC US1

Address #1100 ABERNATHY ROAD, ATLANTA, GA 30328

Invoice Amount 12,000.00 USD

Applied Prepayments 0.00 USD

Unpaid Amount

Holds 2

Notes

Click Actions and Cancel Invoice

Approval and Notification History

View Detach

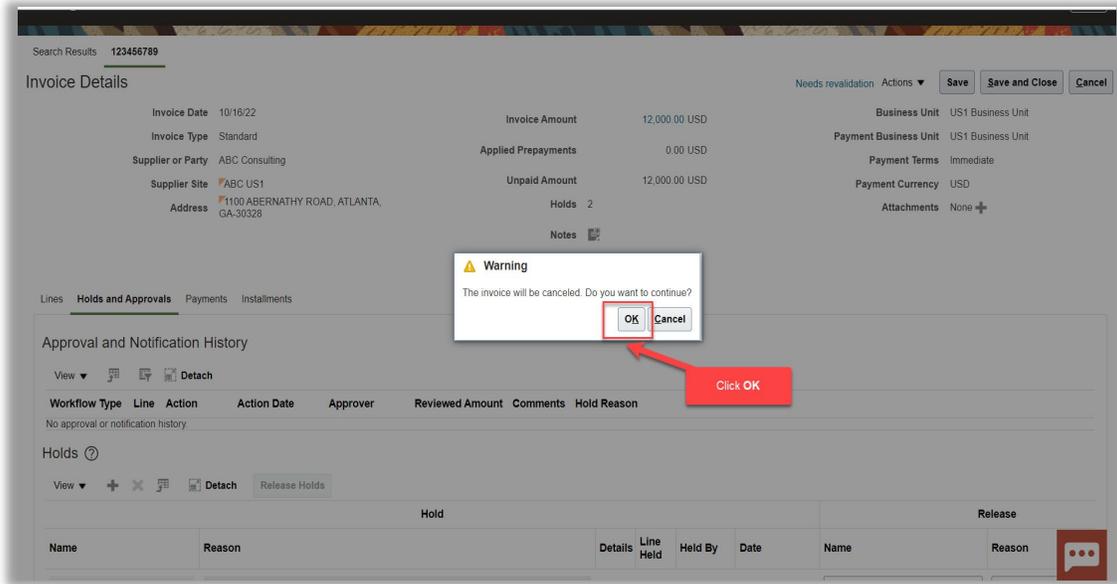
Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
No approval or notification history.							

Holds

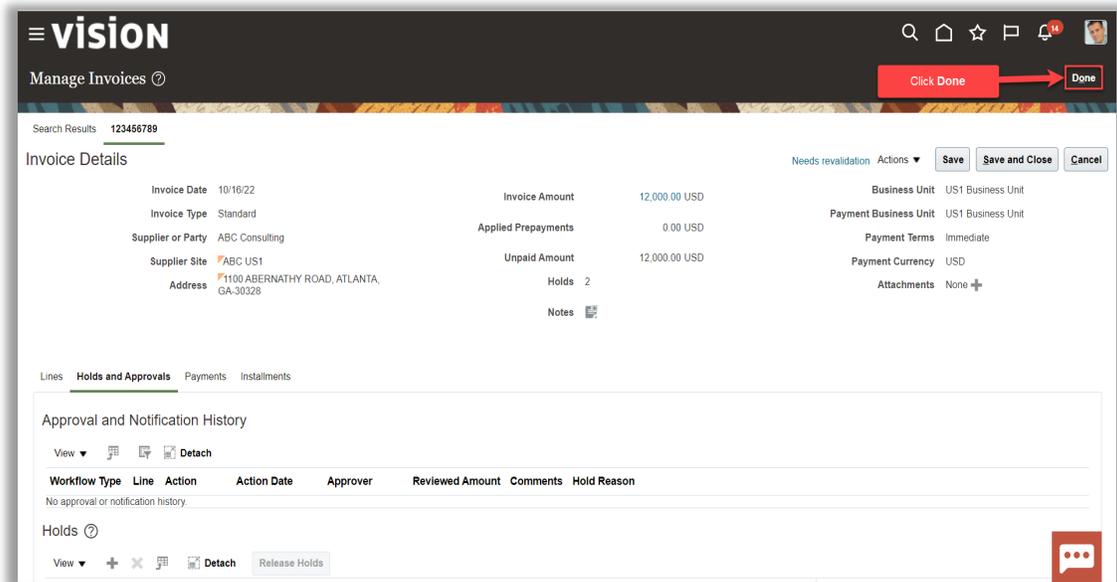
View Detach Release Holds

Hold				Release			
Name	Reason	Details	Line Held	Held By	Date	Name	Reason

Click OK



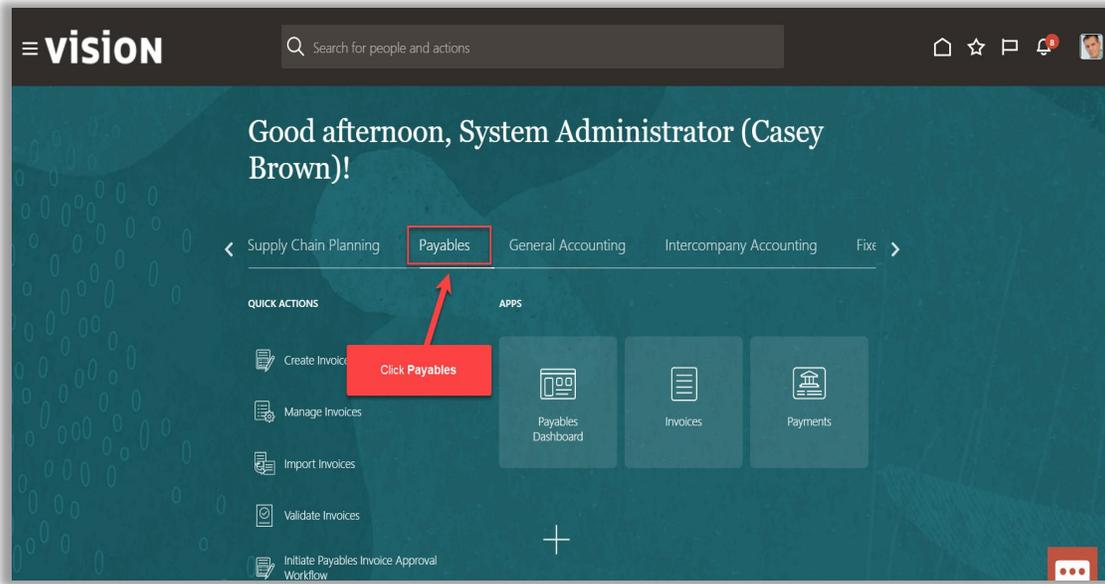
Click Done



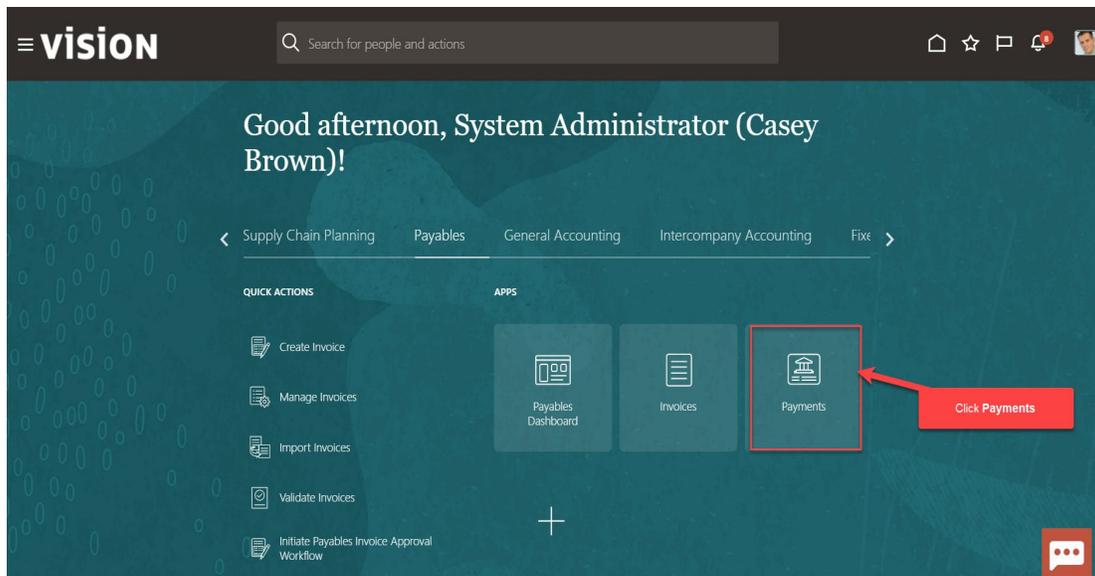
## Creating A Payment Process Request Template

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

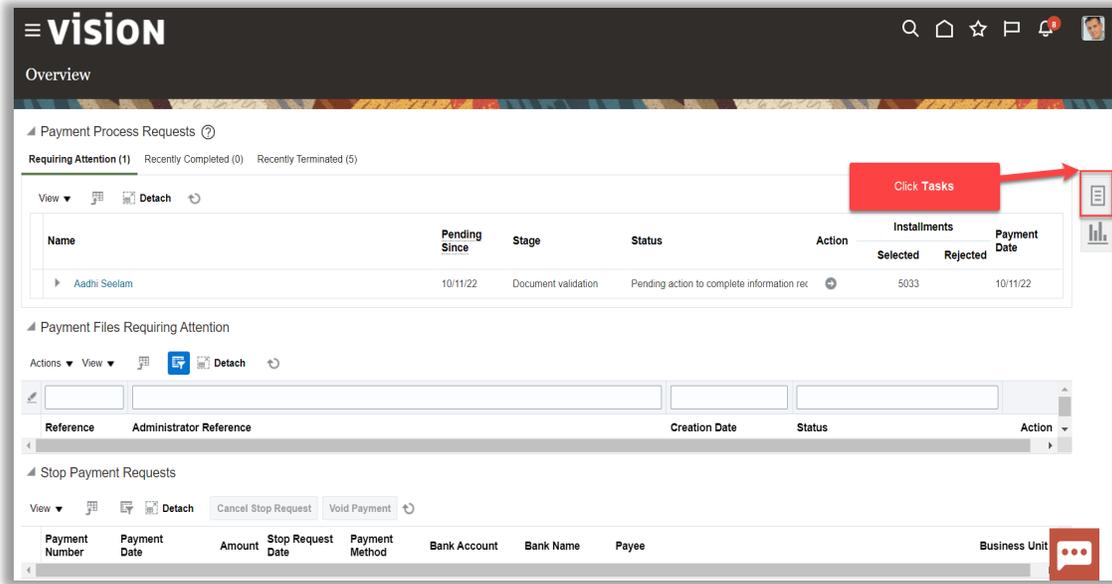
From home screen, click **Payables**



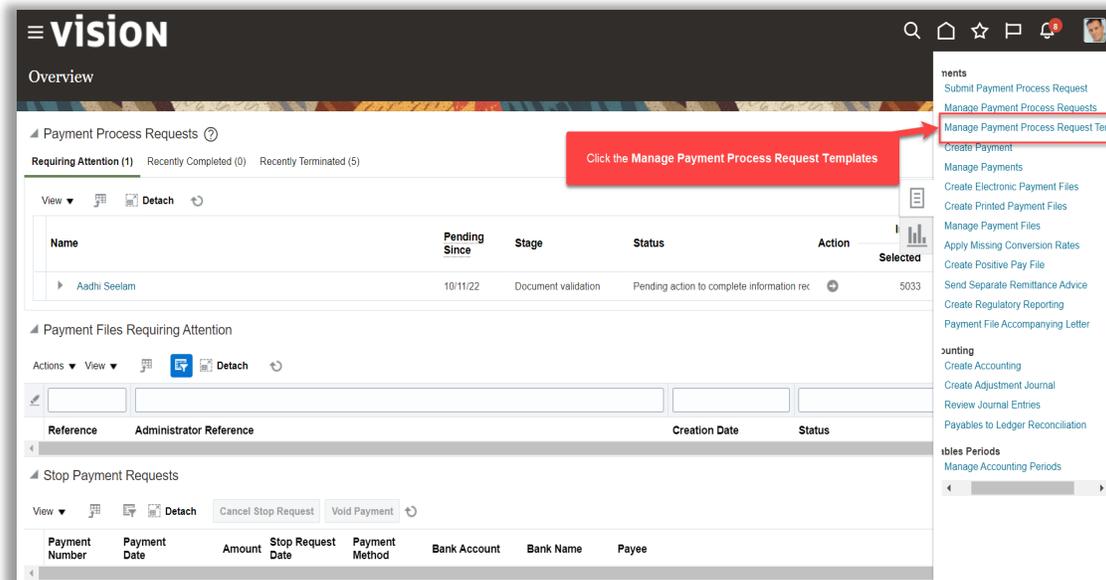
### Click Payments



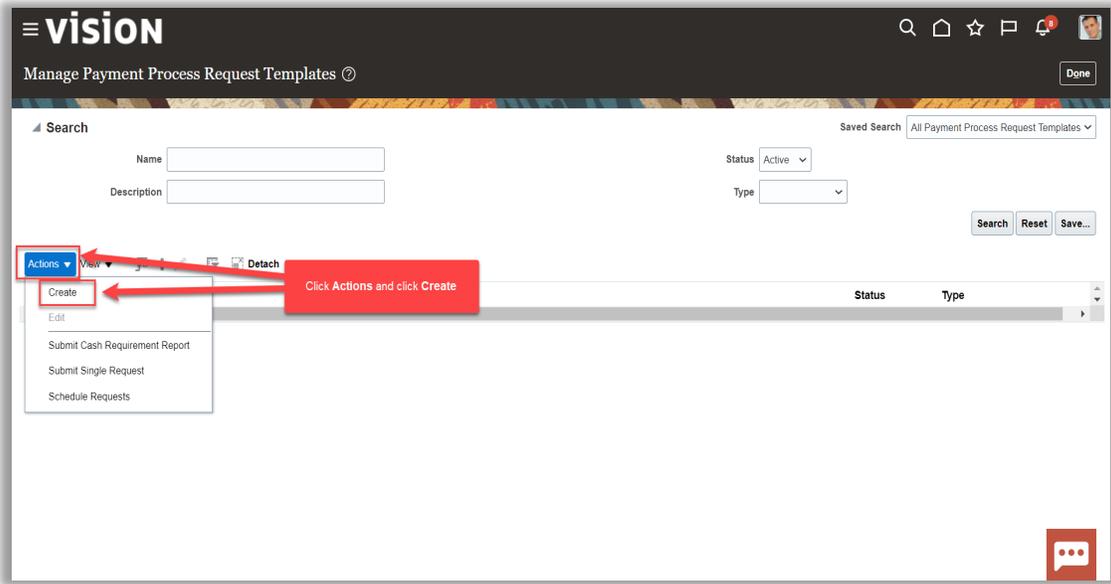
### Click Tasks



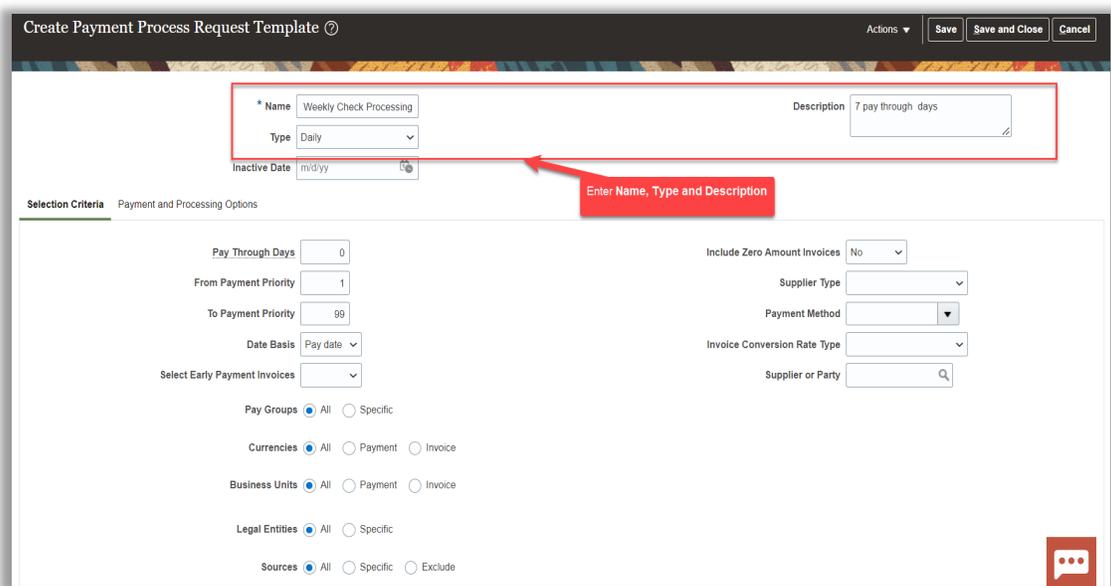
Click the **Manage Payment Process Request Templates**



Click **Actions** and click **Create**



## Enter Name, Type and Description



## Fill Below Information under Selection Criteria

\* Name: Weekly Check Processing      Description: 7 pay through days

Type: Daily

Inactive Date: m/d/yyyy

**Selection Criteria**    Payment and Processing Options

Pay Through Days: 0

From Payment Priority: 1

To Payment Priority: 99

Date Basis: Pay date

Select Early Payment Invoices: [v]

Pay Groups:  All     Specific

Currencies:  All     Payment     Invoice

Business Units:  All     Payment     Invoice

Legal Entities:  All     Specific

Sources:  All     Specific     Exclude

Include Zero Amount Invoices: No

Supplier Type: [v]

Payment Method: [v]

Invoice Conversion Rate Type: [v]

Supplier or Party: [q]

**Fill Below Information under Selection Criteria**

Click Payment and Processing Options

**VISION**    Create Payment Process Request Template

Name: Weekly Check Processing      Description: 7 pay through days

Type: Daily

Inactive Date: m/d/yyyy

**Selection Criteria**    **Payment and Processing Options**

Pay Through Days: 0

From Payment Priority: 1

To Payment Priority: 99

Date Basis: Pay date

Select Early Payment Invoices: Yes

Pay Groups:  All     Specific

Currencies:  All     Payment     Invoice

Business Units:  All     Payment     Invoice

Legal Entities:  All     Specific

Include Zero Amount Invoices: No

Supplier Type: Services

Payment Method: Bills Payable

Invoice Conversion Rate Type: User

Supplier or Party: ABC Consulting

**Click Payment and Processing Options**

Enter Appropriate Details

\* Name: Weekly Check Processing  
 Type: Daily  
 Inactive Date: m/d/yy

Description: 7 pay through days

Selection Criteria: **Payment and Processing Options**

**Payment Attributes**

Payment Date:  Use request date  
 Calculate based on request date

Disbursement Bank Account: WGCC Weekly Pay  
 Payment Document:   
 Payment Process Profile: TEST

Settlement Priority Override: Express  
 Bank Charge Bearer Override: Following Service Level  
 Starting Voucher Number:   
 \* Payment Conversion Rate Type: Corporate  
 Cross-Currency Rate Type:   
 Payment: Reject only payments with errors

**Processing Options**

Apply credits up to zero amount payment  
 Review installments  
 Review proposed payments  
 Create payment files immediately

Validation Failure Handling:   
 Document: Reject only documents with errors

Approvals:   
 First Approver:   
 [Red speech bubble icon]

Enter Appropriate Details

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

Click **Save and Close**

vision  
 Create Payment Process Request Template

Actions: Save Save and Close Cancel

\* Name: Weekly Check Processing  
 Type: Daily  
 Inactive Date: m/d/yy

Description: 7

Selection Criteria: **Payment and Processing Options**

**Payment Attributes**

Payment Date:  Use request date  
 Calculate based on request date

Disbursement Bank Account: WGCC Weekly Pay  
 Payment Document:   
 Payment Process Profile: TEST

Settlement Priority Override: Express  
 Bank Charge Bearer Override: Following Service Level  
 Starting Voucher Number:   
 \* Payment Conversion Rate Type: Corporate  
 Cross-Currency Rate Type:   
 Payment: Reject only payments with errors

**Processing Options**

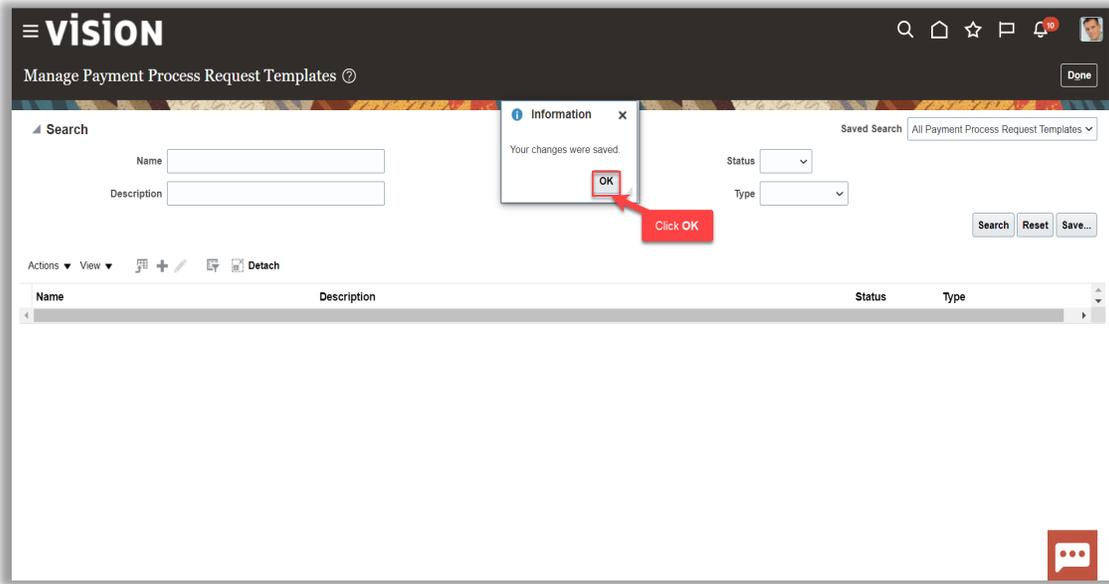
Apply credits up to zero amount payment  
 Review installments  
 Review proposed payments  
 Create payment files immediately

Validation Failure Handling:   
 Document: Reject only documents with errors

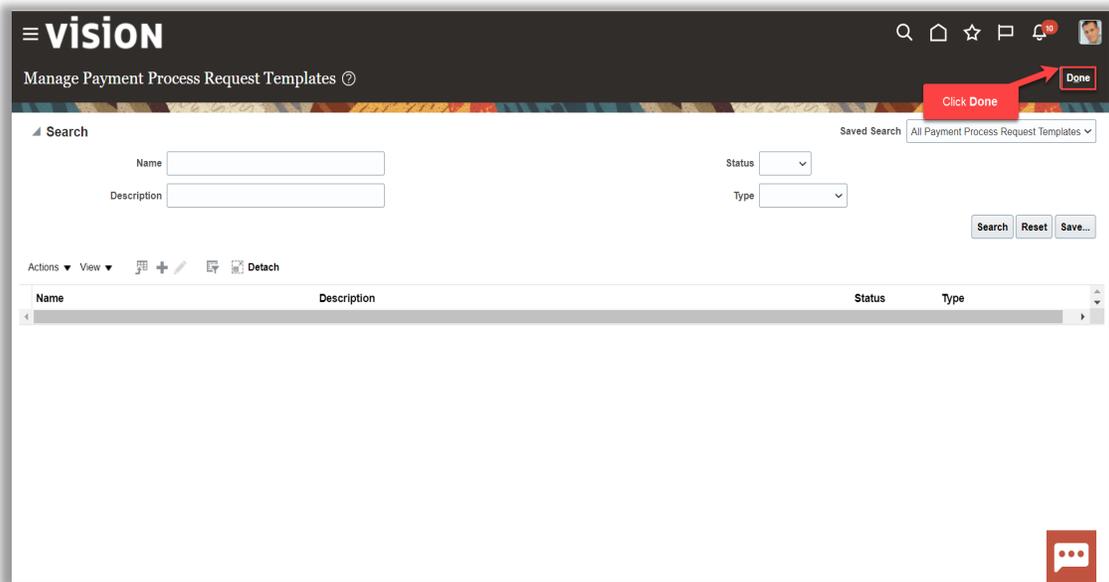
Approvals:   
 First Approver:   
 [Red speech bubble icon]

Click Save and Close

Click **OK**



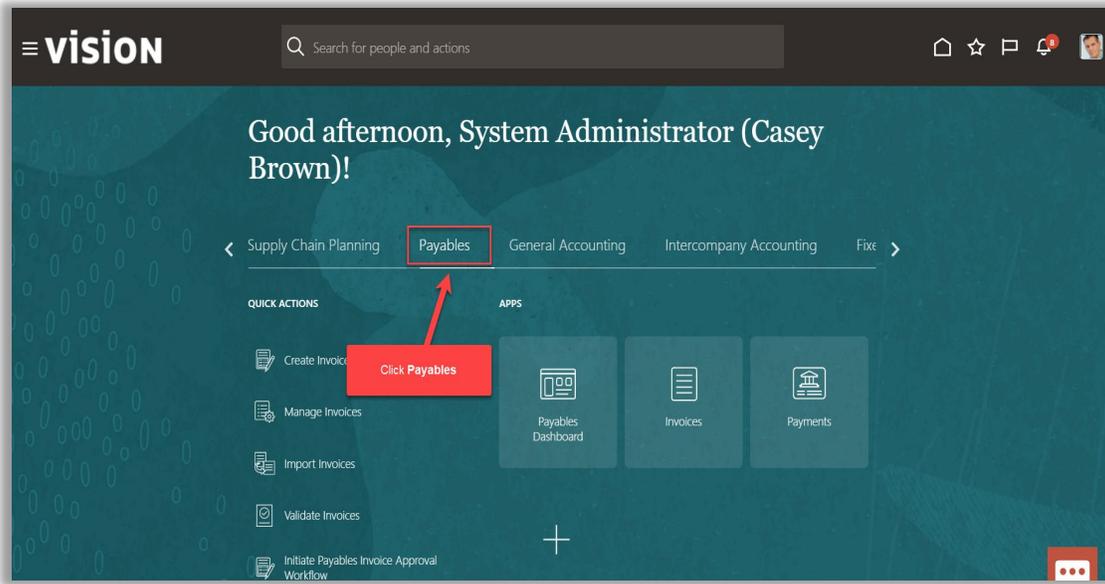
Click Done



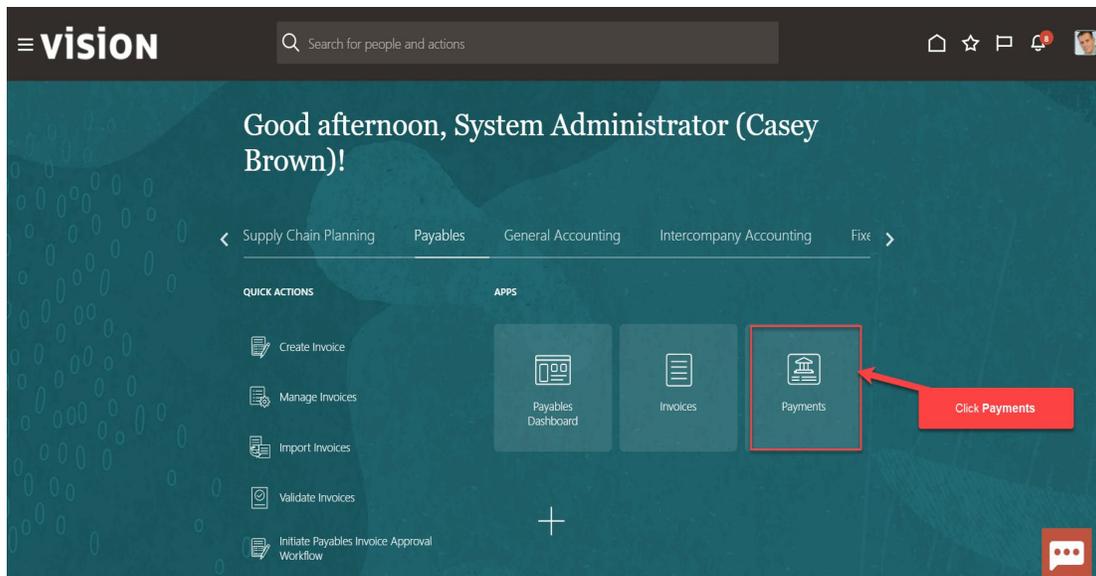
### Creating A Payment Process Request Using A Template

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

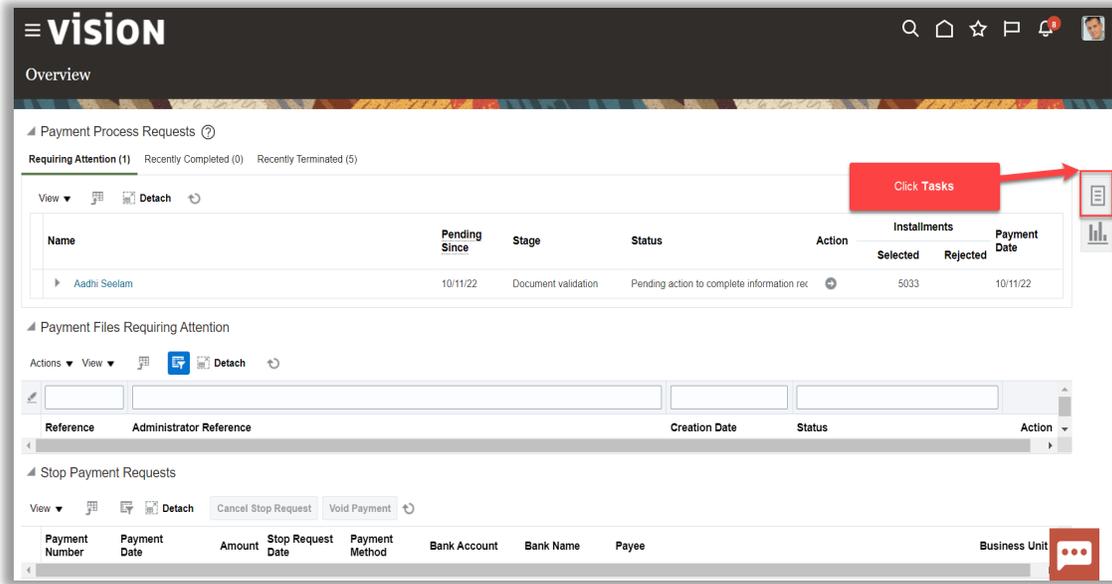
From home screen, click **Payables**



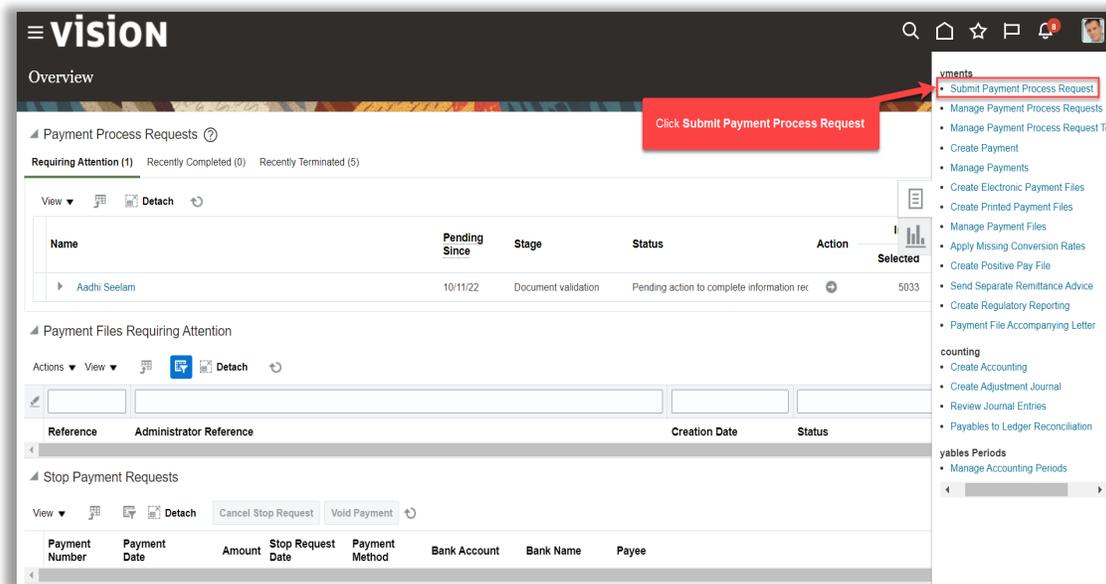
### Click Payments



### Click Tasks



Click Submit Payment Process Request



Click in the Name field

**VISION**  
Submit Payment Process Request

Submit Cancel

\* Name  Template

**Selection Criteria** Payment and Processing Options

Pay Through Date: 10/17/22  
 Pay from Date: m/d/yy  
 From Payment Priority: 1  
 To Payment Priority: 99  
 Date Basis: Pay date  
 Select Early Payment Invoices: Yes  
 Include Zero Amount Invoices: No

Supplier Type:   
 Payment Method:   
 Invoice Conversion Rate Type:   
 Supplier or Party:   
 Invoice Group:

Pay Groups:  All  Specific  
 Currencies:  All  Payment  Invoice  
 Business Units:  All  Payment  Invoice

Select the Template

**VISION**  
Submit Payment Process Request

Submit Cancel

\* Name Test Template

**Selection Criteria** Payment and Processing Options

Pay Through Date: 10/17/22  
 Pay from Date: m/d/yy  
 From Payment Priority: 1  
 To Payment Priority: 99  
 Date Basis: Pay date  
 Select Early Payment Invoices: Yes  
 Include Zero Amount Invoices: No

Supplier Type:   
 Payment Method:   
 Invoice Conversion Rate Type:   
 Supplier or Party:   
 Invoice Group:

Pay Groups:  All  Specific  
 Currencies:  All  Payment  Invoice  
 Business Units:  All  Payment  Invoice

Click Selection Criteria and fill details

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

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**

**VISION**

Submit Payment Process Request

\* Name: Test

Template: UK Supplier Payme

Selection Criteria: **Payment and Processing Options**

**Payment Attributes**

\* Payment Date: 10/17/22

Disbursement Bank Account: Multi Currency - 1

Payment Document: [Dropdown]

Payment Process Profile: SWIFT MT100

\* Payment Conversion Rate Type: Corporate

Settlement Priority Override: [Dropdown]

Bank Charge Bearer Override: [Dropdown]

Starting Voucher Number: [Text]

Cross-Currency Rate Type: [Dropdown]

**Processing Options**

Apply credits up to zero amount payment

Review installments

Review proposed payments

Create payment files immediately

**Validation Failure Handling**

Document: Reject only documents

Payment: Reject only payments wi

Click Submit

Click OK

**VISION**

Manage Payment Process Request Templates

Done

Search

Name: [Text]

Description: [Text]

Information

Your changes were saved.

OK

Click OK

Status: [Dropdown]

Type: [Dropdown]

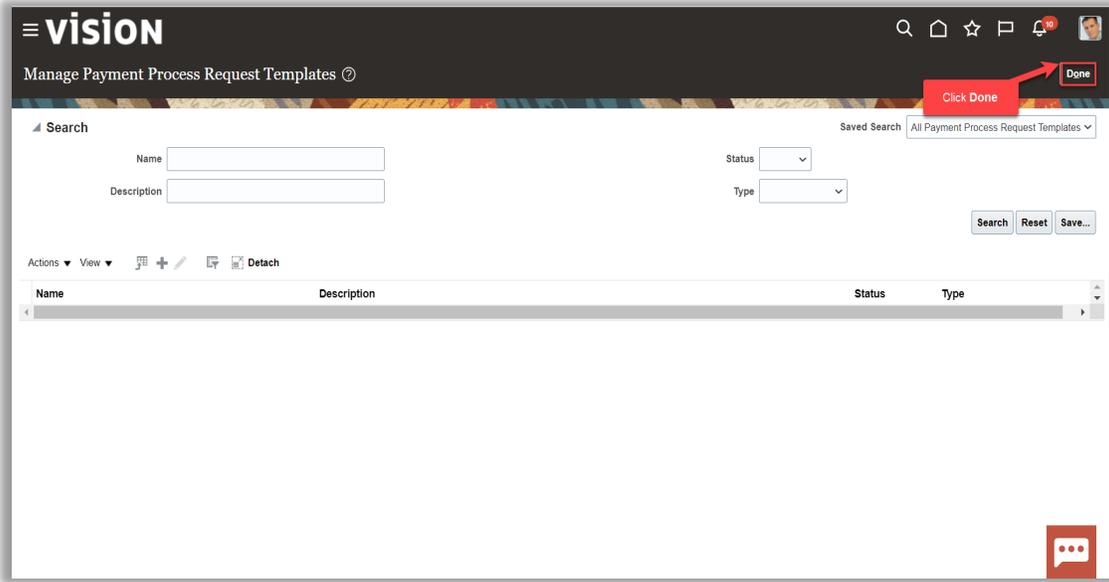
Saved Search: All Payment Process Request Templates

Search Reset Save...

Actions View [Icons] Detach

Name	Description	Status	Type
[Empty Table]			

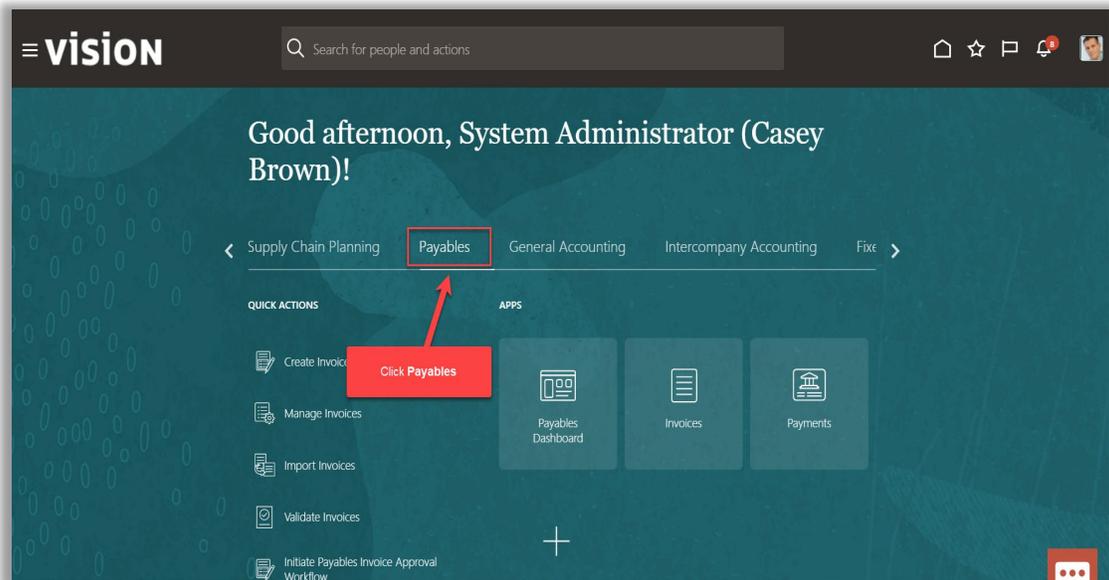
Click Done



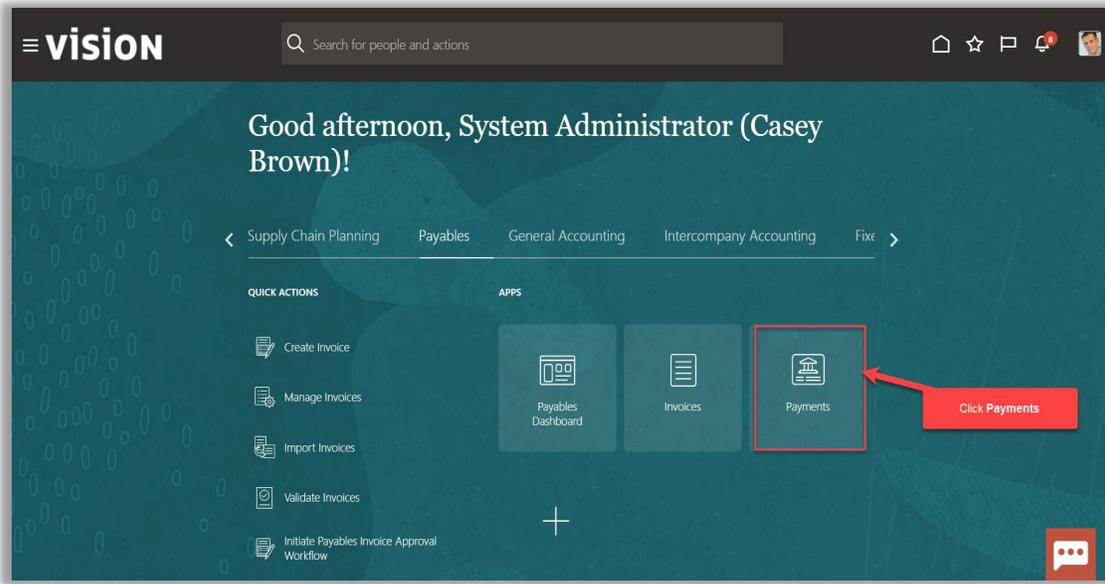
### Creating A Payment Process Request Using A Template – AP Check

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

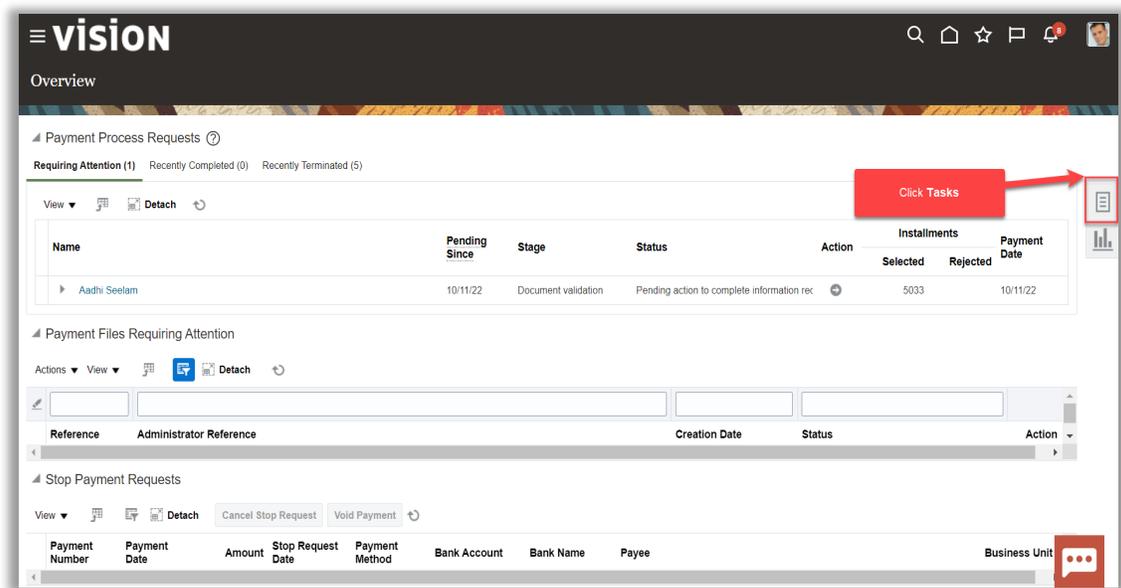
From home screen, click **Payables**



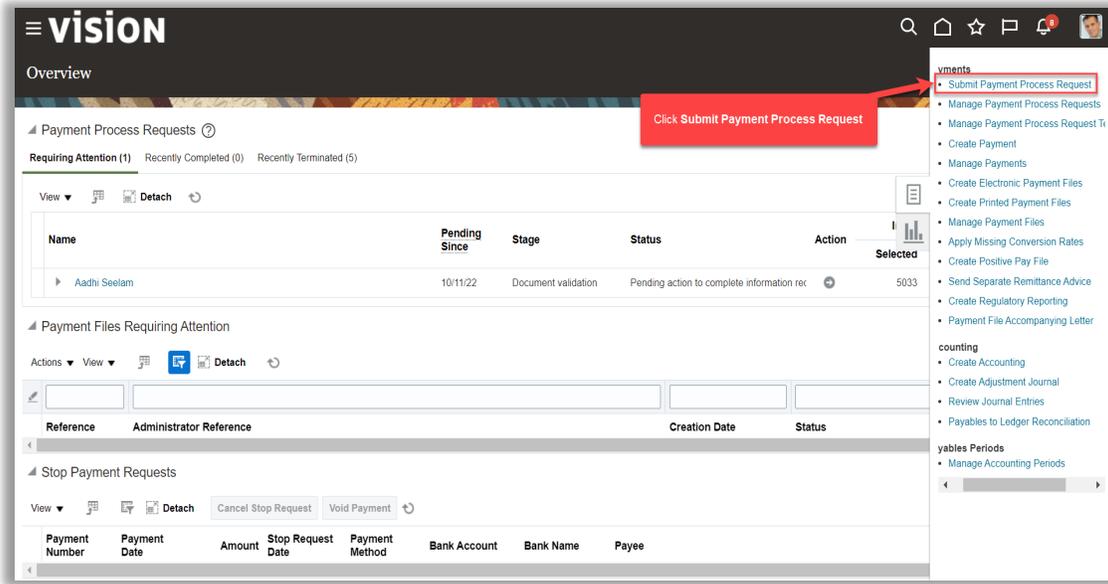
Click **Payments**



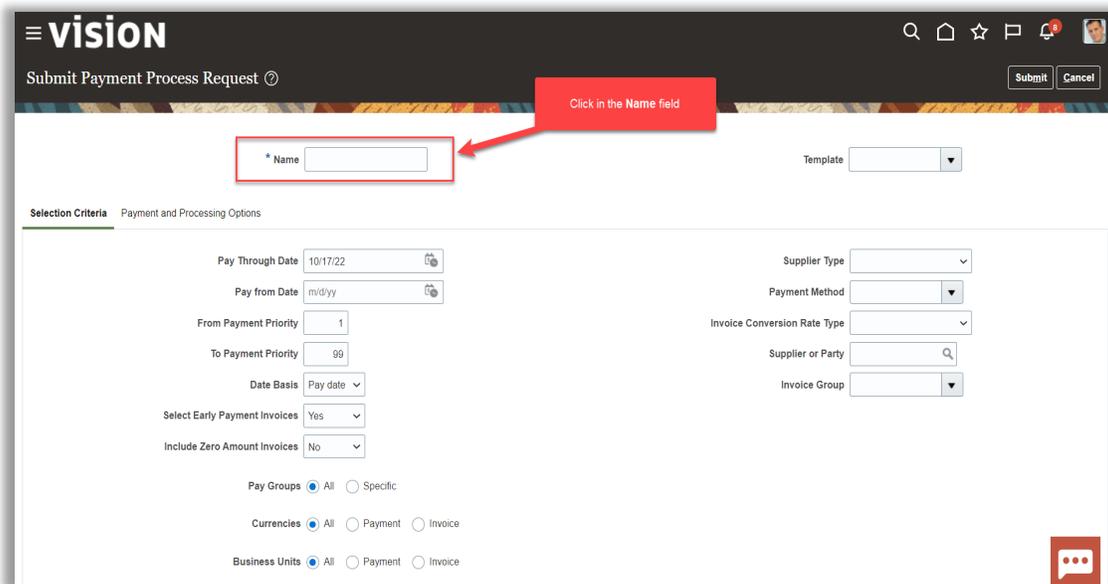
## Click Tasks



## Click Submit Payment Process Request



Click in the Name field



Select the Template

**VISION**  
Submit Payment Process Request

\* Name: Test

Template: [Dropdown]

**Selection Criteria** Payment and Processing Options

Pay Through Date: 10/17/22

Pay from Date: m/d/yy

From Payment Priority: 1

To Payment Priority: 99

Date Basis: Pay date

Select Early Payment Invoices: Yes

Include Zero Amount Invoices: No

Supplier Type: [Dropdown]

Payment Method: [Dropdown]

Invoice Conversion Rate Type: [Dropdown]

Supplier or Party: [Search]

Invoice Group: [Dropdown]

Pay Groups:  All  Specific

Currencies:  All  Payment  Invoice

Business Units:  All  Payment  Invoice

Click **Selection Criteria** and fill details

**VISION**  
Submit Payment Process Request

\* Name: Test 1

Template: [Dropdown]

**Selection Criteria** Payment and Processing Options

Pay Through Date: 11/2/22

Pay from Date: m/d/yy

From Payment Priority: 1

To Payment Priority: 99

Date Basis: Pay date

Select Early Payment Invoices: Yes

Include Zero Amount Invoices: No

Supplier Type: [Dropdown]

Payment Method: [Dropdown]

Invoice Conversion Rate Type: [Dropdown]

Supplier or Party: [Search]

Invoice Group: [Dropdown]

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

**VISION**  
Submit Payment Process Request

\* Name: Test 1

Selection Criteria: **Payment and Processing Options**

Payment Attributes

\* Payment Date: 11/2/22

Disbursement Bank Account: [Dropdown]

Payment Document: [Dropdown]

Payment Process Profile: [Dropdown]

\* Payment Conversion Rate Type: Corporate

Settlement Priority Override: [Dropdown]

Bank Charge Bearer Override: [Dropdown]

Starting Voucher Number: [Text]

Cross-Currency Rate Type: [Dropdown]

Processing Options

Apply credits up to zero amount payment

Review installments

Review proposed payments

Create payment files immediately

Validation Failure Handling

Document: Reject only documents v

Payment: Reject only payments wi

**Submit** **Cancel**

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**

**VISION**  
Submit Payment Process Request

\* Name: Test

Template: UK Supplier Payme

Selection Criteria: **Payment and Processing Options**

Payment Attributes

\* Payment Date: 10/17/22

Disbursement Bank Account: Multi Currency - 1

Payment Document: [Dropdown]

Payment Process Profile: SWIFT MT100

\* Payment Conversion Rate Type: Corporate

Settlement Priority Override: [Dropdown]

Bank Charge Bearer Override: [Dropdown]

Starting Voucher Number: [Text]

Cross-Currency Rate Type: [Dropdown]

Processing Options

Apply credits up to zero amount payment

Review installments

Review proposed payments

Create payment files immediately

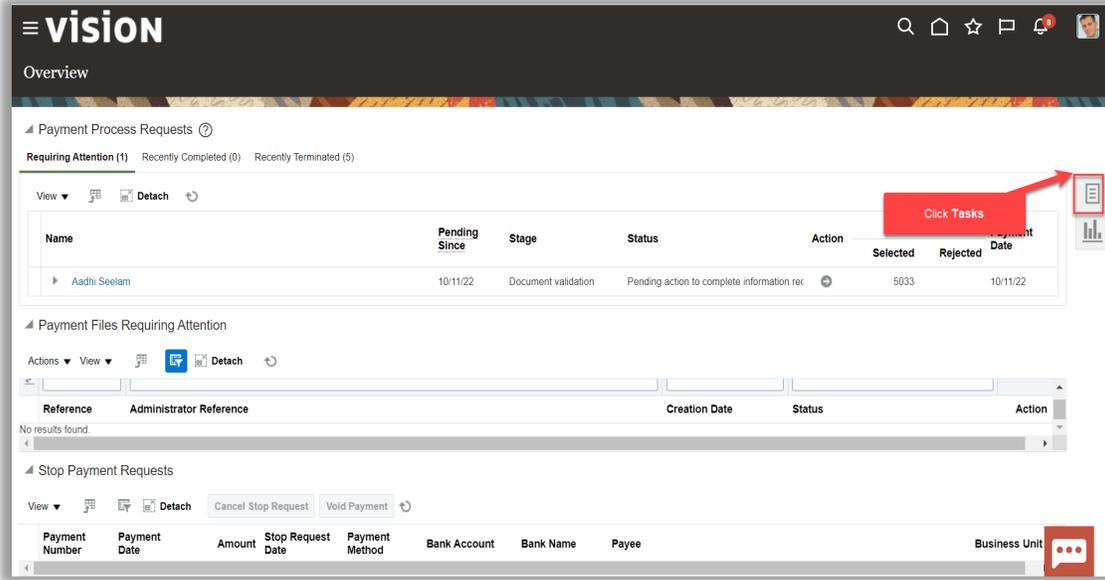
Validation Failure Handling

Document: Reject only documents v

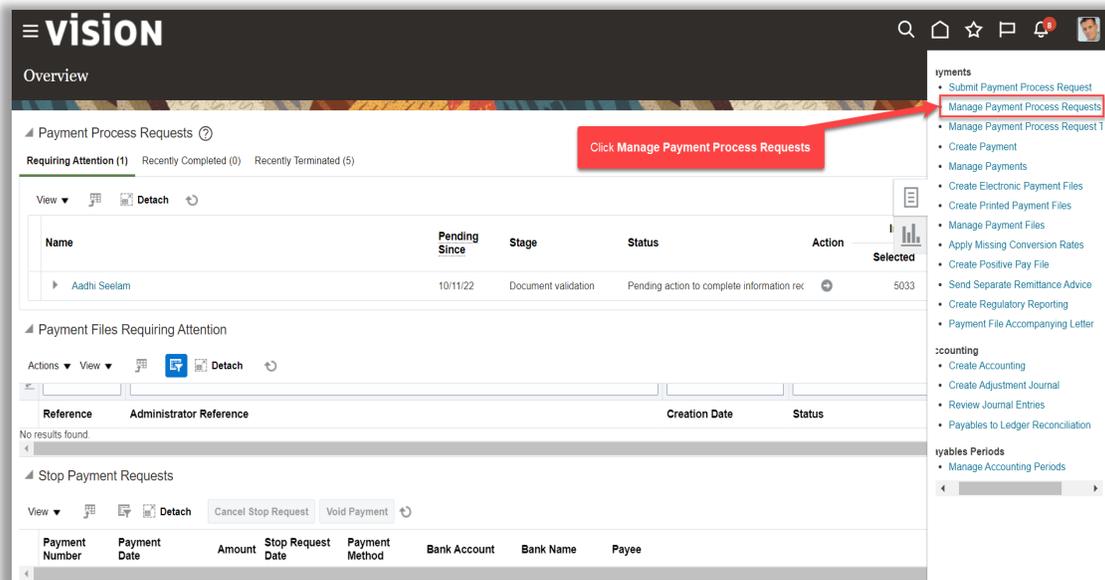
Payment: Reject only payments wi

**Submit** **Cancel**

Click **Tasks**



Click Manage Payment Process Requests



Enter Name and click Search

**vision**  
Manage Payment Process Requests

Search filters:  
 \*\* Name: PPR  
 Stage: [dropdown]  
 \*\* Status: [dropdown]  
 \*\* Payment Date: [m/d/yy]  
 Days Since Creation: [input]  
 \*\* Creation Date: [m/d/yy]

Buttons: Search, Reset, Save...

Table:

Name	Stage	Status	Action	Installments		Payments Recorded	Payment Date
				Selected	Rejected		
PPR 0318 001	Completed	Payments completed		2		1	3/18/14
350	Payment file confirmed	Printed					
PPR 0318 002	Completed	Payments completed		2		1	3/18/14
351	Payment file confirmed	Formatted					
PPR 12/31/14	Completed	Payments completed		13		2	12/31/14
1397	Payment file confirmed	Printed					
PPR 01/31/15	Completed	Payments completed		111		45	1/31/15

Click Arrow for Actions

**vision**  
Manage Payment Process Requests

Search filters:  
 \*\* Name: [input]  
 Stage: [dropdown]  
 \*\* Status: [dropdown]  
 \*\* Payment Date: [m/d/yy]  
 Days Since Creation: [input]  
 \*\* Creation Date: [m/d/yy]

Buttons: Search, Reset, Save...

Table:

Name	Stage	Status	Action	Installments		Payments Recorded	Payment Date
				Selected	Rejected		
Test	Terminated	No available installments					10/17/22
22PPR301	Installation selection	Pending installments review	[arrow]	2			10/17/22

Update the details and click **Submit**

**vision** Review Installments: 22PPR301

Payment Date 10/17/22

Selected (2) Not Selected (2602) Conversion Rates

Save Submit Cancel

Currency Summary

Payment Currency	Installments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	Total
USD	2	-79.00	0.00	0.00		0.00	0.00

Update the details and click Submit

Selected Installments

View X Print Detach Add Installments View Report

Supplier or Party	Invoice				Payment				
	Number	Due Date	Currency	Unpaid Amount	Withheld Tax	Discount	Amount	Interest	Amount with Interest
JGA	89002-1	3/5/15	USD	-279.00	0.00	0.00	-200.00	0.00	-200.00
JGA	ERS-89005-81169	3/6/15	USD	200.00	0.00	0.00	200.00	0.00	200.00

Click Done

**vision** Manage Payment Process Request Templates

Search

Name  Status

Description  Type

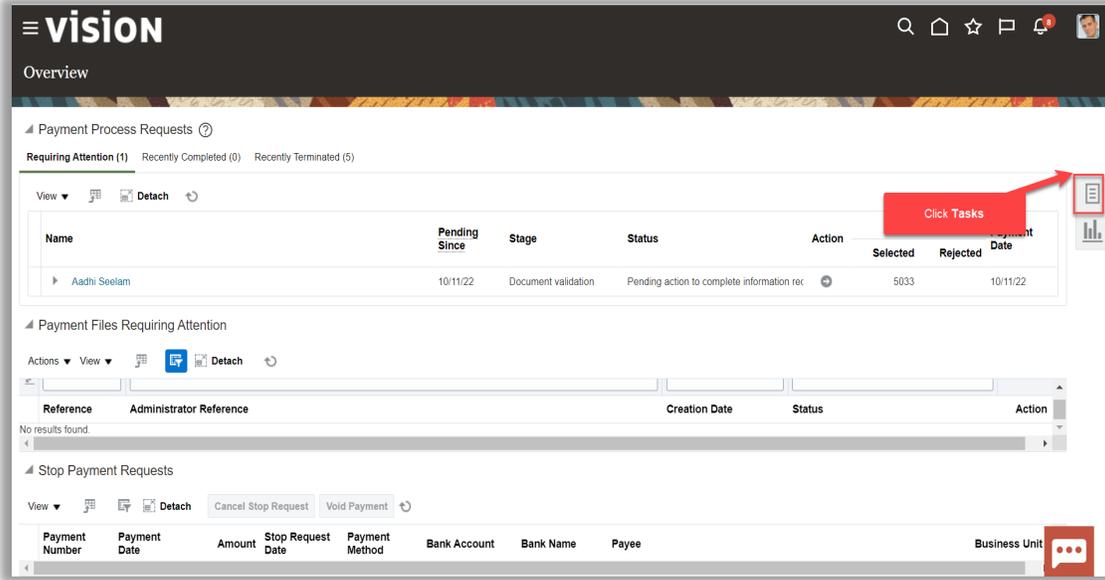
Search Reset Save...

Actions View Print Detach

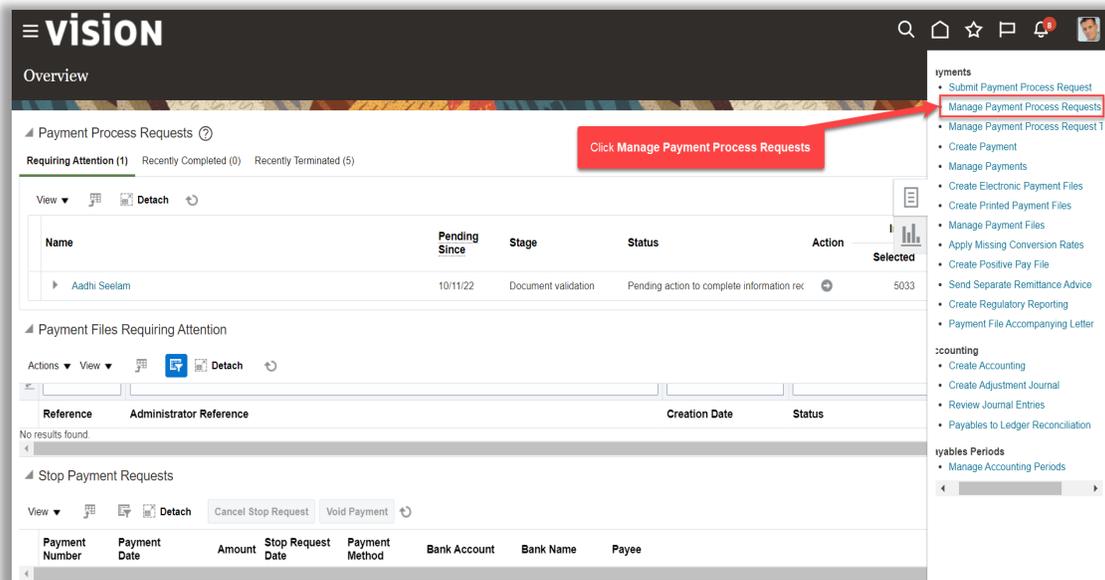
Name	Description	Status	Type
------	-------------	--------	------

Click Done Done

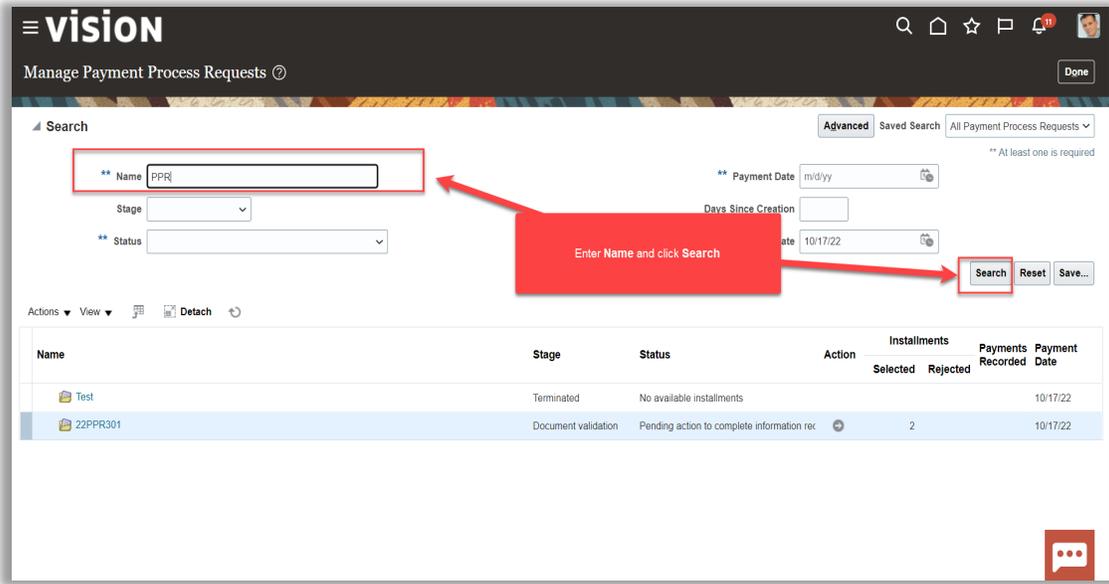
Click Tasks



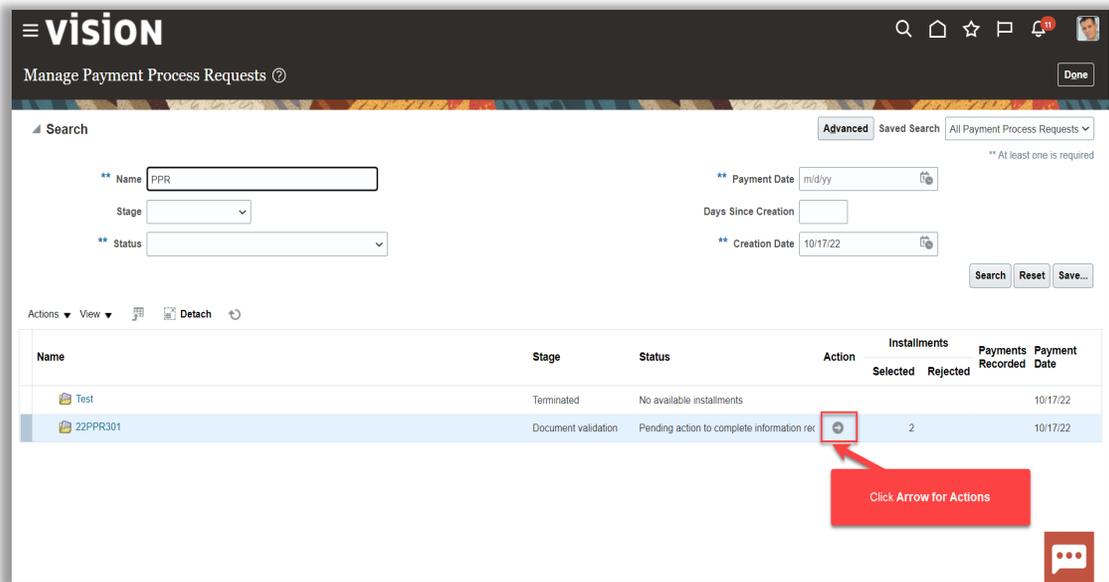
Click Manage Payment Process Requests



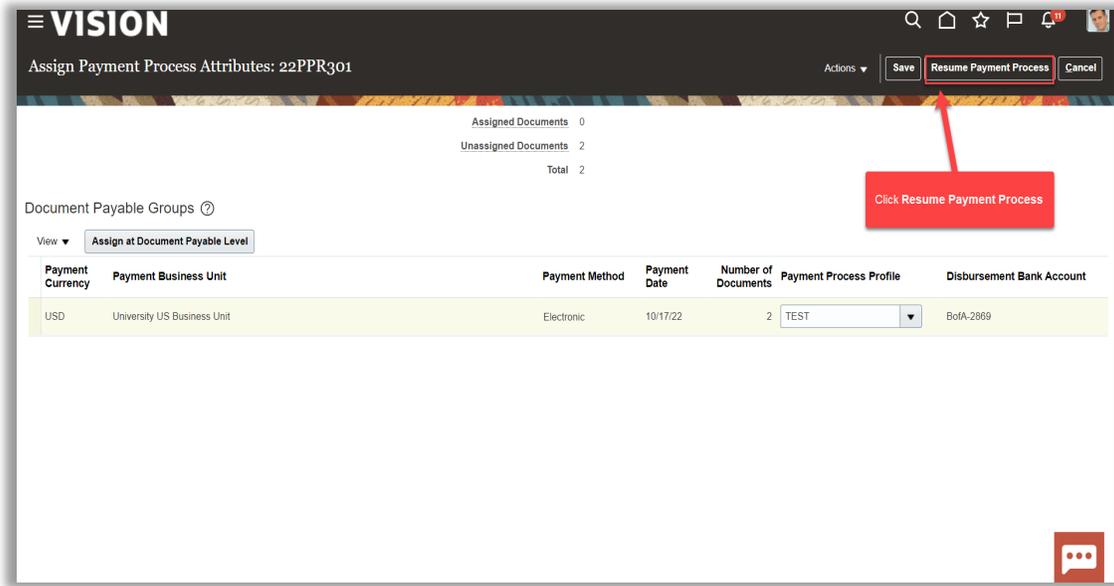
Enter Name and Click Search



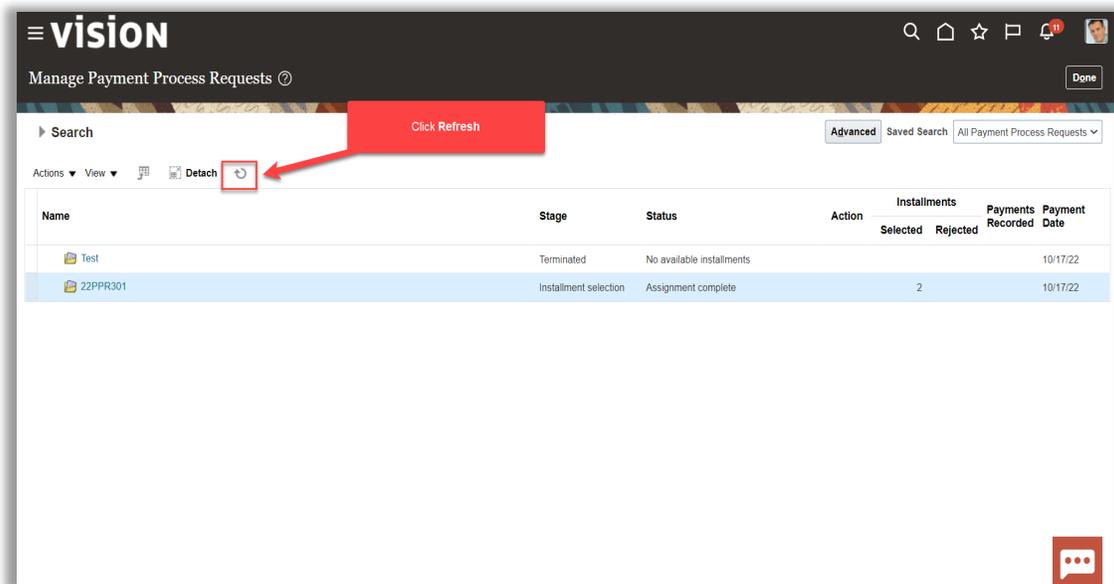
Click Arrow for Actions



Click Resume Payment Process

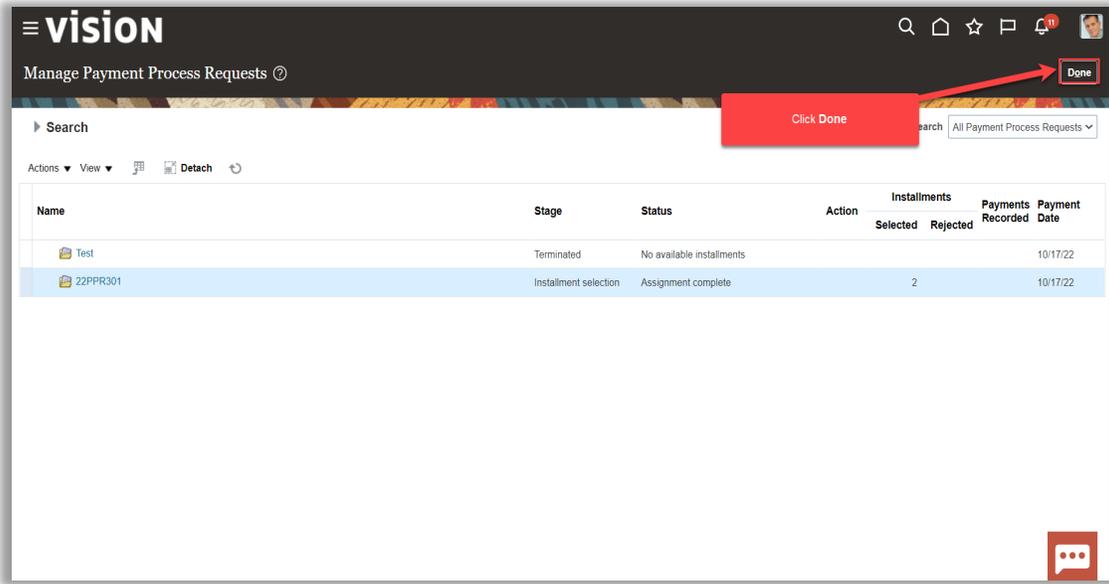


Click Refresh



Note: Click the Arrow for Action to Print Payment Documents and Press Record Print Status button and click Submit

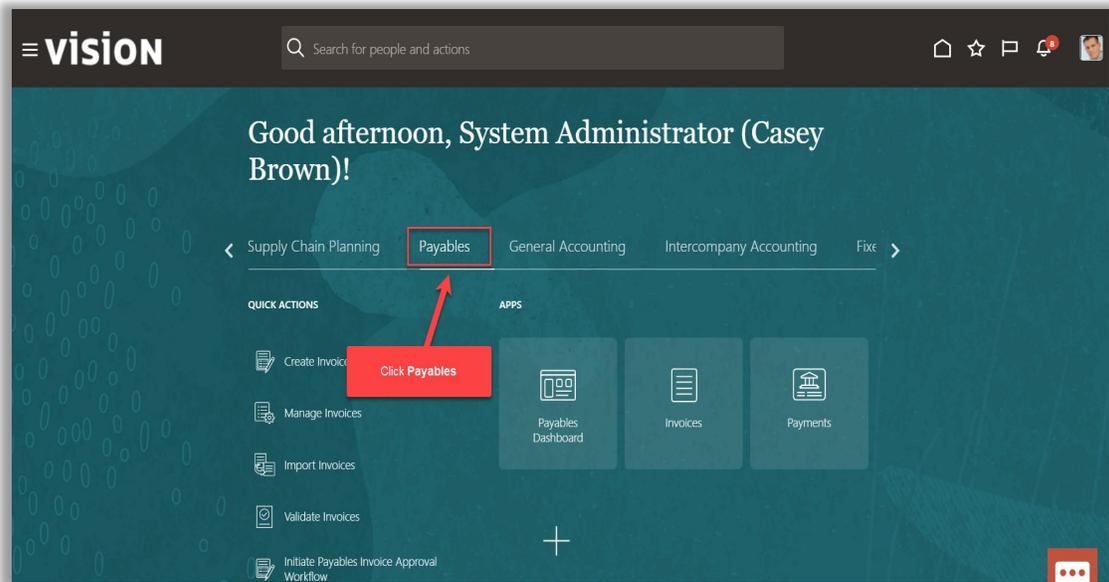
Click Done



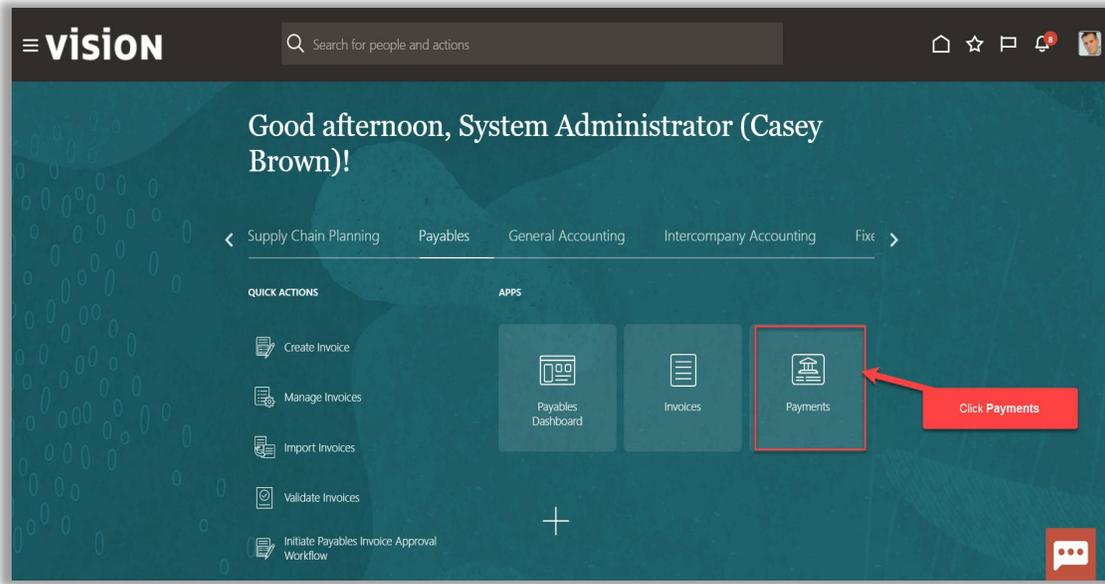
### Assigning Payment Process Attributes

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

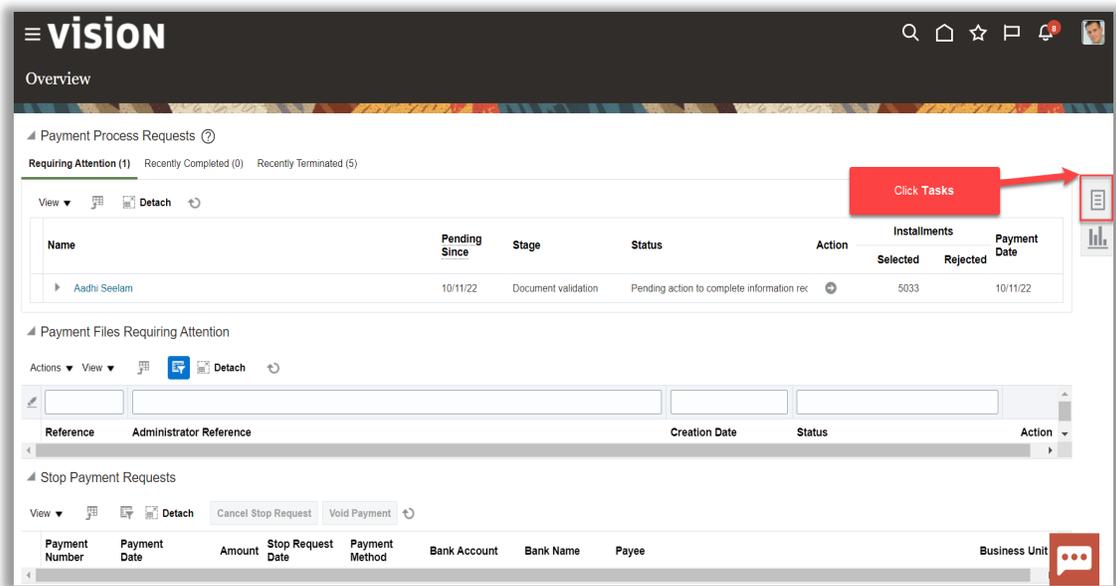
From home screen, click **Payables**



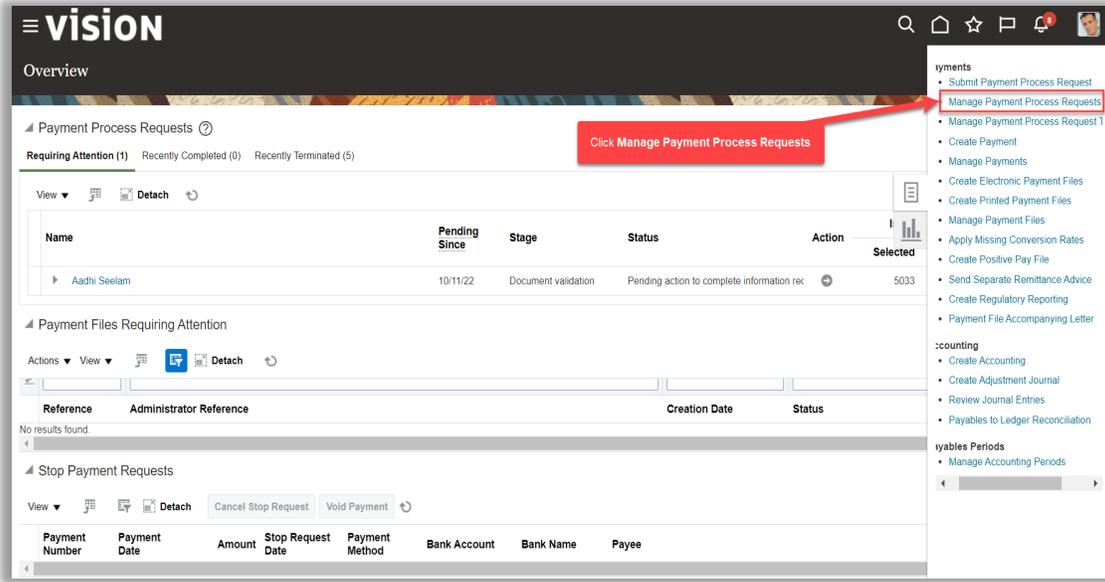
Click **Payments**



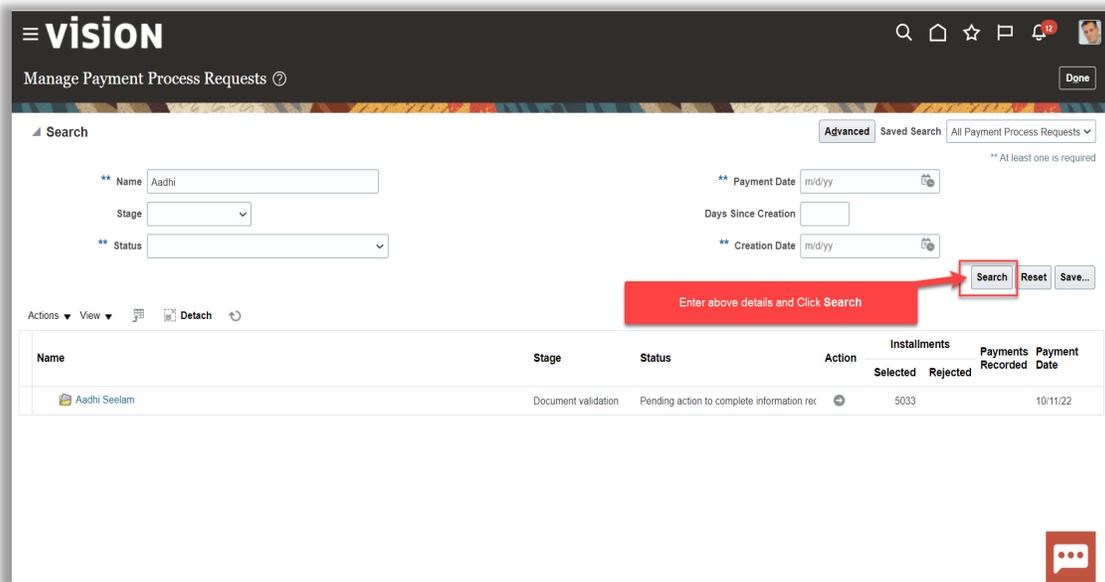
## Click Tasks



## Click Manage Payment Process Requests



Enter above details and click **Search**



Click **Actions** Icon

**vision**  
Manage Payment Process Requests

Search filters: Name (Aadhi), Stage, Status, Payment Date (m/d/yy), Days Since Creation, Creation Date (m/d/yy). Buttons: Search, Reset, Save...

Name	Stage	Status	Action	Instalments Selected	Instalments Rejected	Payments Recorded	Payment Date
Aadhi Seelam	Document validation	Pending action to complete information rec		5033			10/11/22

Click Actions Icon

Click the Disbursement Bank Account

**vision**  
Assign Payment Process Attributes: Aadhi Seelam

Assigned Documents: 7  
Unassigned Documents: 5,026  
Total: 5,033

Document Payable Groups

Payment Currency	Payment Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Disbursement Bank Account
AUD	AU Council Business Unit	Electronic	10/11/22	10		Westpac AU Council
CHF	Supremo CH Business Unit	Electronic	10/11/22	6		Supremo CH - Internal Bank Account
CHF	Switzerland Business Unit	Electronic	10/11/22	2		CH - Internal Bank Account
CNY	China Business Unit	Electronic	10/11/22			
EUR	France Business Unit	Electronic	10/11/22	1,521		
EUR	Germany Business Unit	Electronic	10/11/22	6		DB Giro Euro
EUR	Italy Business Unit	Electronic	10/11/22	1		C/C IT LE

Click the Disbursement Bank Account

Click Save

Assigned Documents 7  
 Unassigned Documents 5,026  
 Total 5,033

Document Payable Groups

View Assign at Document Payable Level

Payment Currency	Payment Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Disbursement Bank Account
AUD	AU Council Business Unit	Electronic	10/11/22	10		Westpac AU Council
CHF	Supremo CH Business Unit	Electronic	10/11/22	6		Supremo CH - Internal Bank Account
CHF	Switzerland Business Unit	Electronic	10/11/22	2		CH - Internal Bank Account
CNY	China Business Unit	Electronic	10/11/22	21		中國銀行人民幣賬戶
EUR	France Business Unit	Electronic	10/11/22	1,521		
EUR	Germany Business Unit	Electronic	10/11/22	6		DB Giro Euro
EUR	Italy Business Unit	Electronic	10/11/22	1		C/C IT LE

Click OK

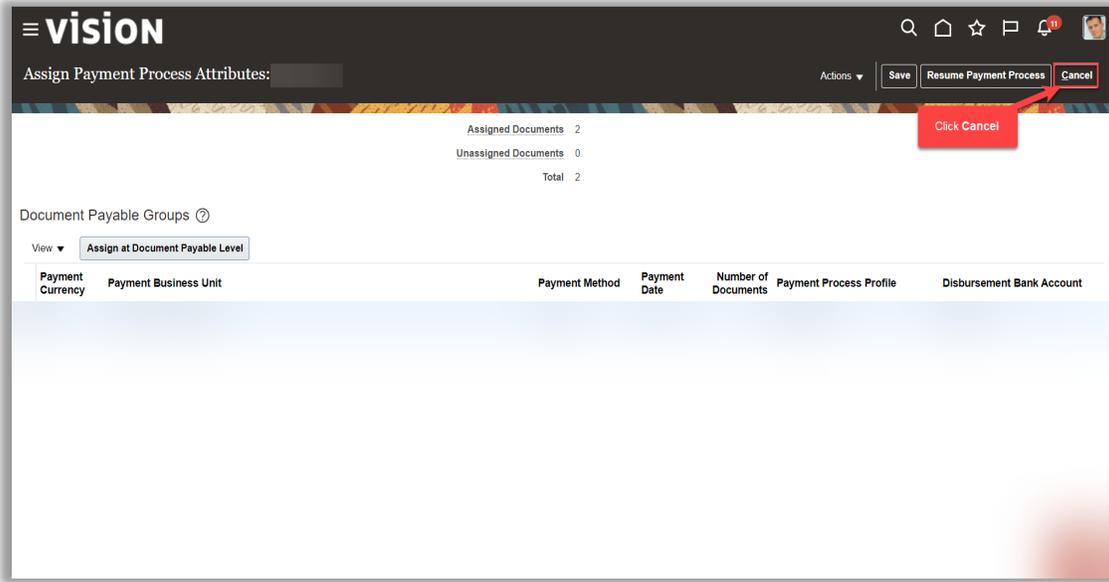
Confirmation x  
 Your changes were saved.  
 OK

Document Payable Groups

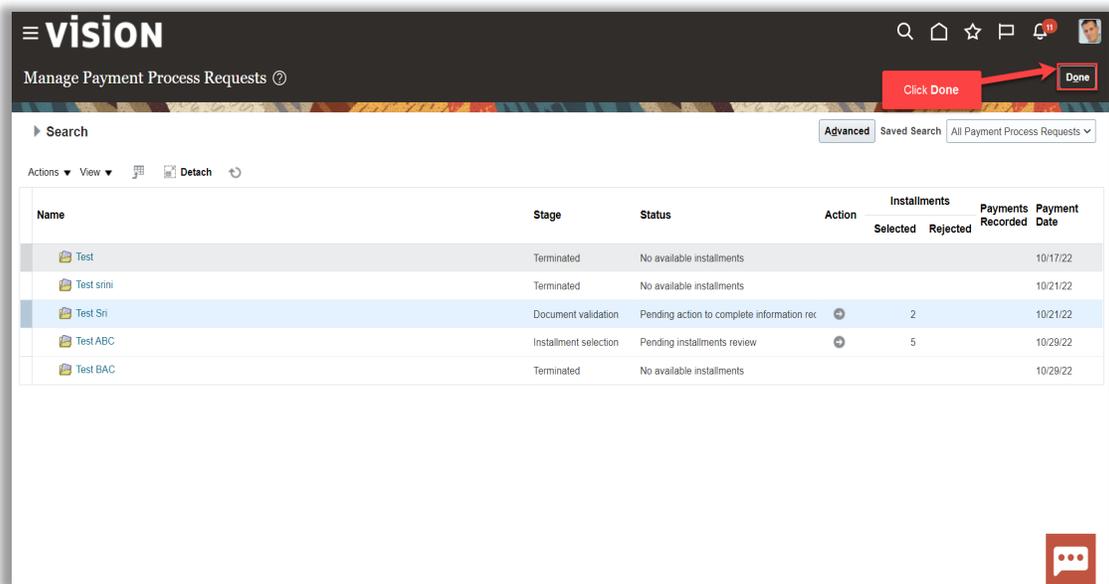
View Assign at Document Payable Level

Payment Currency	Payment Business Unit	Payment Method	Payment Date	Number of Documents	Payment Process Profile	Disbursement Bank Account
USD						

Click Cancel



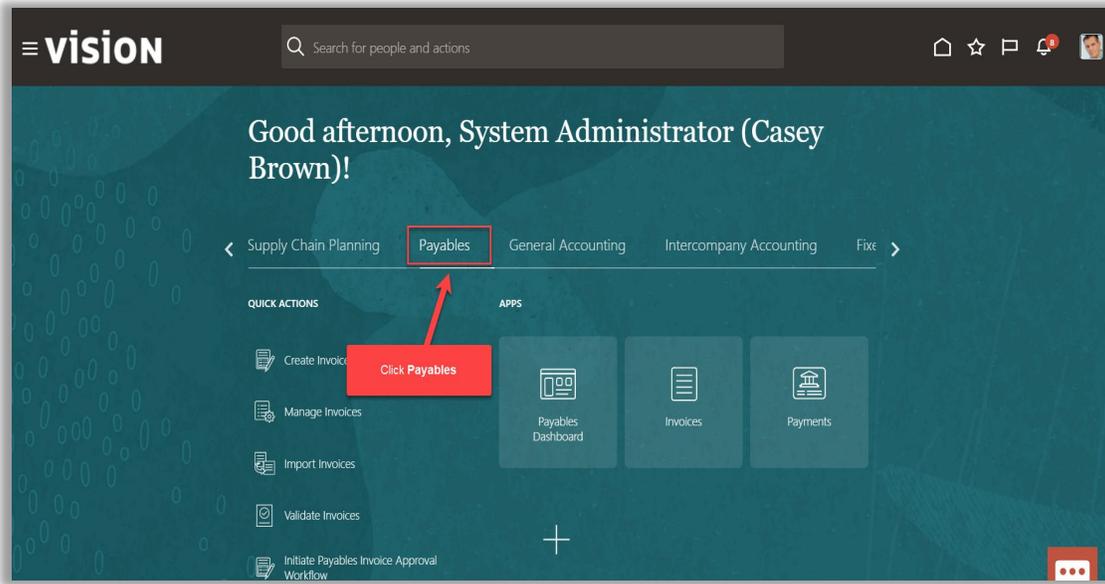
Click Done



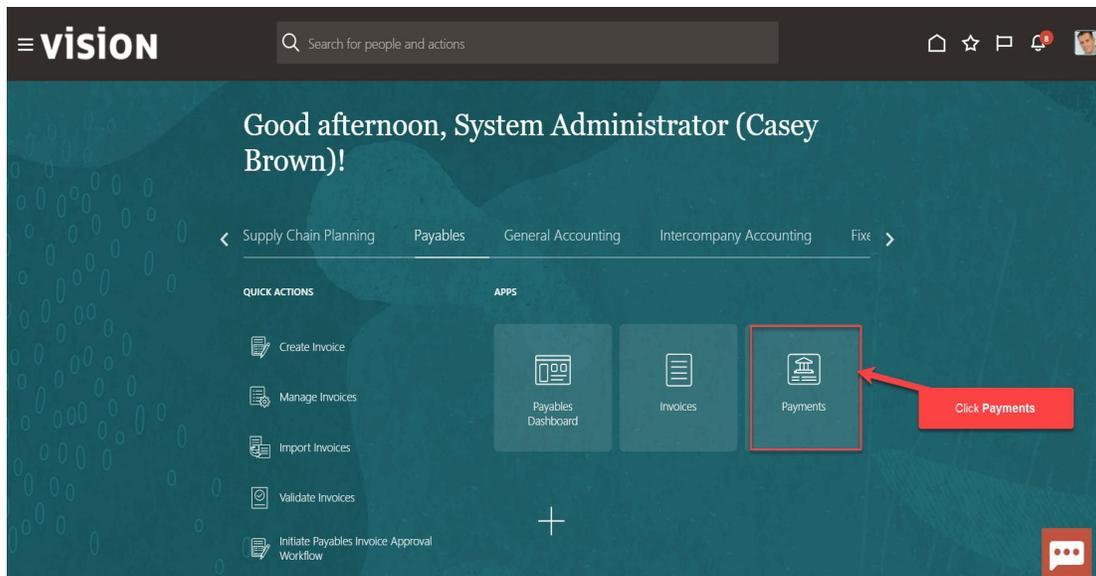
### Reviewing And Adding Installments To A Payment Process Request

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

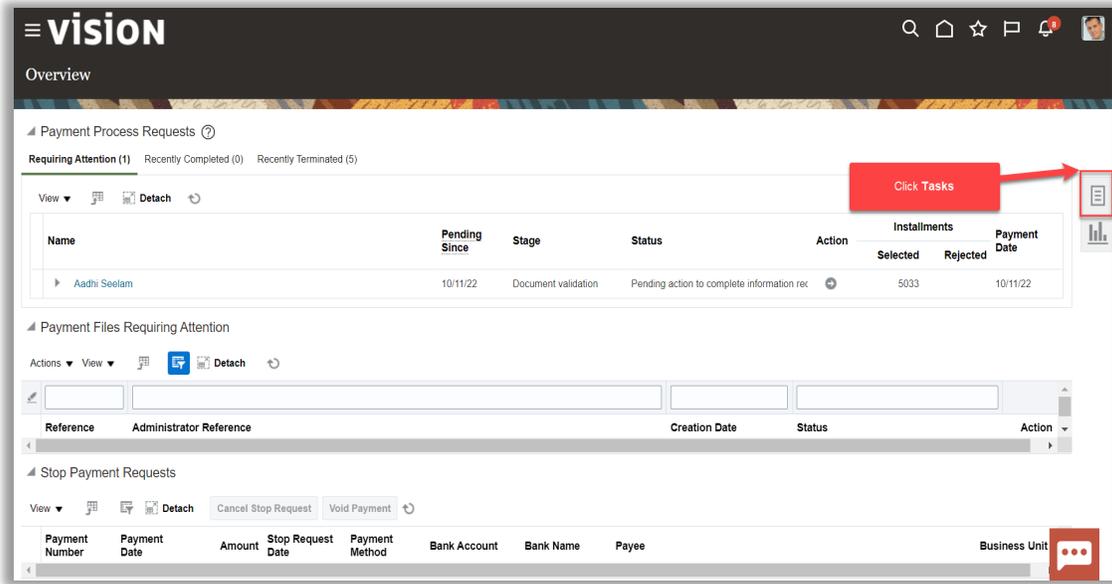
From home screen, click **Payables**



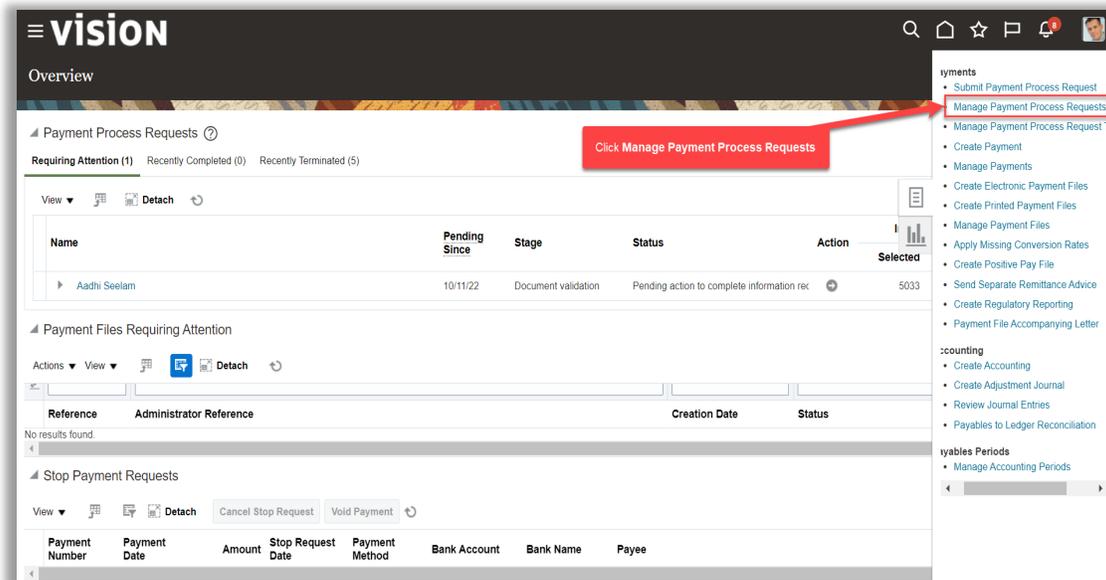
### Click Payments



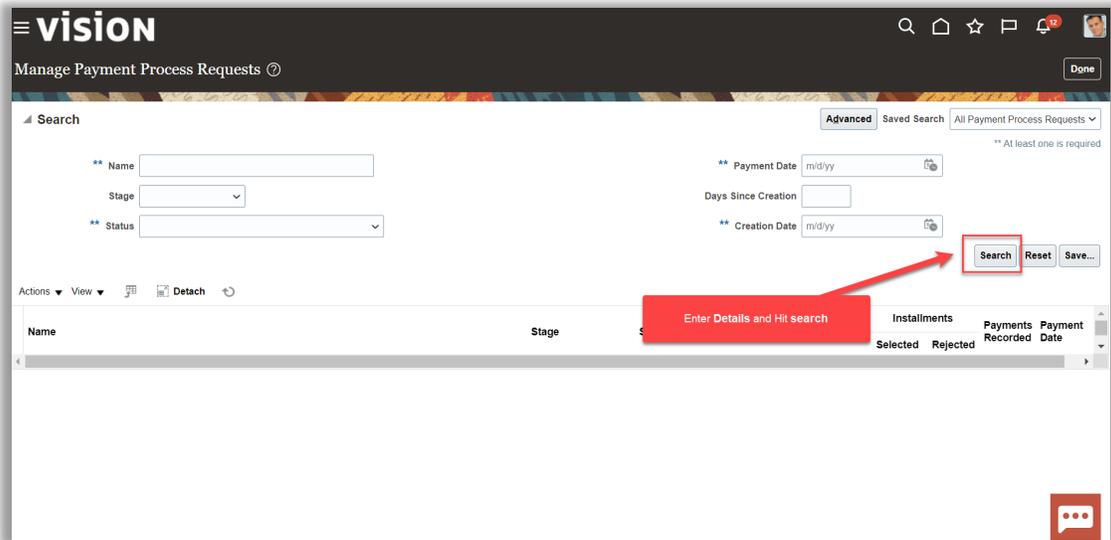
### Click Tasks



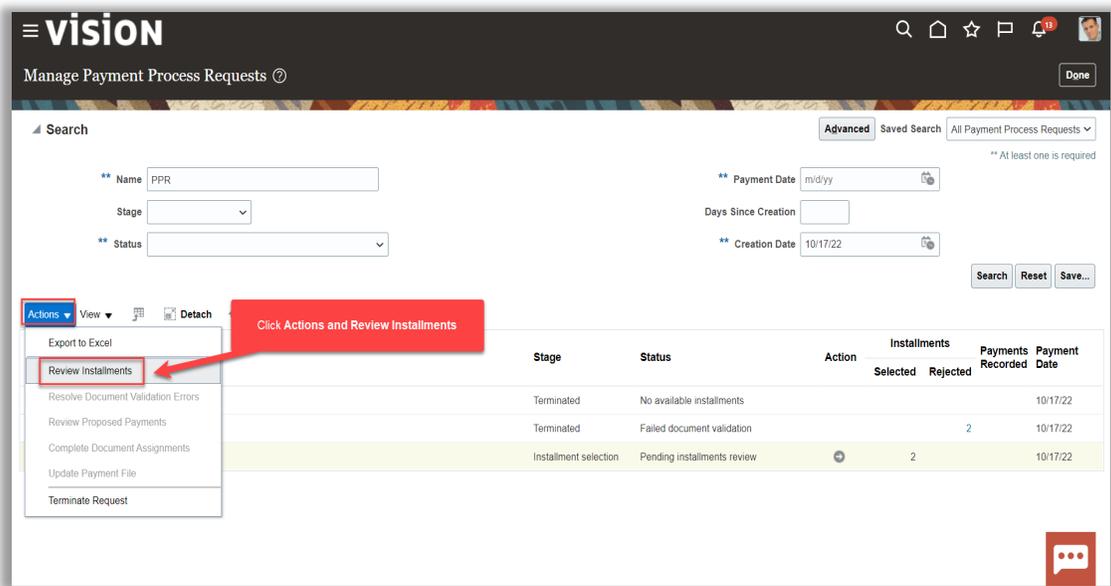
Click Manage Payment Process Requests



Enter Details and Hit search



Click Actions and Review Installments



Click Add Installments

Payment Date: 10/17/22

Selected (2) Not Selected (2602) Conversion Rates

Currency Summary

Payment Currency	Installments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	Total
USD	2	-79.00	0.00	0.00	0.00	0.00	0.00

Selected Installments

View [X] [Print] [Export] [Detach] **Add Installments** View Report

Supplier or Party	Invoice				Payment				
	Invoice Number	Due Date	Currency	Unpaid Amount	Withheld Tax	Discount	Amount	Interest	Amount with Interest
JGA	89002-1	3/5/15	USD	-279.00	0.00	0.00	-200.00	0.00	-200.00
JGA	ERS-89005-81169	3/6/15	USD	200.00	0.00	0.00	200.00	0.00	200.00

Enter above details and click **Search**

Payment Date: 10/17/22

Selected (2) Not Selected (2602)

Currency Summary

Payment Currency: USD

Selected Installments

View [X] [Print] [Export] [Detach] **Add Installments** View Report

**Add Installments**

Advanced Saved Search All Due Installments

Invoice Business Unit: [Dropdown]

Supplier or Party: ABC Consulting

Invoice Number: [Input] \*\* At least one is required

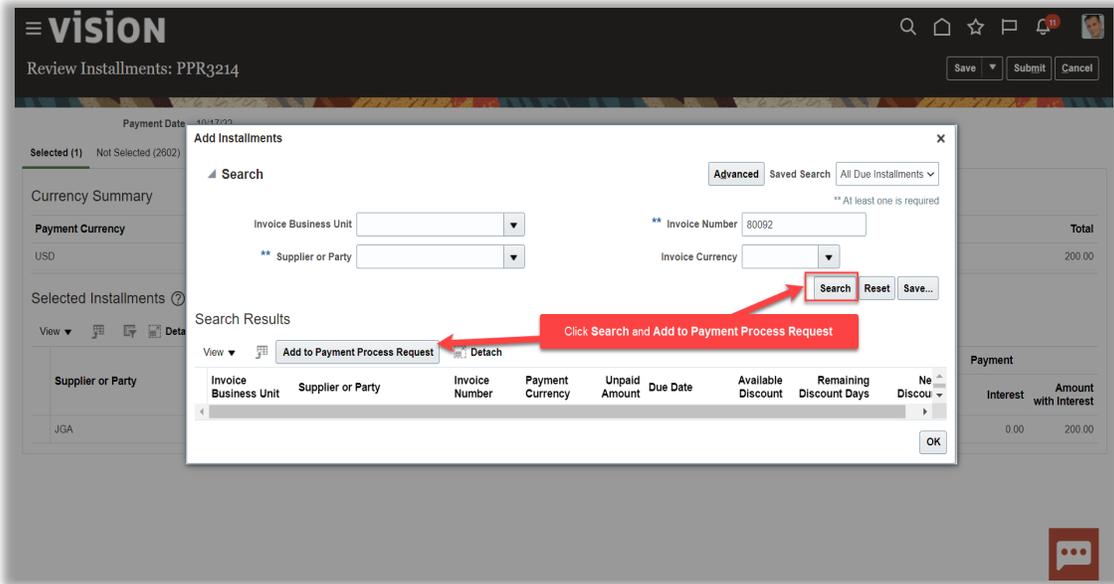
Invoice Currency: [Dropdown]

**Search** Reset Save...

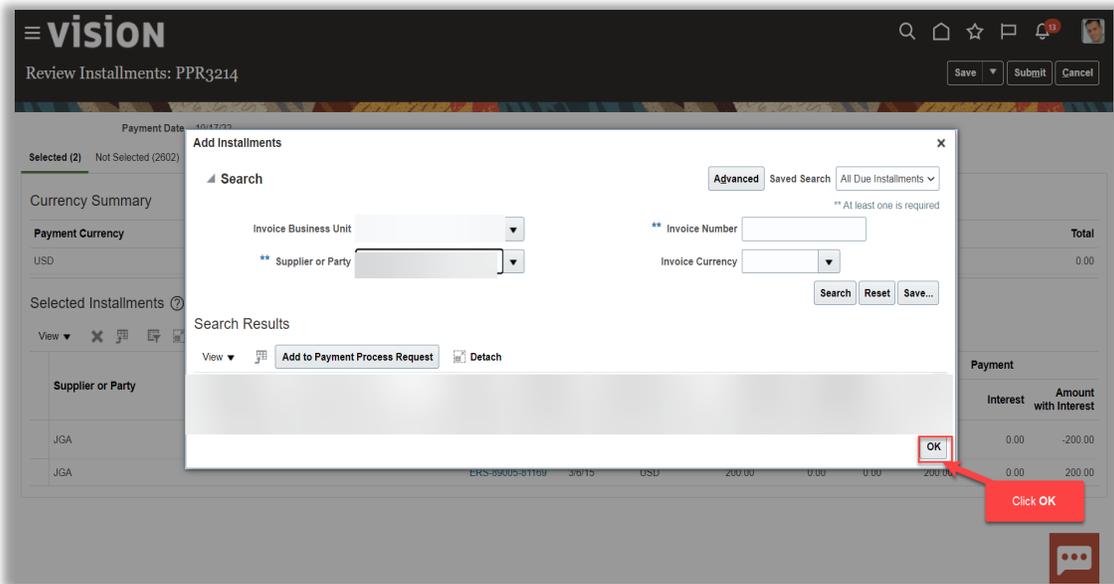
Search Results

Invoice Business Unit	Supplier or Party	Invoice Number	Payment Currency	Unpaid Amount	Due Date	Available Discount	Remaining Discount Days	Ne Discou
JGA								
JGA								

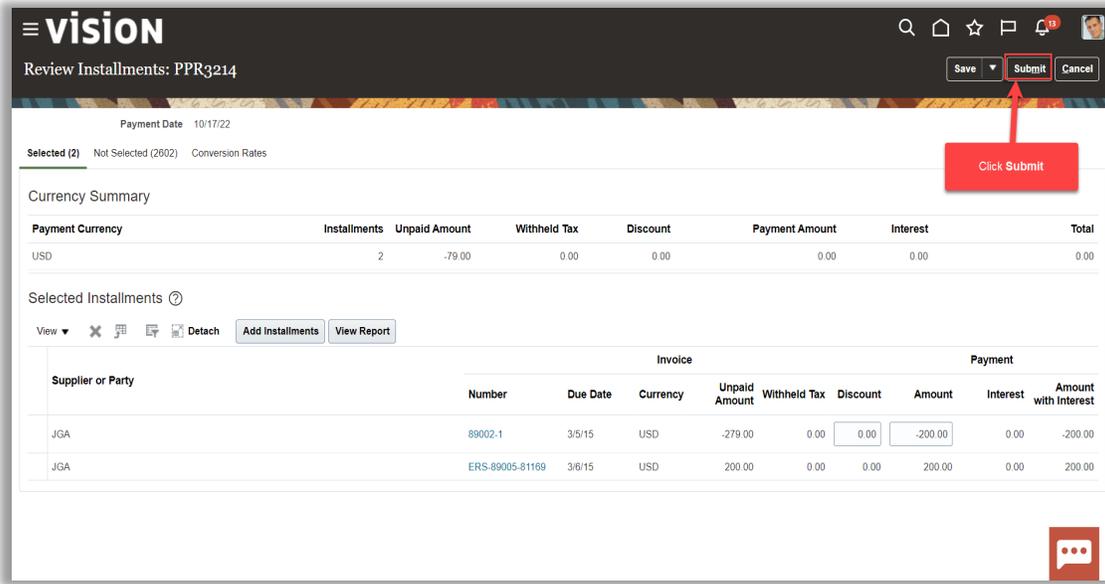
Click **Search** and **Add to Payment Process Request**



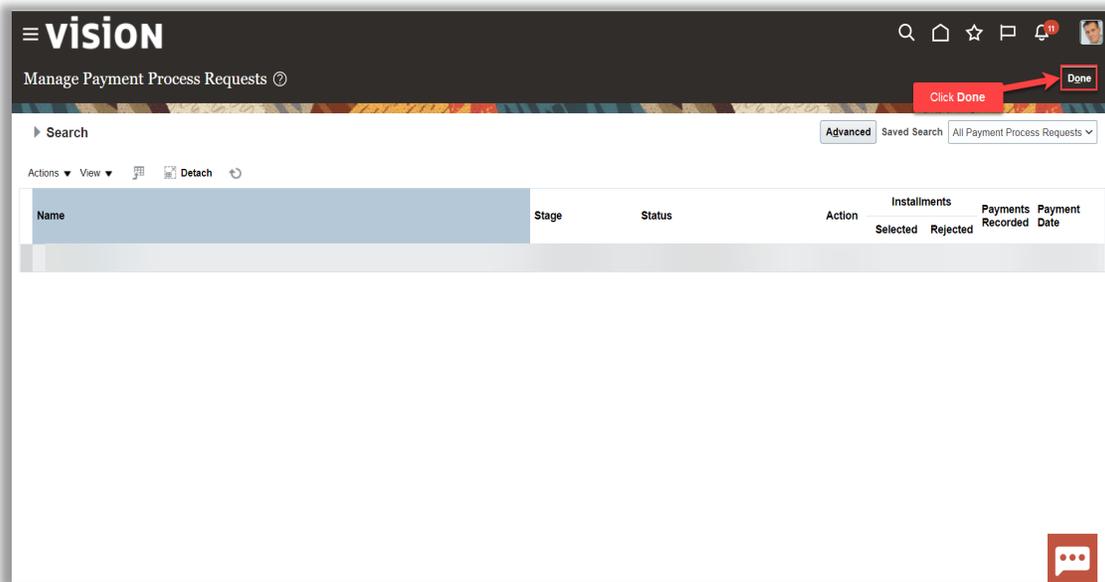
Click OK



Click Submit



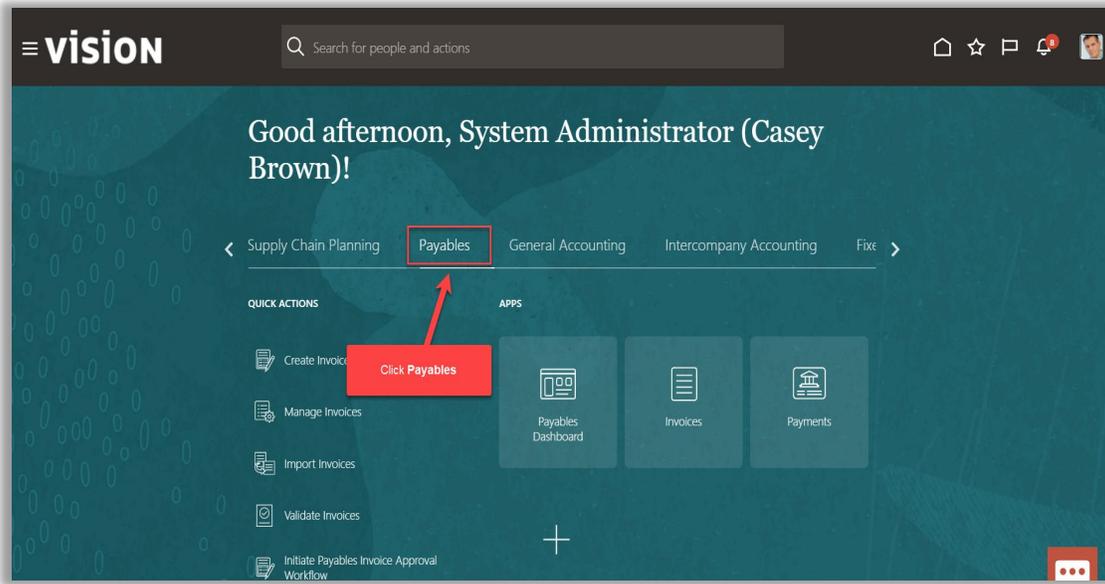
Click Done



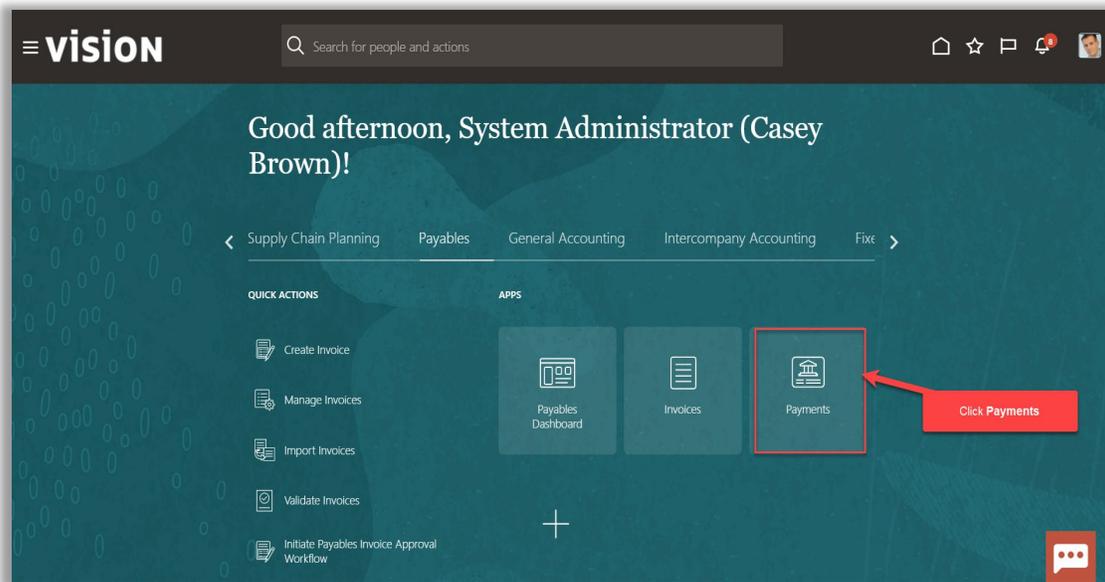
## Reviewing And Accounting For A Payment

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

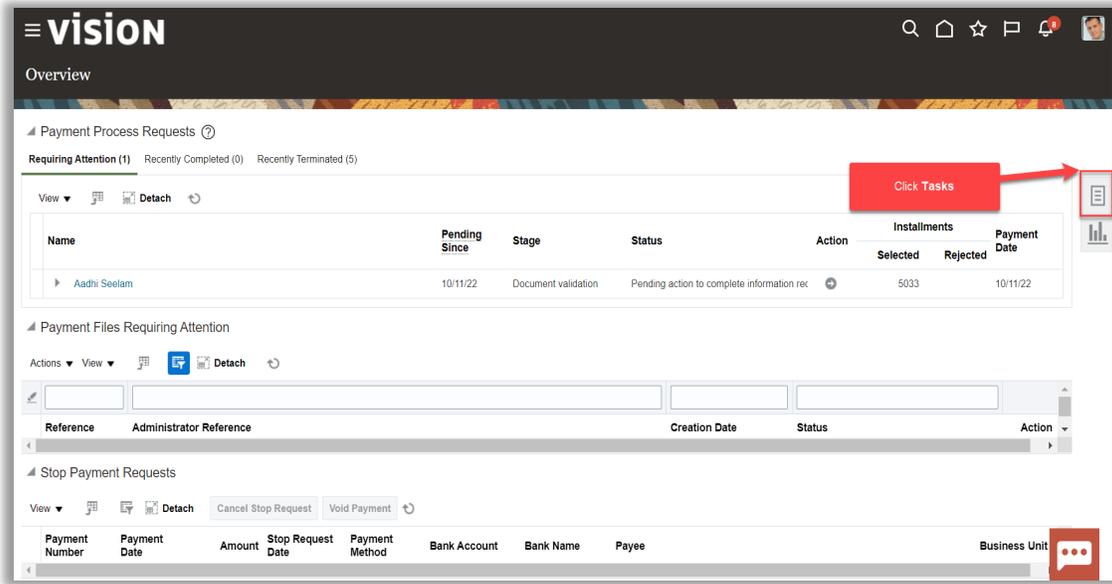
From home screen, click **Payables**



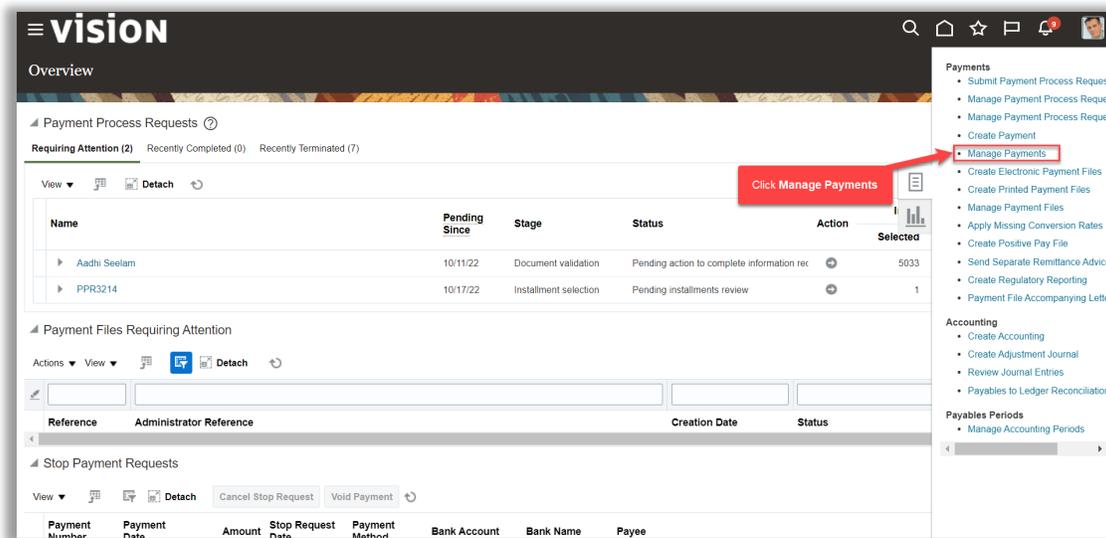
Click Payments



Click Tasks



Click **Manage Payments**



Enter **Payment Number** and click **Search**

**vision**  
Manage Payments

Search filters:  
 \*\* Supplier or Party: ABC Bank  
 \*\* Payment Date: m/d/yy  
 \*\* Payment Number: 1000  
 \*\* Disbursement Bank Account: [Dropdown]  
 \*\* Payment Type: [Dropdown]  
 \*\* Payment Process Request: [Dropdown]  
 Payment Status: [Dropdown]  
 Business Unit: [Dropdown]

Buttons: Search, Reset, Save...

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
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	[Details]
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	[Details]

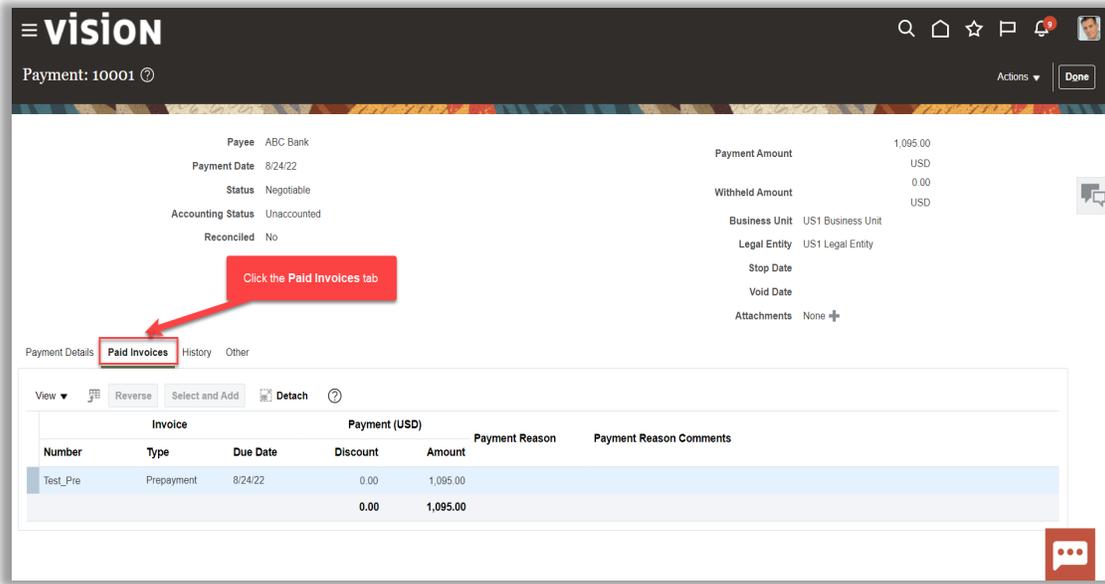
Click on the appropriate **Payment Number** hyperlink

**vision**  
Manage Payments

Search filters: [Advanced] Saved Search All Payments

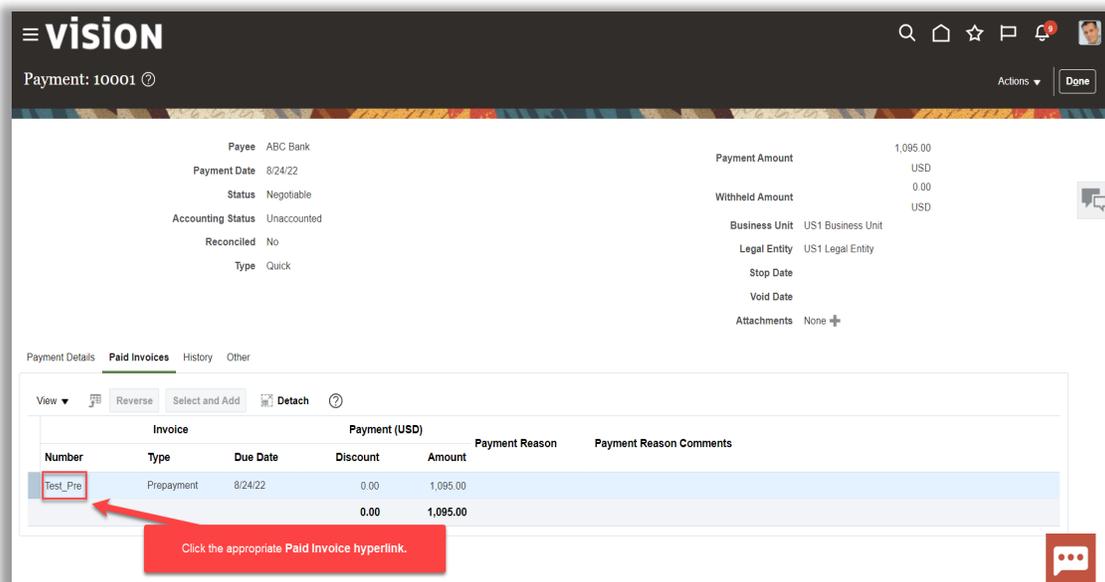
Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
10000	Check 1	Negotiable	No	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOOD CITY, CA 94065 San Mateo	XXXXX1359	[Details]
10001	Check 1	Negotiable	No	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOOD CITY, CA 94065 San Mateo	XXXXX1359	[Details]

Click the **Paid Invoices** tab



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

Click the appropriate **Paid Invoice** hyperlink



Click OK

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Line	Type	Amount
No shipping and handling.								
<b>Totals</b>								
<b>Tax charges summary</b>								
		CITY 3%				Items		1,000.00
		COUNTY 0%				Freight		0.00
		STATE 6.5%				Miscellaneous		0.00
		Inclusive Tax				Tax		95.00
		Self-Assessed Tax				Subtotal		1,095.00
						Less Inclusive Prepayments		0.00
						Remaining Amount		0.00
						<b>Invoice Amount</b>		<b>1,095.00</b>
						Less Withheld Tax		0.00
						Less Exclusive Prepayments		0.00
						Less Retainage		0.00
						<b>Due</b>		<b>1,095.00</b>

Click Actions and select **View Accounting**

**vision** Payment: 10000

Payee: ABC Bank  
 Payment Date: 8/24/22  
 Status: Voided  
 Accounting Status: Unaccounted  
 Reconciled: No  
 Type: Quick

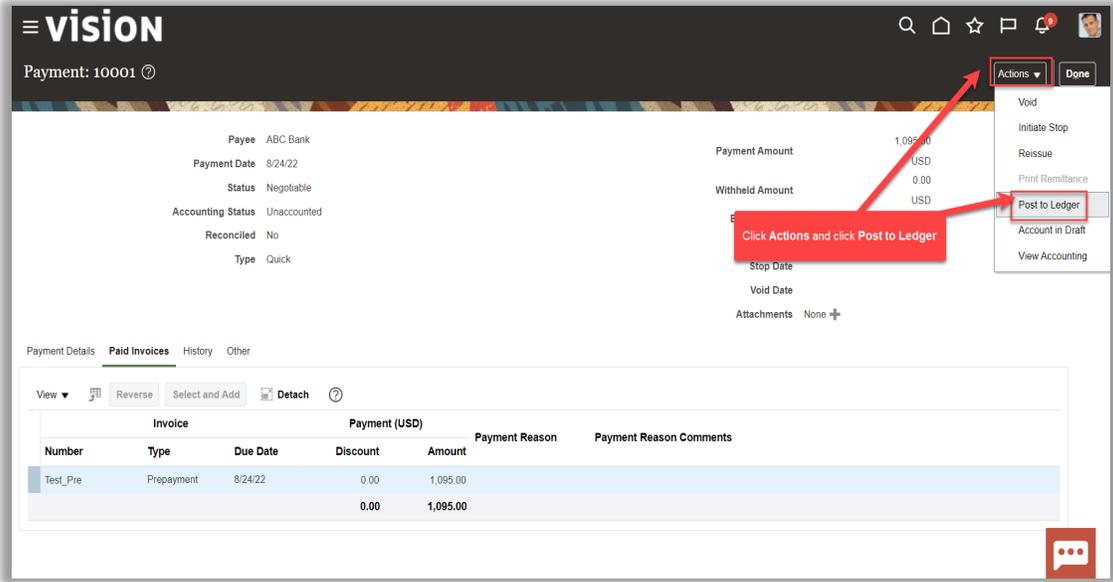
Payment Amount: 1,095.00 USD  
 Withheld Amount: 0.00 USD  
 Business Unit: US1 Business Unit  
 Legal Entity: US1 Legal Entity  
 Stop Date: 10/22/22  
 Void Date: 10/22/22  
 Attachments: None

Payment Details | **Paid Invoices** | History | Other

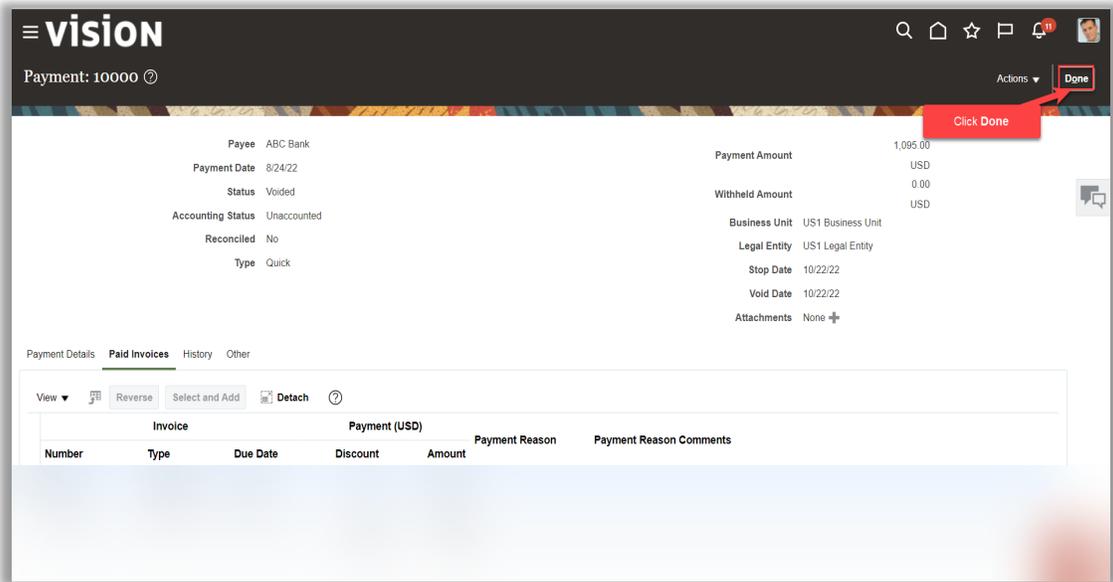
View | Reverse | Select and Add | Detach

Invoice Number	Type	Due Date	Discount	Amount	Payment Reason	Payment Reason Comments
abc_def4	Prepayment	8/24/22	0.00	-1,095.00		
abc_def4	Prepayment	8/24/22	0.00	1,095.00		
			<b>0.00</b>	<b>0.00</b>		

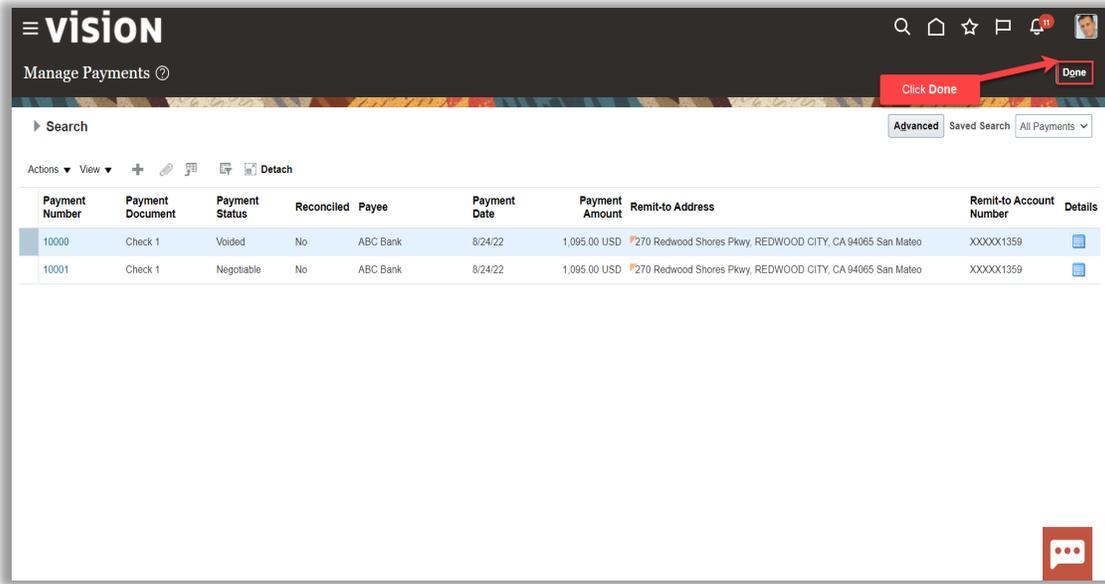
Click Actions and click **Post to Ledger**



Click Done



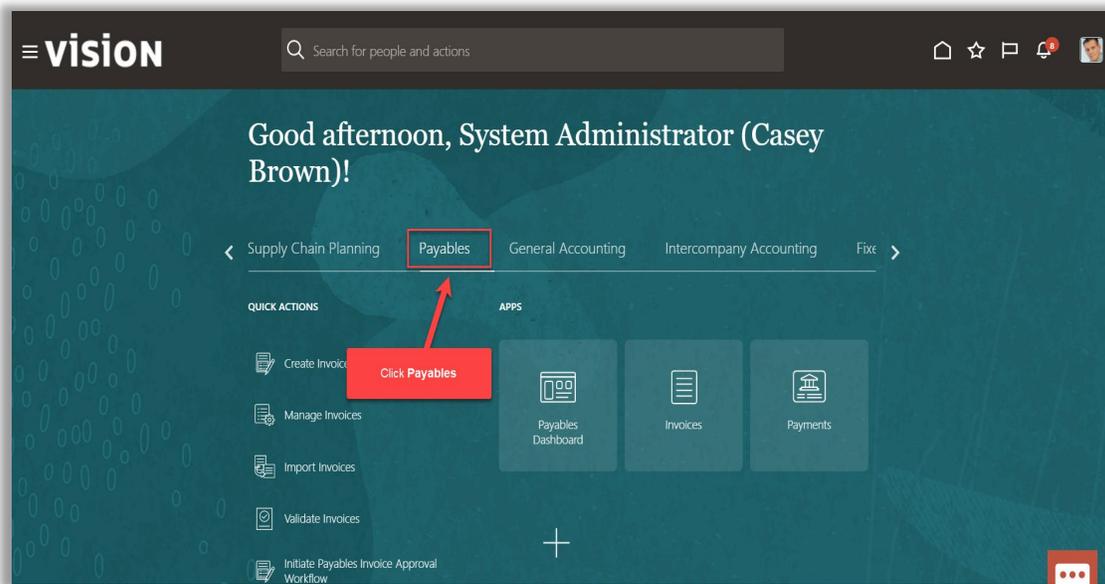
Click Done



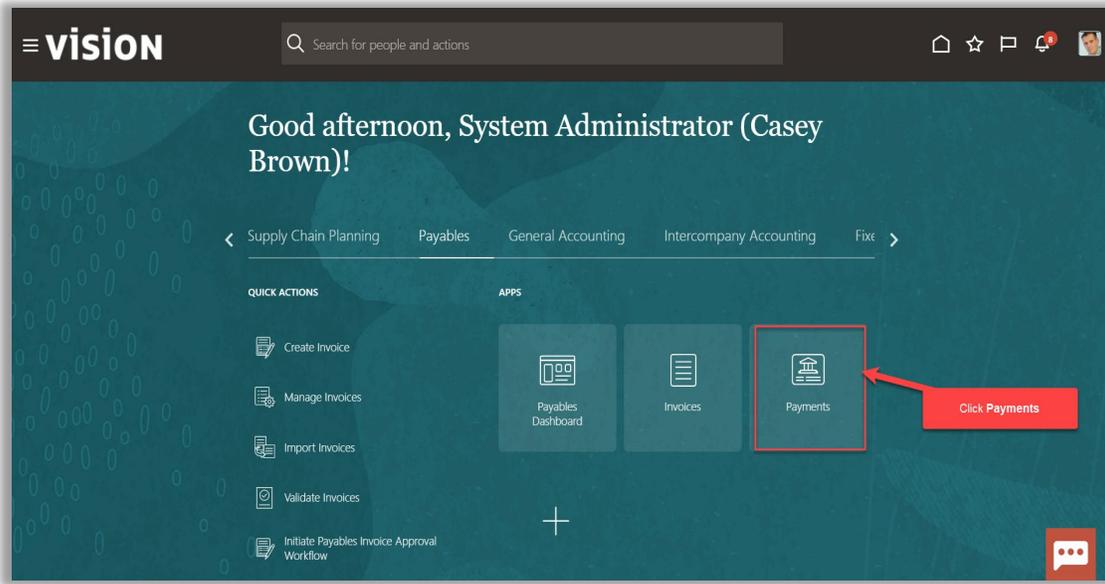
### Initiating A Stop Payment

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

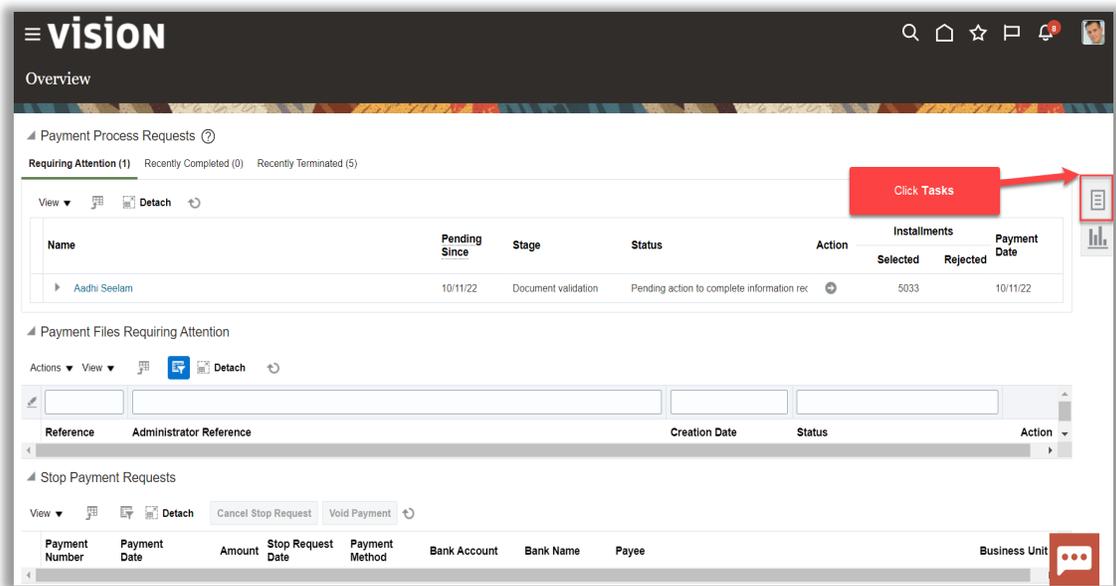
From home screen, click **Payables**



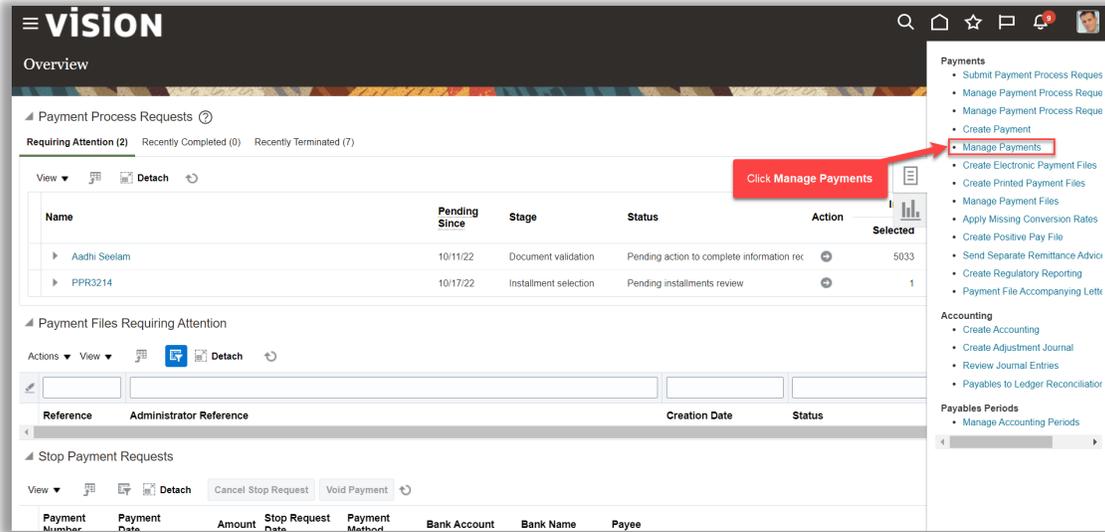
Click **Payments**



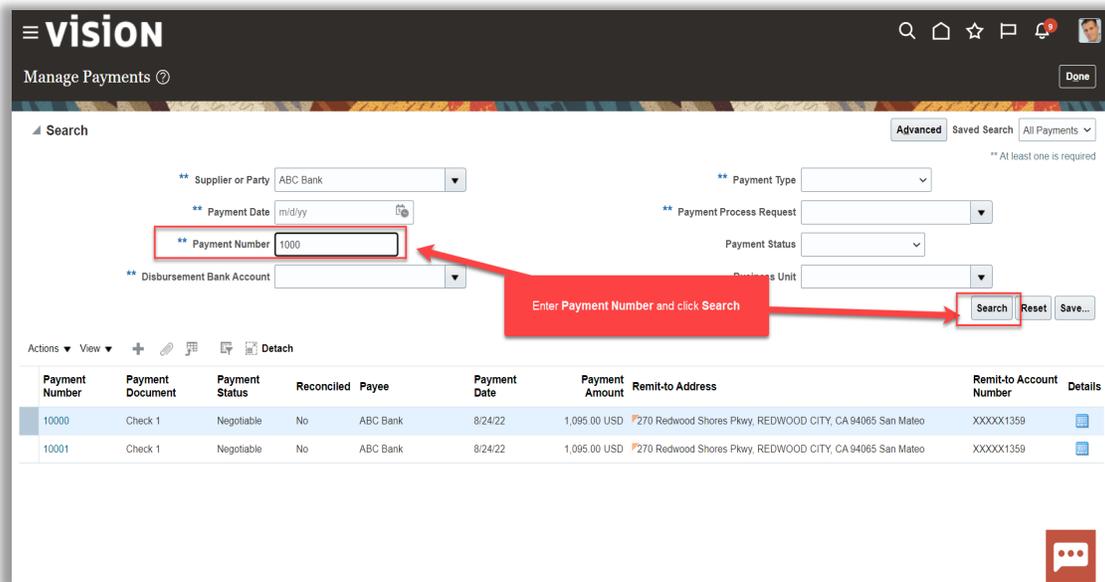
### Click Tasks



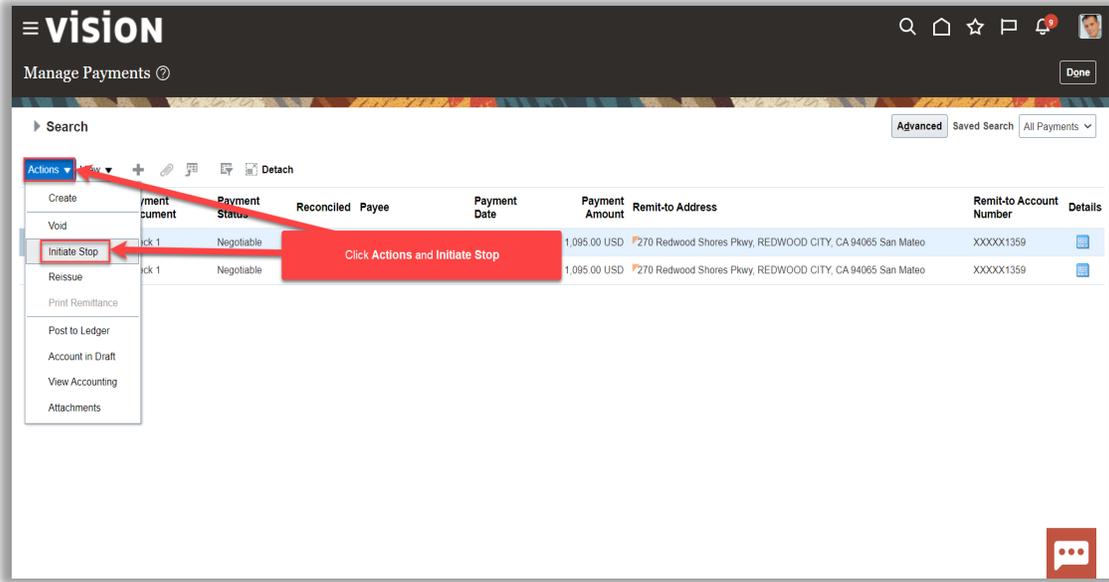
### Click Manage Payments



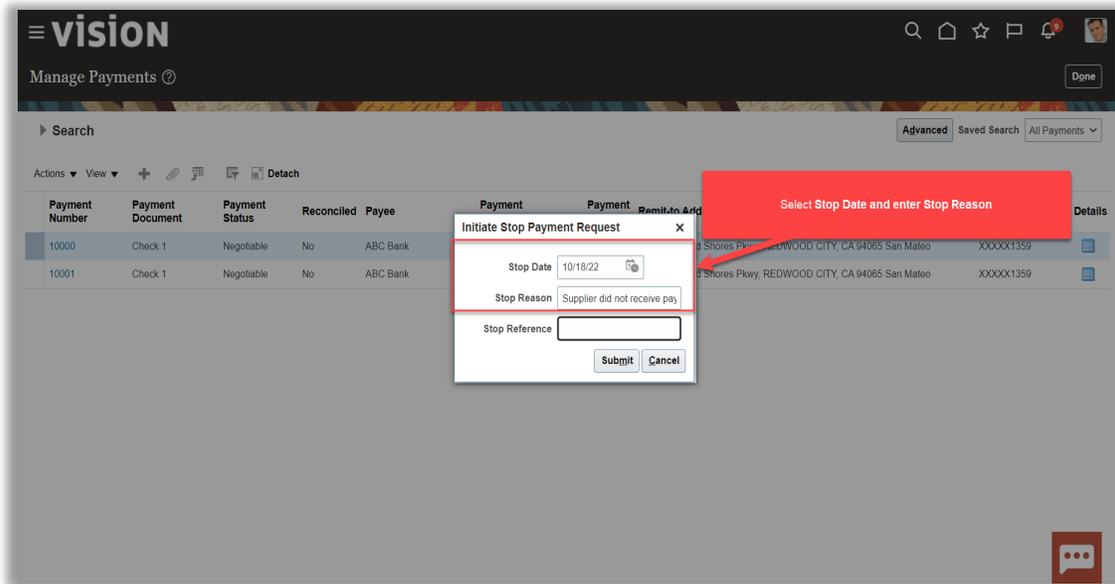
Enter Payment Number and click Search



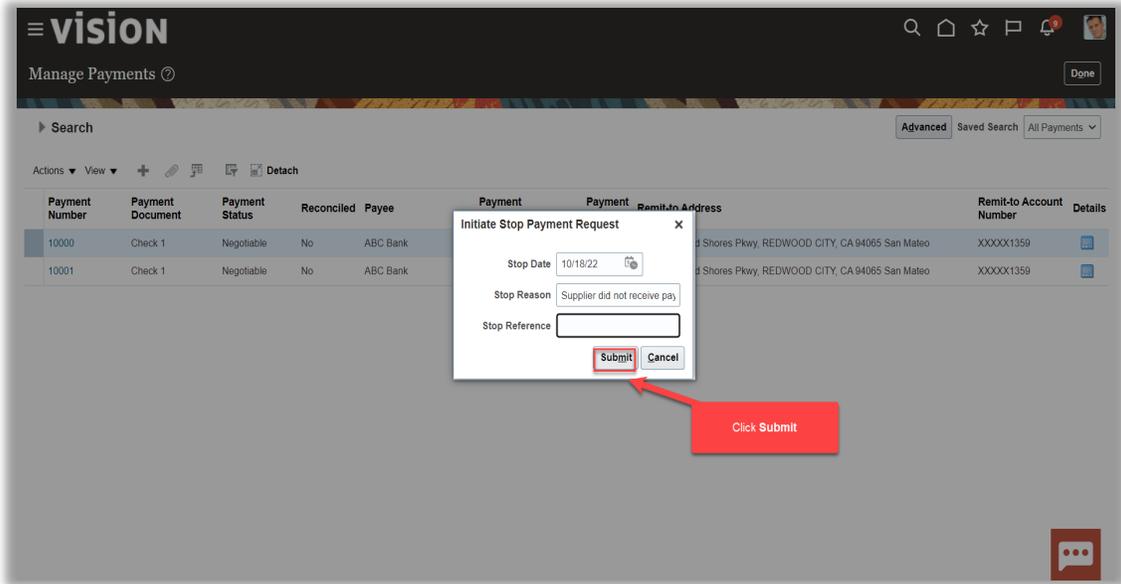
Click Actions and Initiate Stop



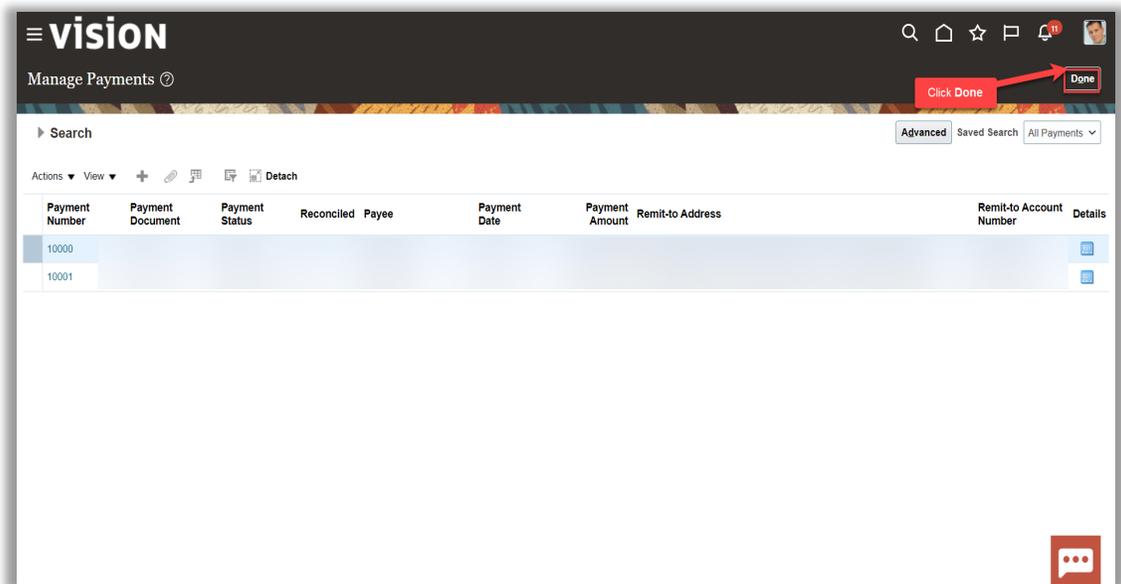
Select **Stop Date** and enter **Stop Reason**



Click **Submit**



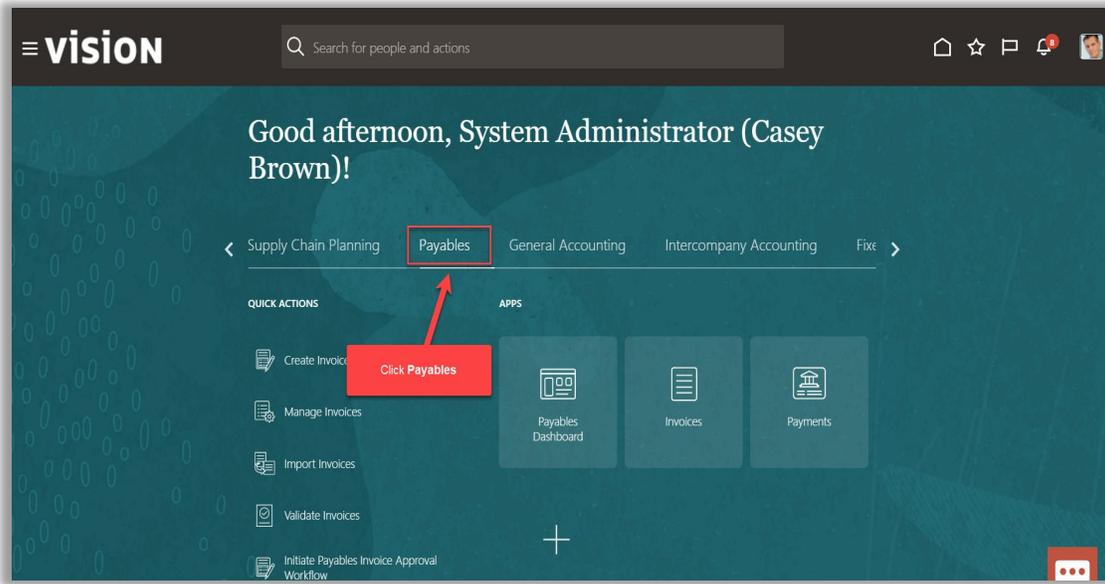
Click Done



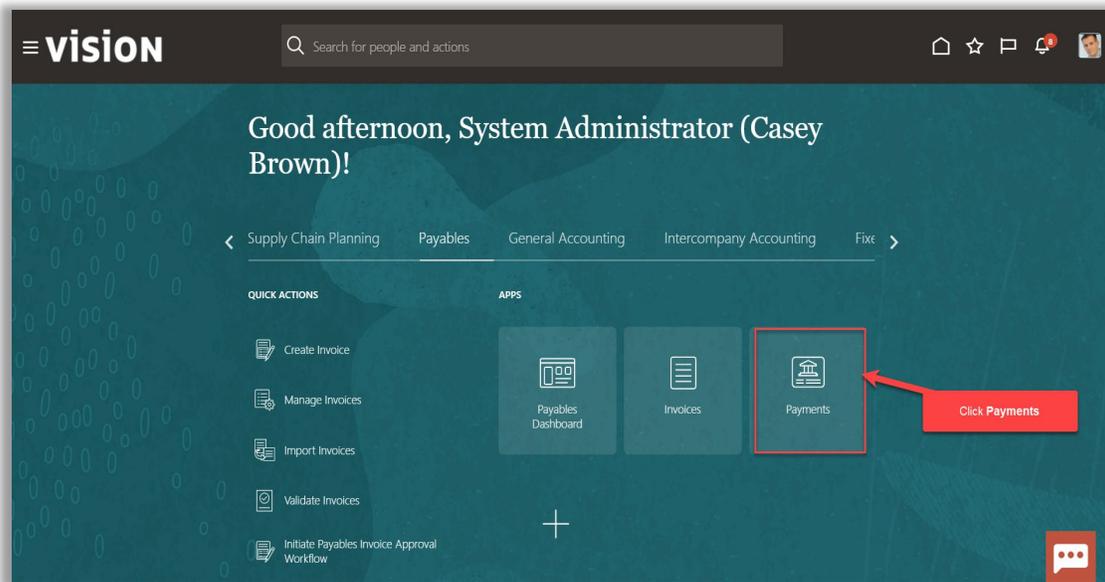
### Voiding A Payment

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

From home screen, click **Payables**



### Click Payments



### Click Tasks

**VISION**  
Overview

Payment Process Requests ⓘ  
Requiring Attention (1) Recently Completed (0) Recently Terminated (5)

View ▾ [Icons] Detach ↻

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ Aadhi Seelam	10/11/22	Document validation	Pending action to complete information rec	⊕	5033		10/11/22

Payment Files Requiring Attention

Actions ▾ View ▾ [Icons] Detach ↻

Reference	Administrator Reference	Creation Date	Status	Action ▾
[Empty rows]				

Stop Payment Requests

View ▾ [Icons] Detach ↻ Cancel Stop Request Void Payment ↻

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee	Business Unit
[Empty rows]								

Click **Manage Payments**

**VISION**  
Overview

Payment Process Requests ⓘ  
Requiring Attention (2) Recently Completed (0) Recently Terminated (7)

View ▾ [Icons] Detach ↻

Name	Pending Since	Stage	Status	Action	Selected
▶ PPR3214	10/17/22	Installation selection	Pending installments review	⊕	1

Payment Files Requiring Attention

Actions ▾ View ▾ [Icons] Detach ↻

Reference	Administrator Reference	Creation Date	Status
[Empty rows]			

Stop Payment Requests

View ▾ [Icons] Detach ↻ Cancel Stop Request Void Payment ↻

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee
[Empty rows]							

**Payments**

- Submit Payment Process Reques
- Manage Payment Process Reque
- Manage Payment Process Reque
- Create Payment
- Manage Payments**
- Create Electronic Payment Files
- Create Printed Payment Files
- Manage Payment Files
- Apply Missing Conversion Rates
- Create Positive Pay File
- Send Separate Remittance Advic
- Create Regulatory Reporting
- Payment File Accompanying Lett

**Accounting**

- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconciliator

**Payables Periods**

- Manage Accounting Periods

Enter **Payment Number** and click **Search**

**VISION**  
Manage Payments

Search filters: Supplier or Party: ABC Bank, Payment Date: m/d/yy, Payment Number: 1000, Disbursement Bank Account: [dropdown]. Payment Type, Payment Process Request, Payment Status, Business Unit.

Buttons: Search, Reset, Save...

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
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	[Details]
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	[Details]

Click **Actions** and click **Void**

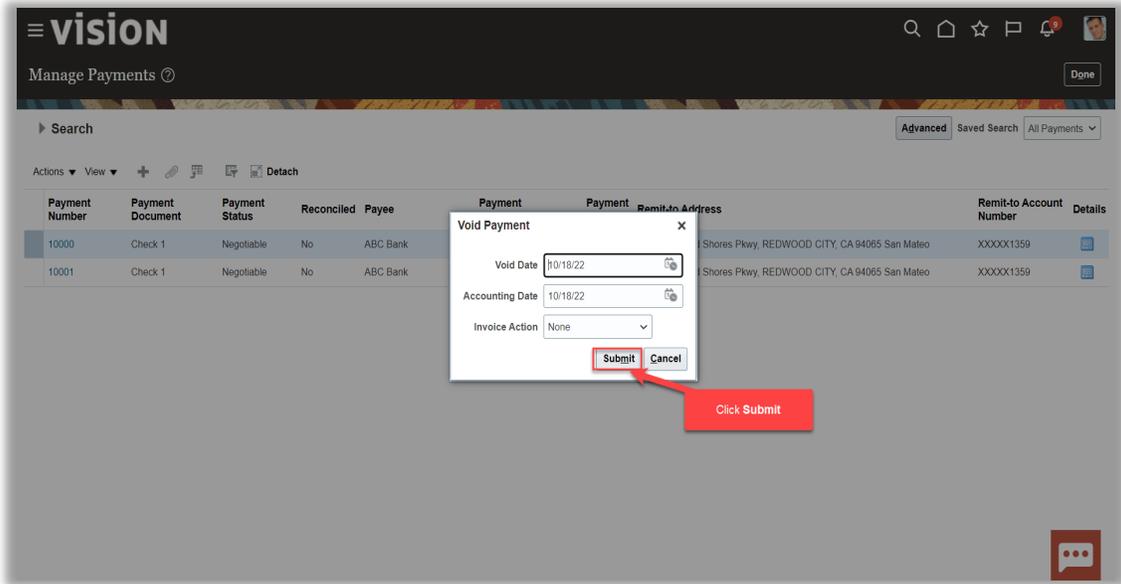
**VISION**  
Manage Payments

Search filters: [unchanged]

Actions dropdown menu: Create, Void, Initiate Stop, Reissue, Print Remittance, Post to Ledger, Account in Draft, View Accounting, Attachments.

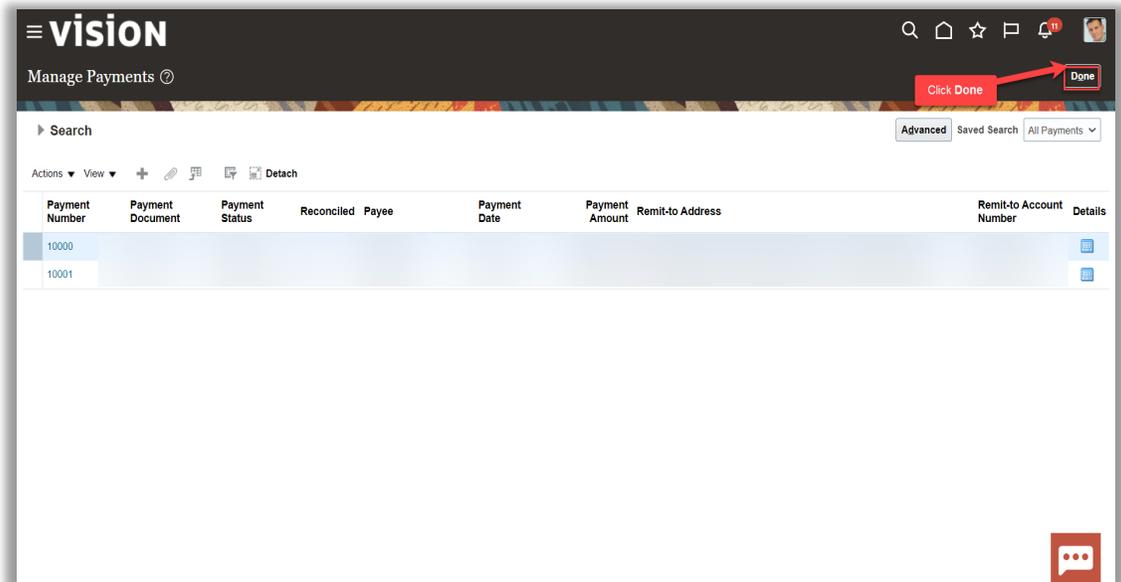
Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
10000	Check 1	Negotiable	No	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOOD CITY, CA 94065 San Mateo	XXXXX1359	[Details]
10001	Check 1	Negotiable	No	ABC Bank	8/24/22	1,095.00 USD	270 Redwood Shores Pkwy, REDWOOD CITY, CA 94065 San Mateo	XXXXX1359	[Details]

Click **Submit**



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

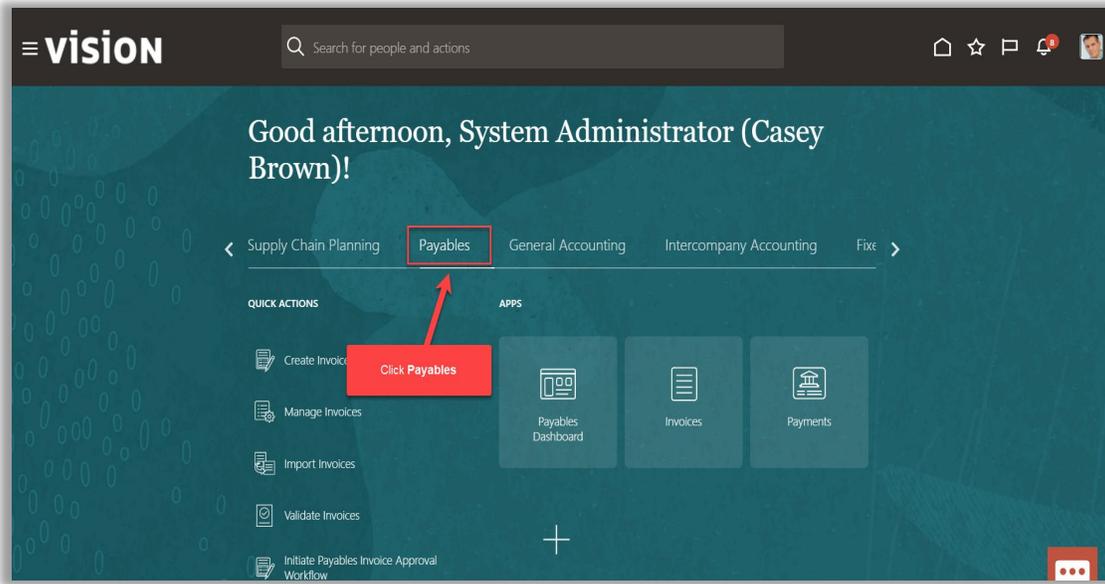
Click **Done**



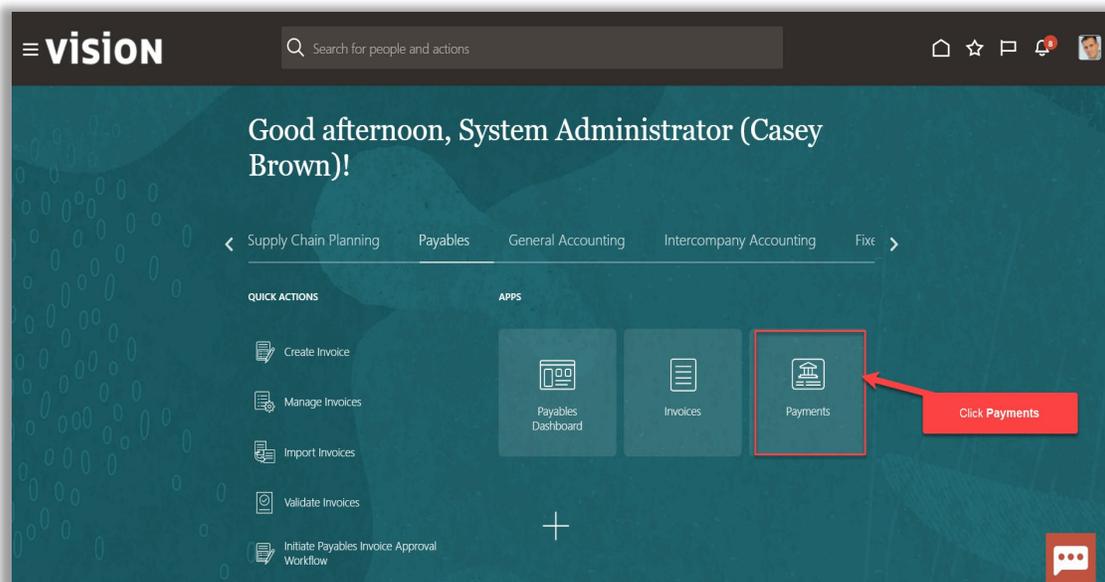
### Paying An Invoice During Invoice Inquiry

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

From home screen, click **Payables**



Click Payments



Click Tasks

**VISION**  
Overview

Payment Process Requests ⓘ  
Requiring Attention (1) Recently Completed (0) Recently Terminated (5)

View ▾ [Icons] Detach ↻

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ Aadhi Seelam	10/11/22	Document validation	Pending action to complete information rec	⊕	5033		10/11/22

Payment Files Requiring Attention

Actions ▾ View ▾ [Icons] Detach ↻

Reference	Administrator Reference	Creation Date	Status	Action

Stop Payment Requests

View ▾ [Icons] Detach ↻ Cancel Stop Request Void Payment ↻

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee	Business Unit

Click Create Positive Pay File

**VISION**  
Overview

Payment Process Requests ⓘ  
Requiring Attention (2) Recently Completed (0) Recently Terminated (7)

View ▾ [Icons] Detach ↻

Name	Pending Since	Stage	Status	Action	Selected
▶ Aadhi Seelam	10/11/22	Document validation	Pending action to complete		53
▶ PPR3214	10/17/22	Installation selection	Pending installments review		1

Payment Files Requiring Attention

Actions ▾ View ▾ [Icons] Detach ↻

Reference	Administrator Reference	Creation Date	Status

Stop Payment Requests

View ▾ [Icons] Detach ↻ Cancel Stop Request Void Payment ↻

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee

- Payments
  - Submit Payment Process Request
  - Manage Payment Process Request
  - Manage Payment Process Request
  - Create Payment
  - Manage Payments
  - Create Electronic Payment Files
  - Create Printed Payment Files
  - Manage Payment Files
  - Apply Missing Conversion Rates
  - Create Positive Pay File
  - Send Separate Remittance Advice
  - Create Regulatory Reporting
  - Payment File Accompanying Letters
- Accounting
  - Create Accounting
  - Create Adjustment Journal
  - Review Journal Entries
  - Payables to Ledger Reconciliator
- Payables Periods
  - Manage Accounting Periods

Enter Appropriate details

**VISION**

This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Create Positive Pay File

Description Creates a positive pay file.

Schedule As soon as possible

Submission Notes  Notify me when this process ends

Basic Options

Parameters

\* Payment Process Profile

\* From Payment Date 10/18/22

To Payment Date m/d/yy

\* Allow sending replacement copy No

\* Select Status Negotiable Payments Only

Transmit File

Enter Appropriate details

Click **Submit**

**VISION**

This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Create Positive Pay File

Description Creates a positive pay file.

Schedule As soon as possible

Submission Notes  Notify me when this process ends

Basic Options

Parameters

\* Payment Process Profile

\* From Payment Date 10/18/22

To Payment Date m/d/yy

\* Allow sending replacement copy No

\* Select Status Negotiable Payments Only

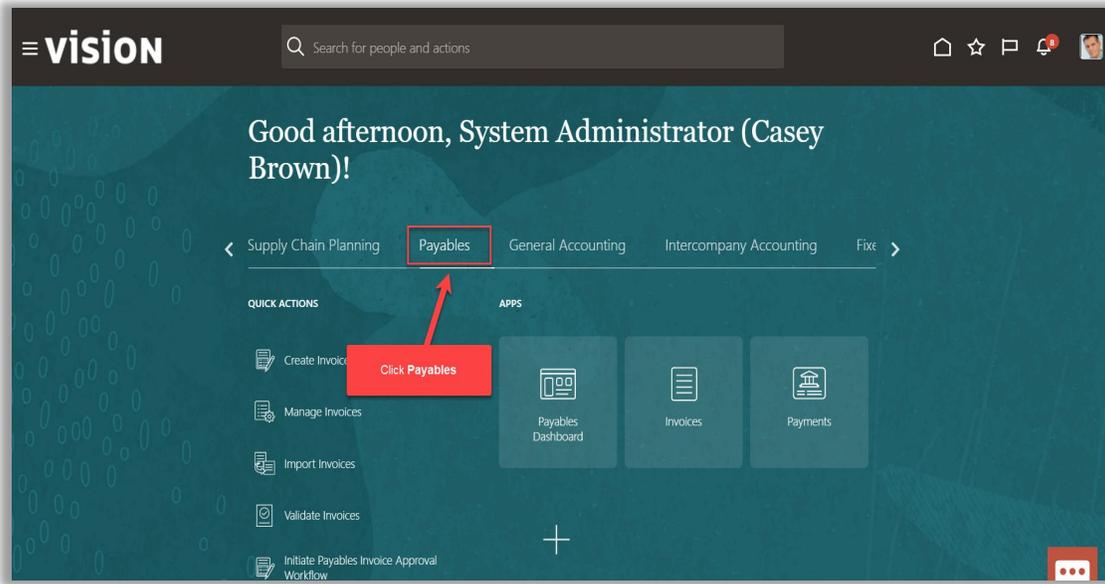
Transmit File

Click Submit

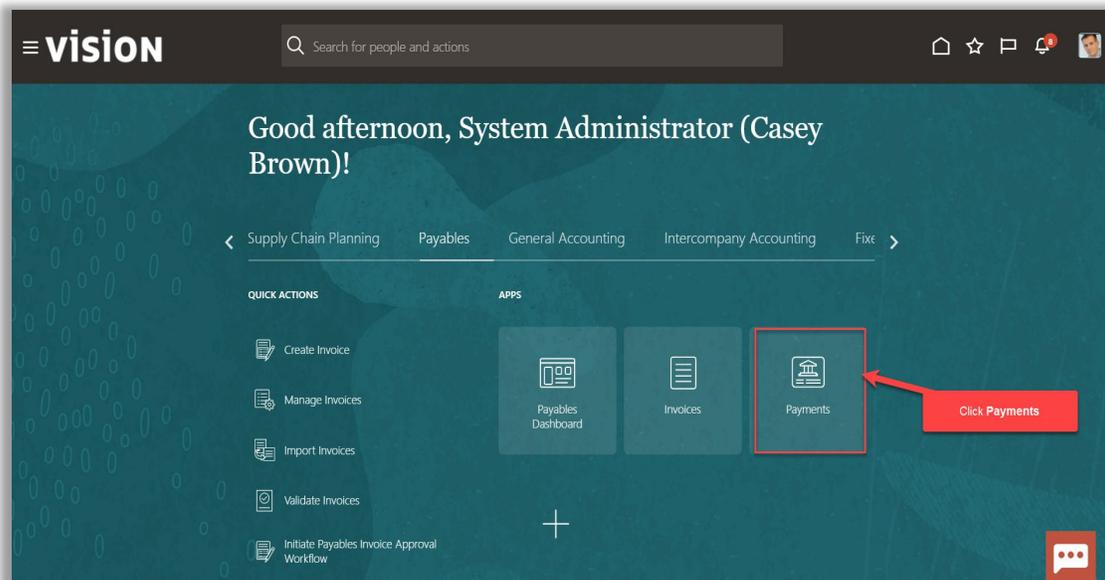
## Process Payment File And Record Payment Status

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

From home screen, click **Payables**



Click Payments



Click Tasks

**VISION**  
Overview

Payment Process Requests ⓘ  
Requiring Attention (1) Recently Completed (0) Recently Terminated (5)

View ▾ [Icons] Detach ↻

Name	Pending Since	Stage	Status	Action	Installments		Payment Date
					Selected	Rejected	
▶ Aadhi Seelam	10/11/22	Document validation	Pending action to complete information rec	⊕	5033		10/11/22

Payment Files Requiring Attention

Actions ▾ View ▾ [Icons] Detach ↻

Reference	Administrator Reference	Creation Date	Status	Action

Stop Payment Requests

View ▾ [Icons] Detach ↻ Cancel Stop Request Void Payment ↻

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee	Business Unit

Click Create Printed Payment Files

**VISION**  
Overview

Payment Process Requests ⓘ  
Requiring Attention (2) Recently Completed (0) Recently Terminated (7)

View ▾ [Icons] Detach ↻

Name	Pending Since	Stage	Status	Action	Selected	Rejected
▶ Aadhi Seelam	10/11/22	Document validation	Pending action to complete information rec	⊕	5033	
▶ PPR3214	10/17/22	Installment selection	Pending installments review	⊕	1	

Payment Files Requiring Attention

Actions ▾ View ▾ [Icons] Detach ↻

Reference	Administrator Reference	Creation Date	Status

Stop Payment Requests

View ▾ [Icons] Detach ↻ Cancel Stop Request Void Payment ↻

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee

- Payments
  - Submit Payment Process Reques
  - Manage Payment Process Reque
  - Manage Payment Process Reque
  - Create Payment
  - Manage Payments
  - Create Electronic Payment Files
  - Create Printed Payment Files**
  - Manage Payment Files
  - Apply Missing Conversion Rates
  - Create Positive Pay File
  - Send Separate Remittance Advico
  - Create Regulatory Reporting
  - Payment File Accompanying Letts
- Accounting
  - Create Accounting
  - Create Adjustment Journal
  - Review Journal Entries
  - Payables to Ledger Reconciliator
- Payables Periods
  - Manage Accounting Periods

Enter Appropriate details

Process Options   Advanced   **Submit**   Cancel

Name Create Printed Payment Files  
 Description Groups payments into payment files. Validates, ...  
 Schedule As soon as possible    Notify me when this process ends  
 Submission Notes

Basic Options  
 Parameters

\* Disbursement Bank Account BoFA-2869

Currency

Business Unit AU Council Business Unit

Legal Entity AU Council Legal Entity

From Payment Date 10/1/22

To Payment Date 10/19/22

Payment Process Profile Bank Transfer Request

Payment Process Request University US 10/31/14

Administrator Reference

Comments

\* Payment Document

\* Print Now Yes

\* Printer Name

Enter Appropriate details



Click **Submit**

vision

This process will be queued up for submission at position 1

Process Options   Advanced   **Submit**   Cancel

Name Create Printed Payment Files  
 Description Groups payments into payment files. Validates, ...  
 Schedule As soon as possible    Notify me when this process ends  
 Submission Notes

Basic Options  
 Parameters

\* Disbursement Bank Account BoFA-2869

Currency

Business Unit AU Council Business Unit

Legal Entity AU Council Legal Entity

From Payment Date 10/1/22

To Payment Date 10/19/22

Payment Process Profile Bank Transfer Request

Payment Process Request University US 10/31/14

Administrator Reference

Comments

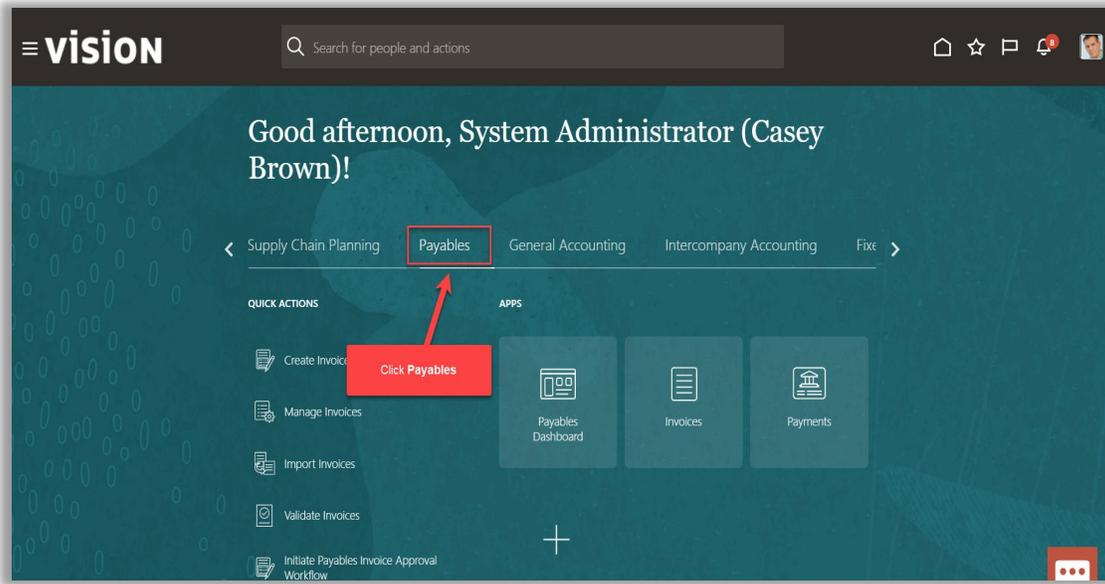
Click Submit



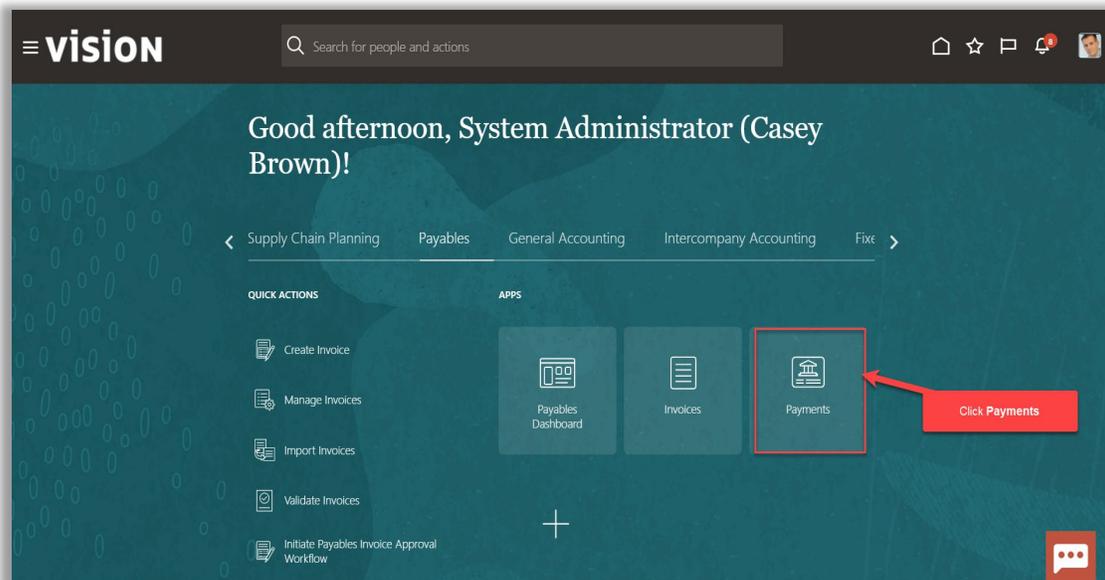
## Resolving Payment File Validation Errors

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

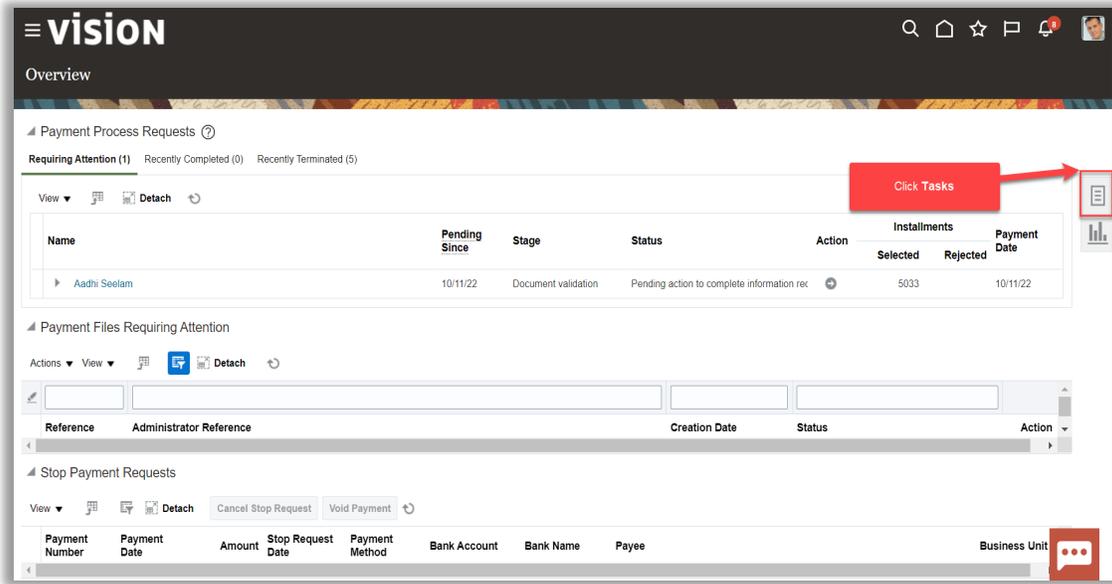
From home screen, click **Payables**



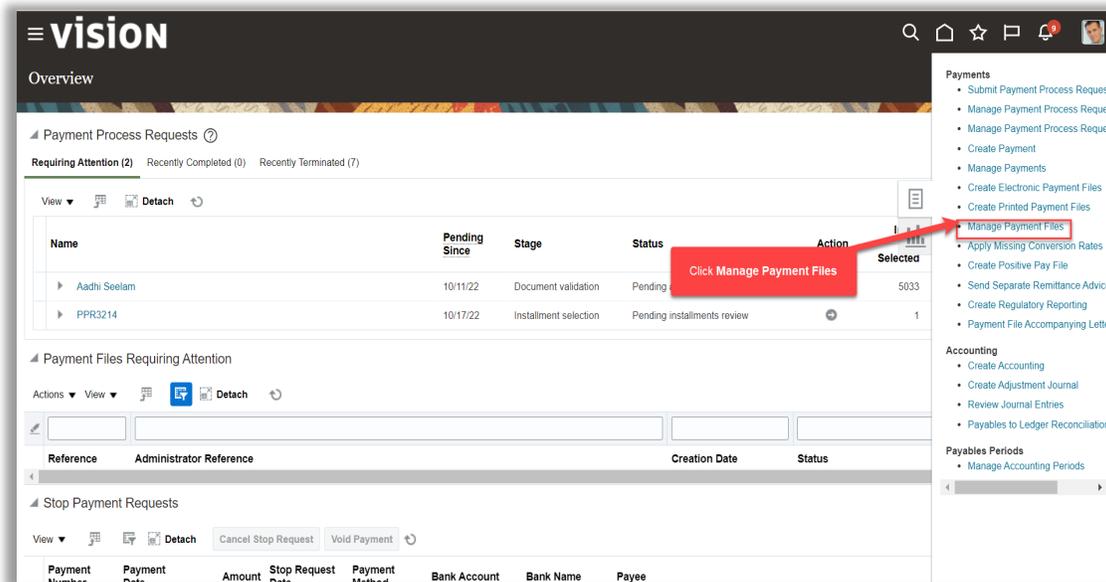
Click Payments



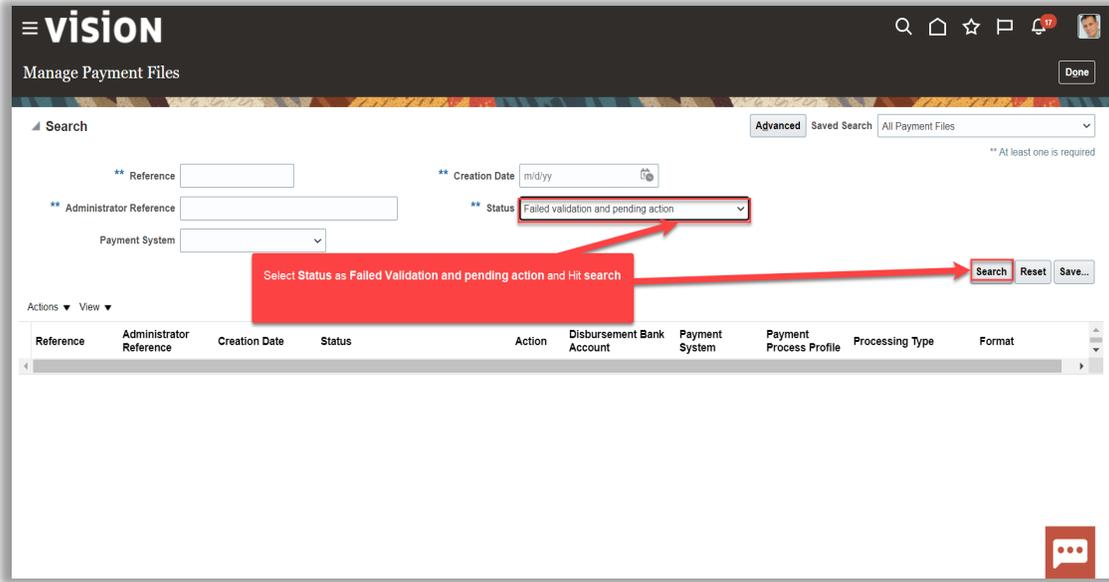
Click Tasks



Click Manage Payment Files

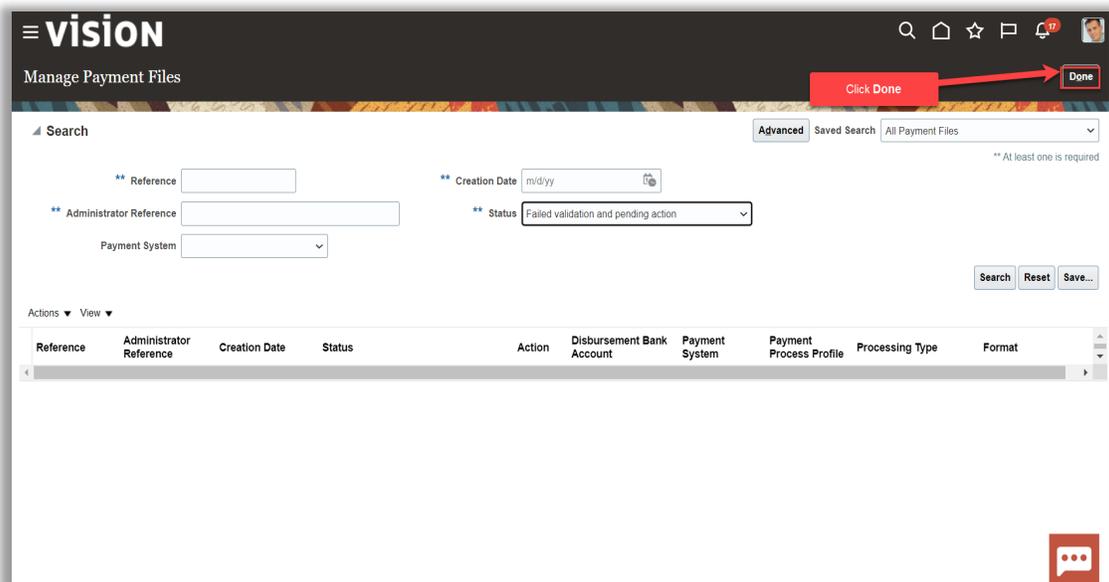


Select Status as Failed Validation and pending action and Hit search



Note: Review the data after **Search**

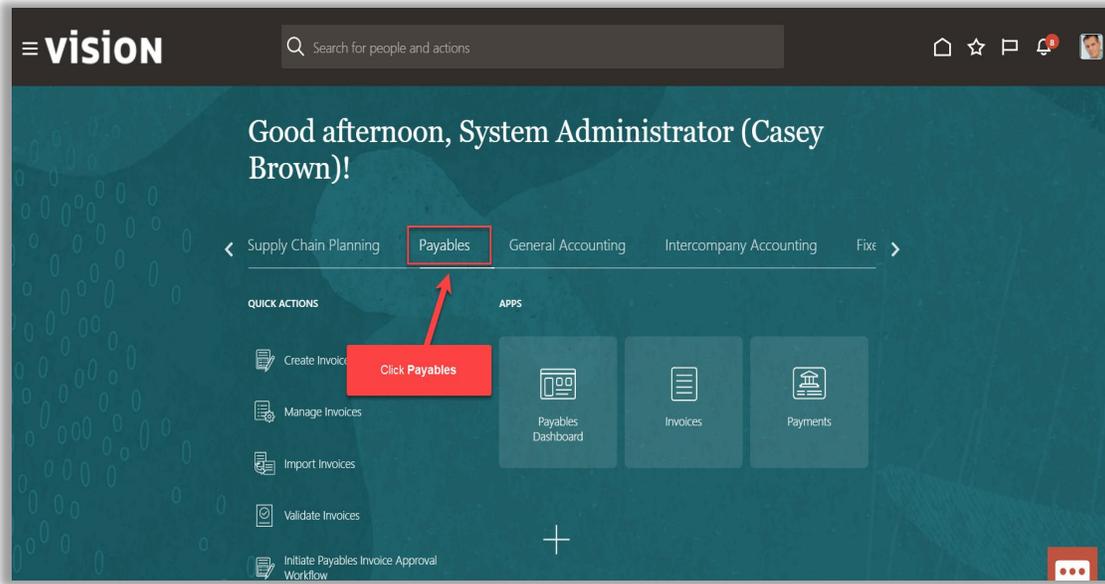
Click **Done**



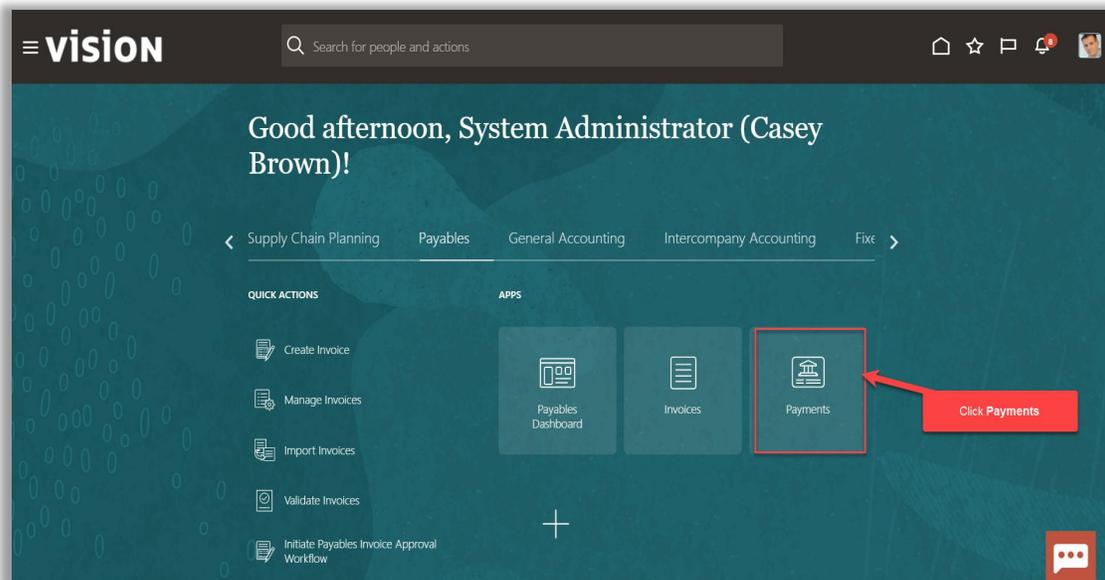
### Transmitting Payment Files Electronically

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

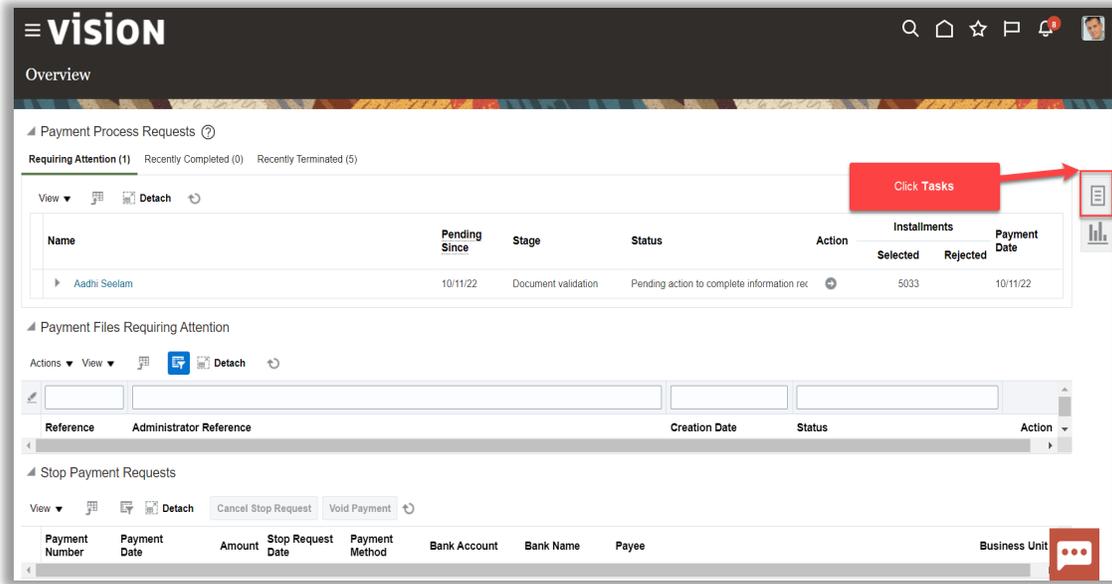
From home screen, click **Payables**



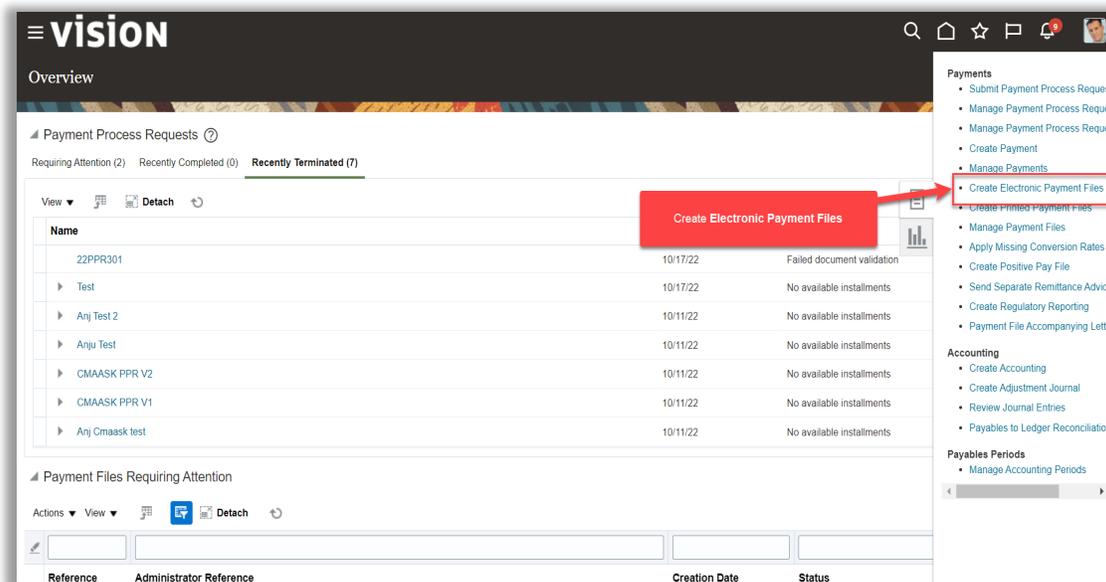
Click Payments



Click Tasks



Click Create Electronic Payment Files



Select Disbursement Bank Account from dropdown

Process Options   Advanced   Submit   Cancel

Name Create Electronic Payment Files

Description Groups payments into payment files. Validates, ...  Notify me when this process ends

Schedule As soon as possible

Submission Notes

**Basic Options**

Parameters

Disbursement Bank Account

Currency

Business Unit

Legal Entity

From Payment Date 10/1/22

To Payment Date m/d/yyyy

Payment Process Profile

Payment Process Request

Administrator Reference

Comments

Payment Document

\* Transmit Now Yes

Select Disbursement Bank Account from dropdown

Select Business Unit and Legal Entity from dropdown

Process Options   Advanced   Submit   Cancel

Name Create Electronic Payment Files

Description Groups payments into payment files. Validates, ...  Notify me when this process ends

Schedule As soon as possible

Submission Notes

**Basic Options**

Parameters

Disbursement Bank Account ABN AMRO Euro

Currency

Business Unit AU Council Business Unit

Legal Entity AU Council Legal Entity

From Payment Date 10/1/22

To Payment Date m/d/yyyy

Payment Process Profile

Payment Process Request

Administrator Reference

Comments

Payment Document

\* Transmit Now Yes

Select Business Unit and Legal Entity from dropdown

Select From Payment Date and To Payment Date from dropdown

Process Options   Advanced   Submit   Cancel

Name Create Electronic Payment Files

Description Groups payments into payment files. Validates, ...  Notify me when this process ends

Schedule As soon as possible

Submission Notes

**Basic Options**

Parameters

Disbursement Bank Account ABN AMRO Euro

Currency

Business Unit AU Council Business Unit

Legal Entity AU Council Legal Entity

From Payment Date 10/1/22

To Payment Date m/d/yy

Payment Process Profile

Payment Process Request

Administrator Reference

Comments

Payment Document Direct Debits

\* Transmit Now Yes

Select From Payment Date and To Payment Date from dropdown

Select the **Payment Document** from dropdown

Process Options   Advanced   Submit   Cancel

Name Create Electronic Payment Files

Description Groups payments into payment files. Validates, ...  Notify me when this process ends

Schedule As soon as possible

Submission Notes

**Basic Options**

Parameters

Disbursement Bank Account ABN AMRO Euro

Currency

Business Unit AU Council Business Unit

Legal Entity AU Council Legal Entity

From Payment Date 10/1/22

To Payment Date m/d/yy

Payment Process Profile

Payment Process Request

Administrator Reference

Comments

Payment Document Direct Debits

\* Transmit Now Yes

Select the **Payment Document** from dropdown

Select **Transmit Now** from dropdown

Process Options   Advanced   **Submit**   Cancel

Name Create Electronic Payment Files

Description Groups payments into payment files. Validates, ...  Notify me when this process ends

Schedule As soon as possible

Submission Notes

### Basic Options

Parameters

Disbursement Bank Account ABN AMRO Euro

Currency

Business Unit AU Council Business Unit

Legal Entity AU Council Legal Entity

From Payment Date 10/1/22

To Payment Date m/d/yy

Payment Process Profile

Payment Process Request

Administrator Reference

Comments

Payment Document Direct Debits

\* Transmit Now Yes

Select Transmit Now from dropdown

Click **Submit**

**vision** 🔍 🏠 ☆ 🏠 🔔 👤

i This process will be queued up for submission at position 1

Process Options   Advanced   **Submit**   Cancel

Name Create Electronic Payment Files

Description Groups payments into payment files. Validates, ...  Notify me when this process ends

Schedule As soon as possible

Submission Notes

### Basic Options

Parameters

Disbursement Bank Account ABN AMRO Euro

Currency

Business Unit AU Council Business Unit

Legal Entity AU Council Legal Entity

From Payment Date 10/1/22

To Payment Date m/d/yy

Payment Process Profile

Payment Process Request

Administrator Reference

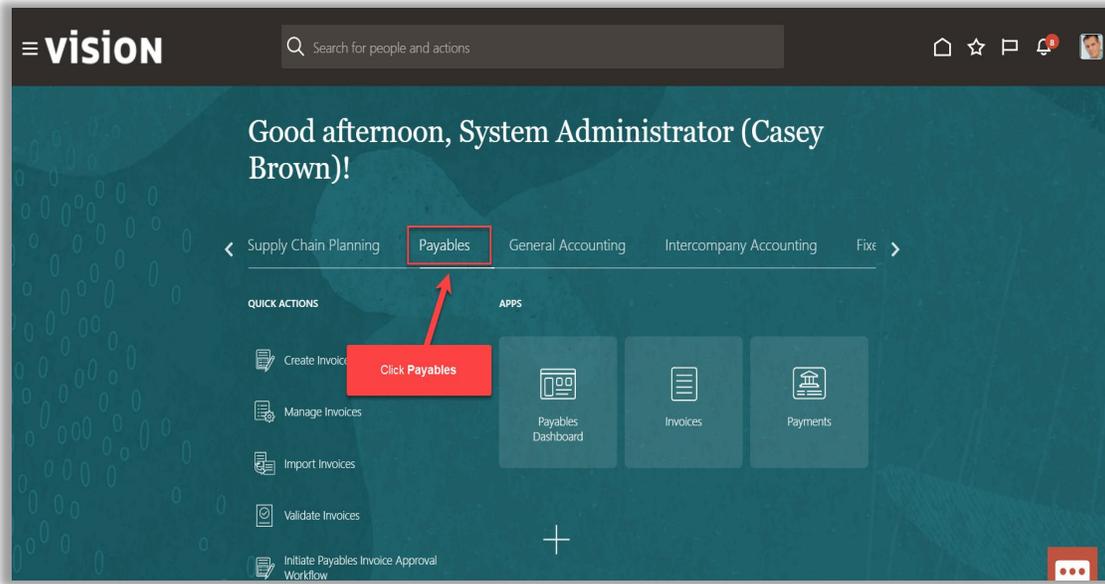
Comments

Click Submit

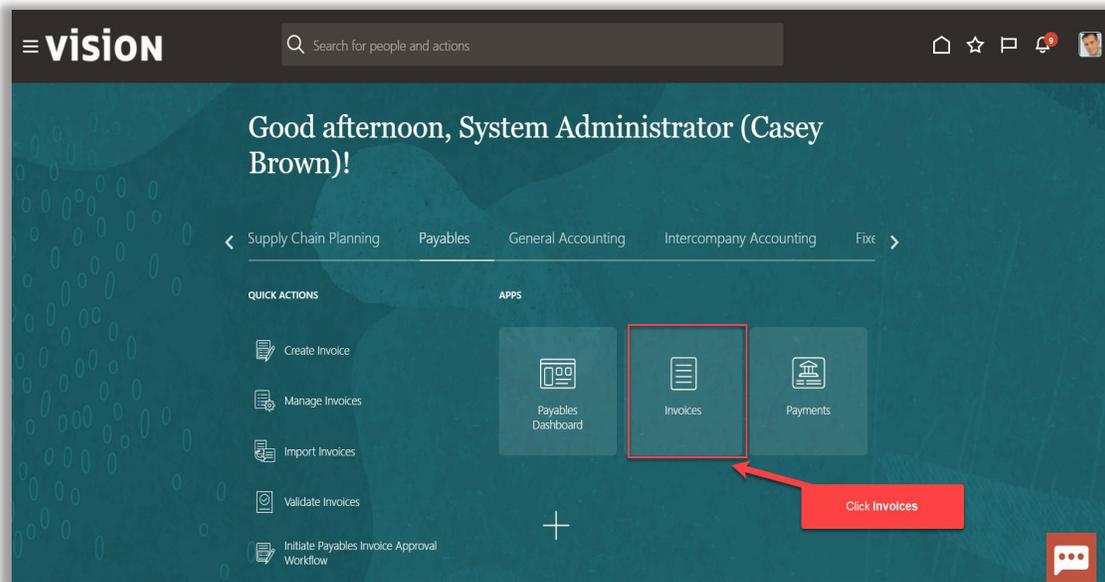
## Validating Invoices

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

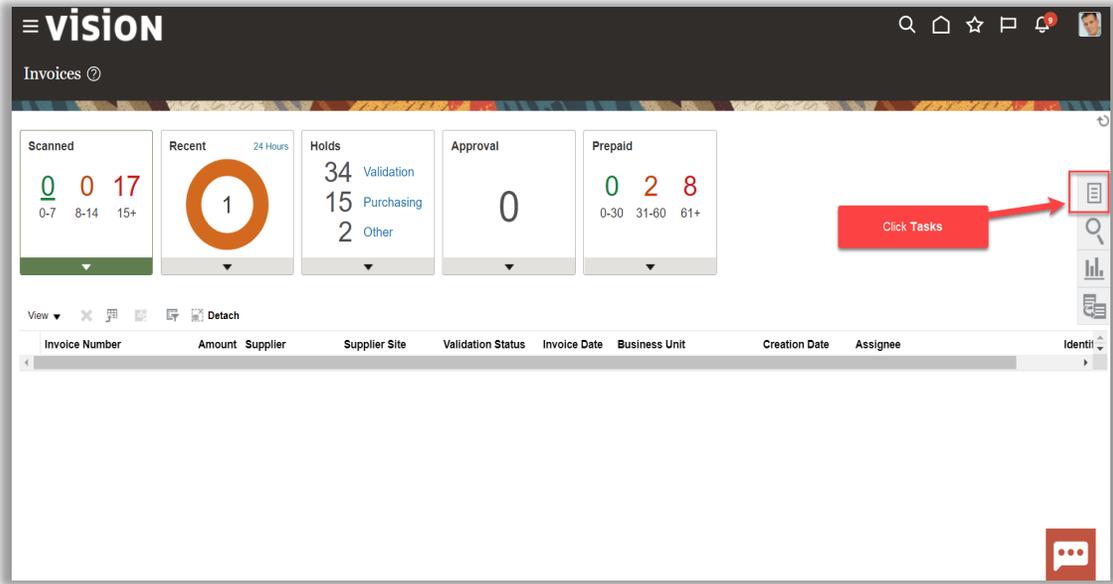
From home screen, click **Payables**



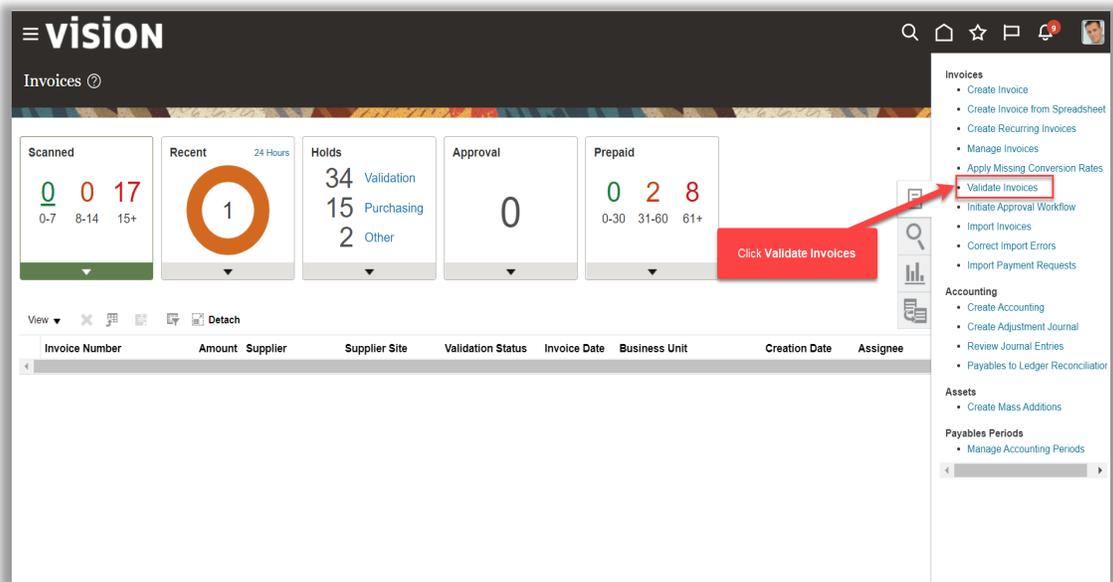
Click Invoices



Click Tasks



Click **Validate Invoices**



Select **Business Unit** and **Ledger** from dropdown

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Validate Payables Invoices

Description Checks the matching, tax, period status, conver...  Notify me when this process ends

Schedule As soon as possible Submission Notes

### Basic Options

Parameters

Business Unit	US1 Business Unit
* Ledger	US Primary Ledger
* Option	All
Invoice Group	
From Invoice Date	m/d/yy
To Invoice Date	m/d/yy
Supplier or Party	
Pay Group	
Invoice Number	
Entered By	
Maximum Invoices Count	
Number of Parallel Processes	1

Select Business Unit and Ledger from dropdown

Select **Invoice Group** from dropdown

This process will be queued up for submission at position 1

Process Options Advanced Submit Cancel

Name Validate Payables Invoices

Description Checks the matching, tax, period status, conver...  Notify me when this process ends

Schedule As soon as possible Submission Notes

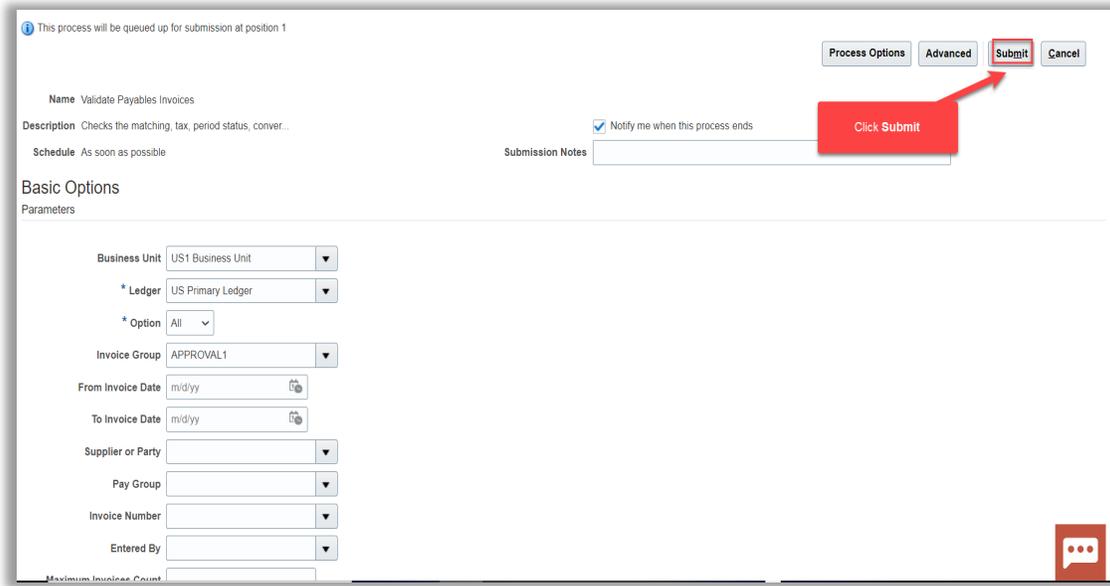
### Basic Options

Parameters

Business Unit	US1 Business Unit
* Ledger	US Primary Ledger
* Option	All
Invoice Group	APPROVAL1
From Invoice Date	m/d/yy
To Invoice Date	m/d/yy
Supplier or Party	
Pay Group	
Invoice Number	
Entered By	
Maximum Invoices Count	
Number of Parallel Processes	1

Select Invoice Group from dropdown

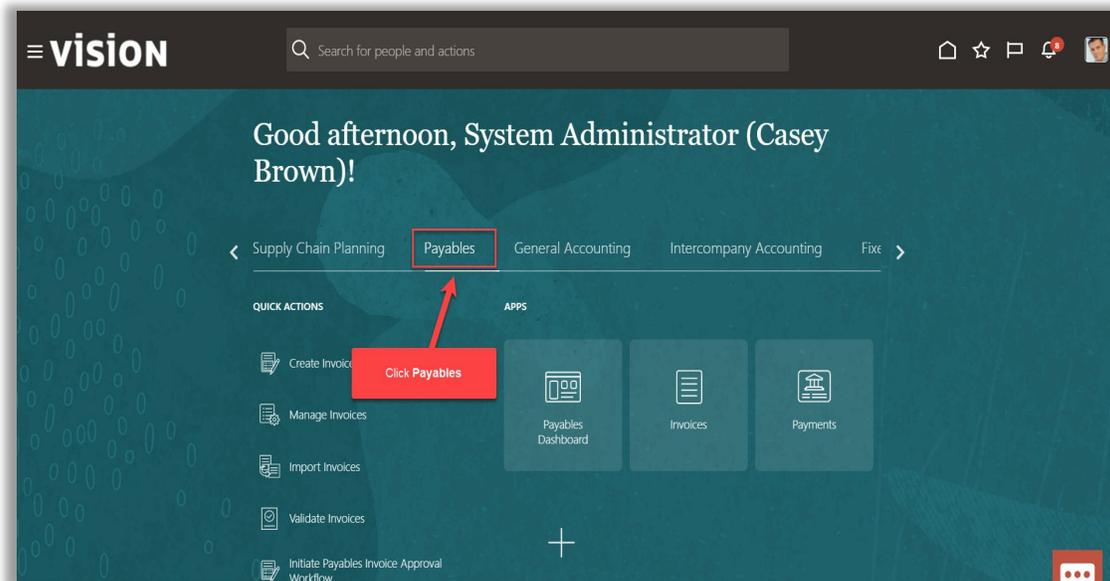
Click **Submit**



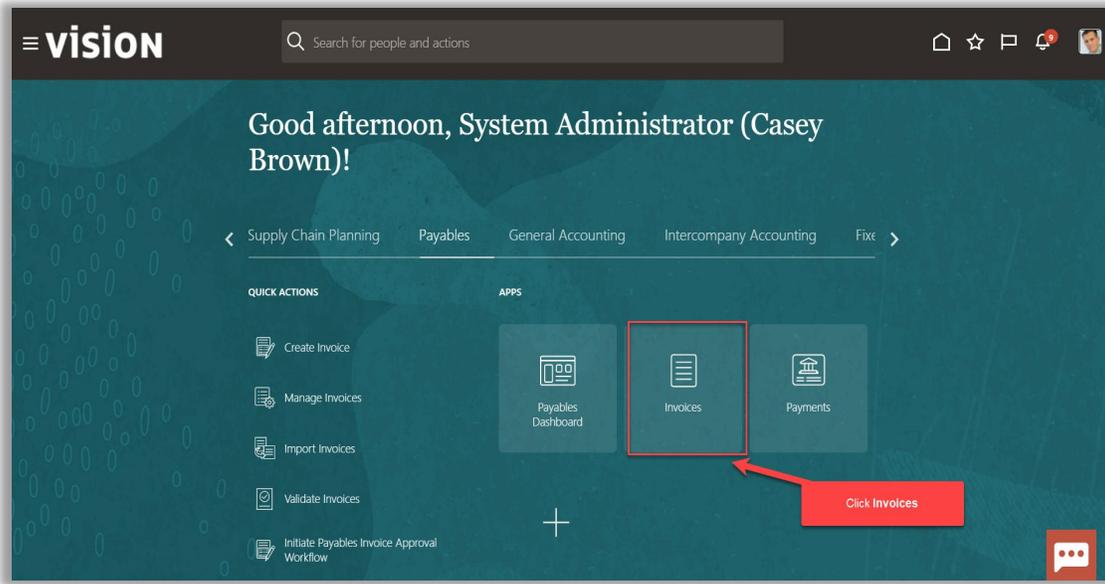
## Inquiring On Invoices

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

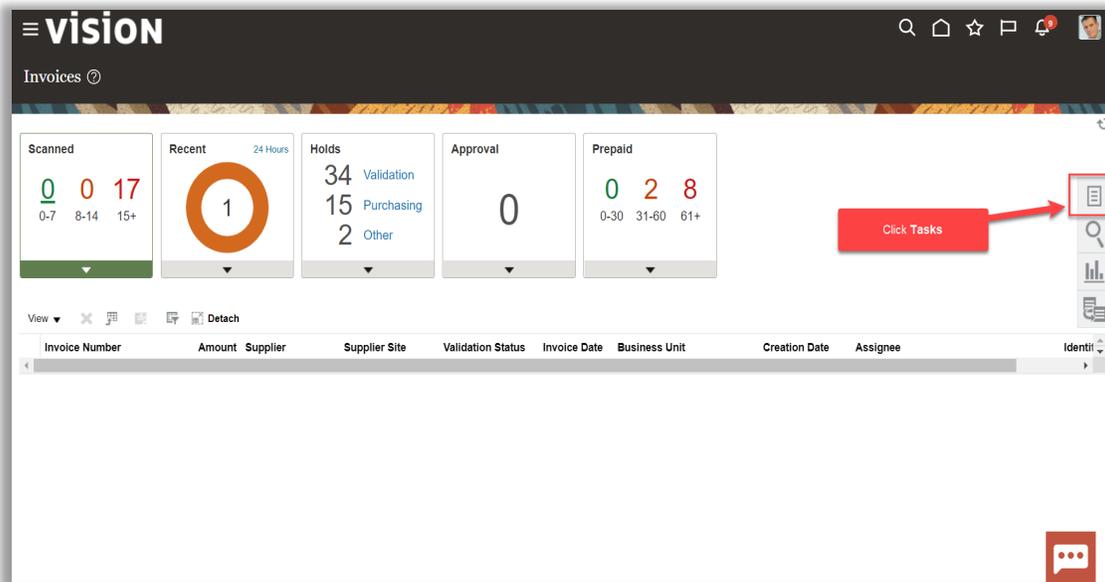
From home screen, click **Payables**



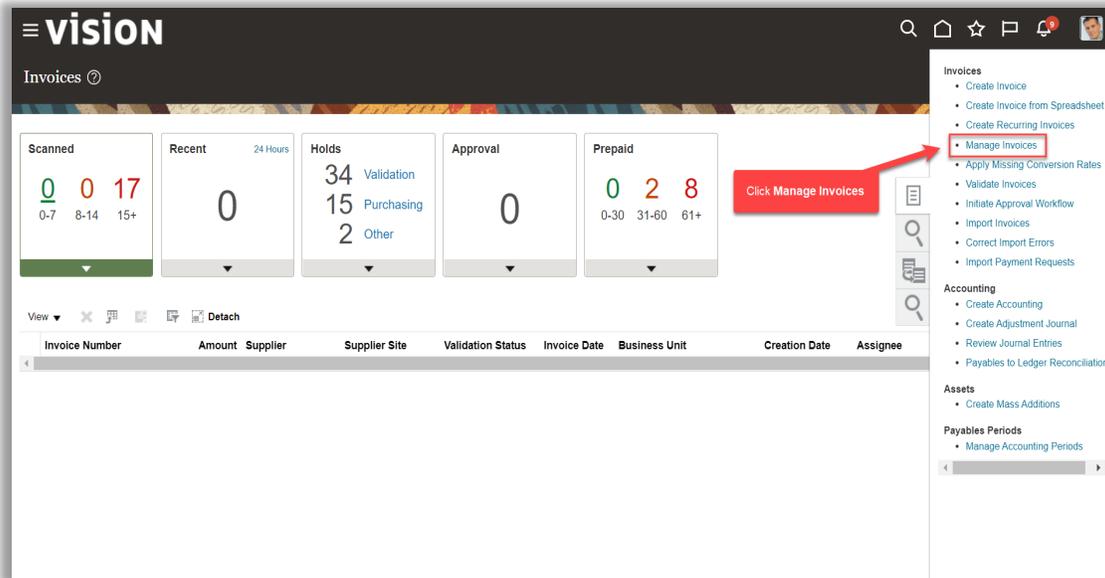
Click **Invoices**



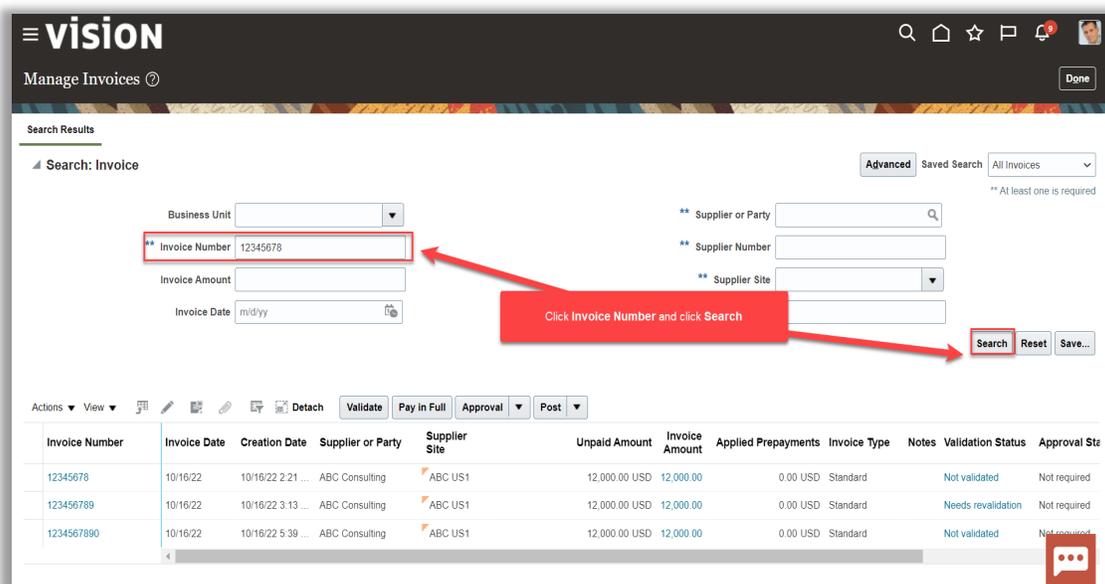
### Click Tasks



### Click Manage Invoices



Click Invoice Number and click Search



Click on Invoice Number link

**VISION**  
Manage Invoices

Search Results

Search: Invoice

Business Unit: [Dropdown]  
 \*\* Invoice Number: 12345678  
 Invoice Amount: [Input]  
 Invoice Date: mid/yy

\*\* Supplier or Party: [Input]  
 \*\* Supplier Number: [Input]  
 \*\* Supplier Site: [Dropdown]  
 Taxpayer ID: [Input]

Search Reset Save...

Actions View [Icons] Detach Validate Pay in Full Approval Post

Invoice Number	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Ste
12345678	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Needs revalidation	Not required
1234567890	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required

## Review Invoice details

**VISION**  
Manage Invoices

Search Results 12345678

Invoice Details

Not validated Actions Save Save and Close Cancel

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	Unpaid Amount	12,000.00 USD	Payment Terms	Immediate
Supplier Site	ABC US1	Holds	0	Payment Currency	USD
Address	1100 ABERNATHY ROAD, ATLANTA, GA-30328	Notes	[Icon]	Attachments	None

Lines Holds and Approvals Payments Installments

Approval and Notification History

View [Icons] Detach

Workflow Type	Line	Action	Action Date	Approver	Reviewed Amount	Comments	Hold Reason
No approval or notification history.							

Holds [Icon]

View [Icons] Detach Release Holds

## Click Search Results tab

**VISION**  
Manage Invoices

Search Results 123456789

Search: Invoice

Business Unit [dropdown]

\*\* Invoice Number 12345678

Invoice Amount [input]

Invoice Date m/d/yy [input]

\*\* Supplier or Party [input]

\*\* Supplier Number [input]

\*\* Supplier Site [dropdown]

Taxpayer ID [input]

Search Reset Save...

Actions View [dropdown] [print] [edit] [delete] [refresh] [detach] [validate] [pay in full] [approval] [post]

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Sta
12345678	10/16/22	10/16/22 2:21 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	10/16/22	10/16/22 3:13 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Needs revalidation	Not required
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 validated	Not required

Click Invoice Number link

**VISION**  
Manage Invoices

Search Results

Search: Invoice

Business Unit [dropdown]

\*\* Invoice Number 12345678

Invoice Amount [input]

Invoice Date m/d/yy [input]

\*\* Supplier or Party [input]

\*\* Supplier Number [input]

\*\* Supplier Site [dropdown]

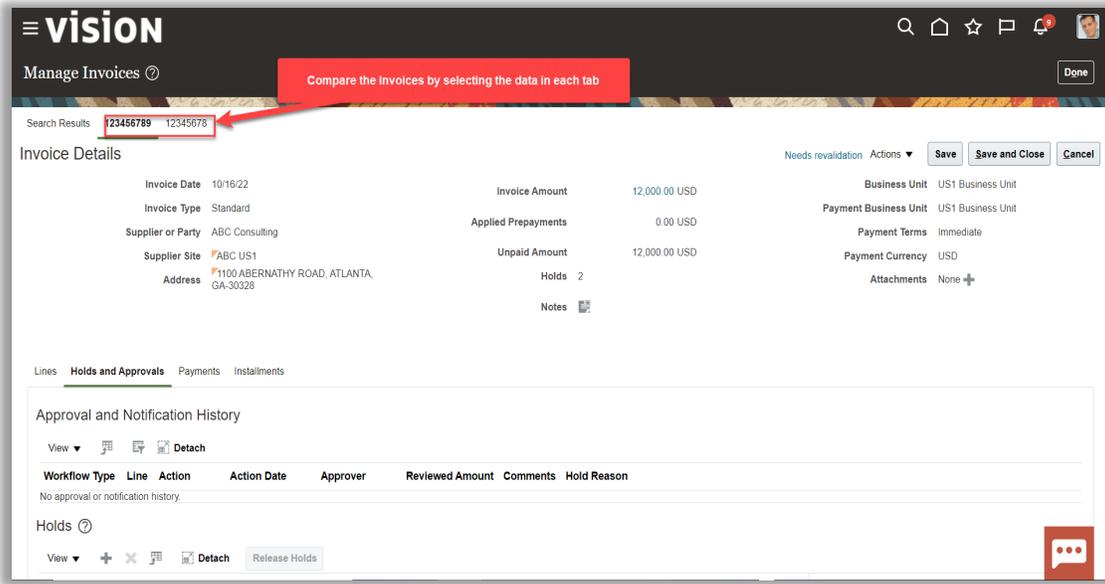
Taxpayer ID [input]

Search Reset Save...

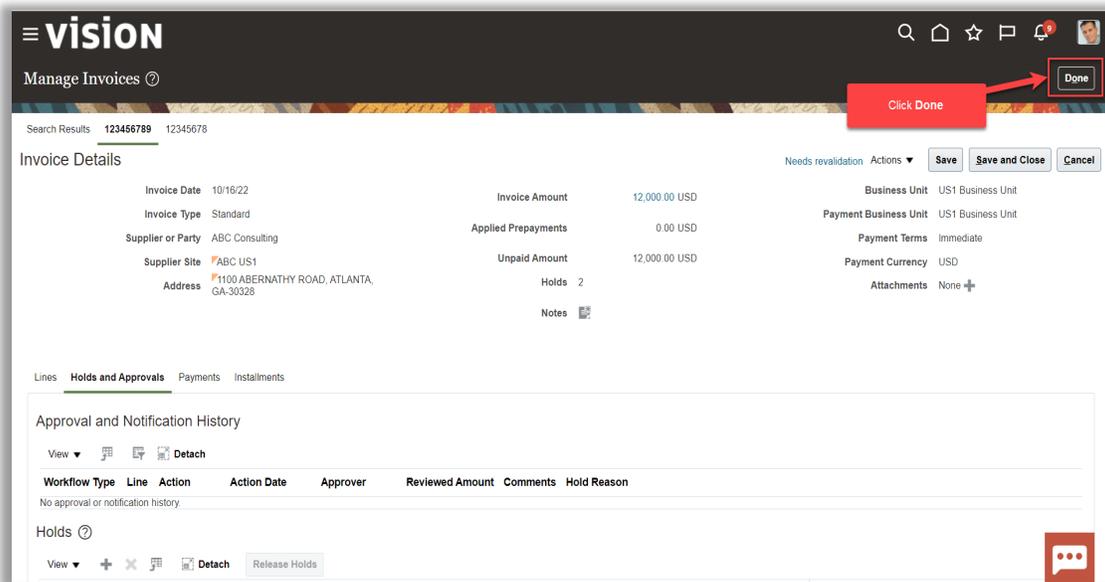
Actions View [dropdown] [print] [edit] [delete] [refresh] [detach] [validate] [pay in full] [approval] [post]

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Sta
12345678	10/16/22	10/16/22 2:21 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Not validated	Not required
123456789	10/16/22	10/16/22 3:13 ...	ABC Consulting	ABC US1	12,000.00 USD	12,000.00	0.00 USD	Standard		Needs revalidation	Not required
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 validated	Not required

Compare the Invoices by selecting the data in each tab



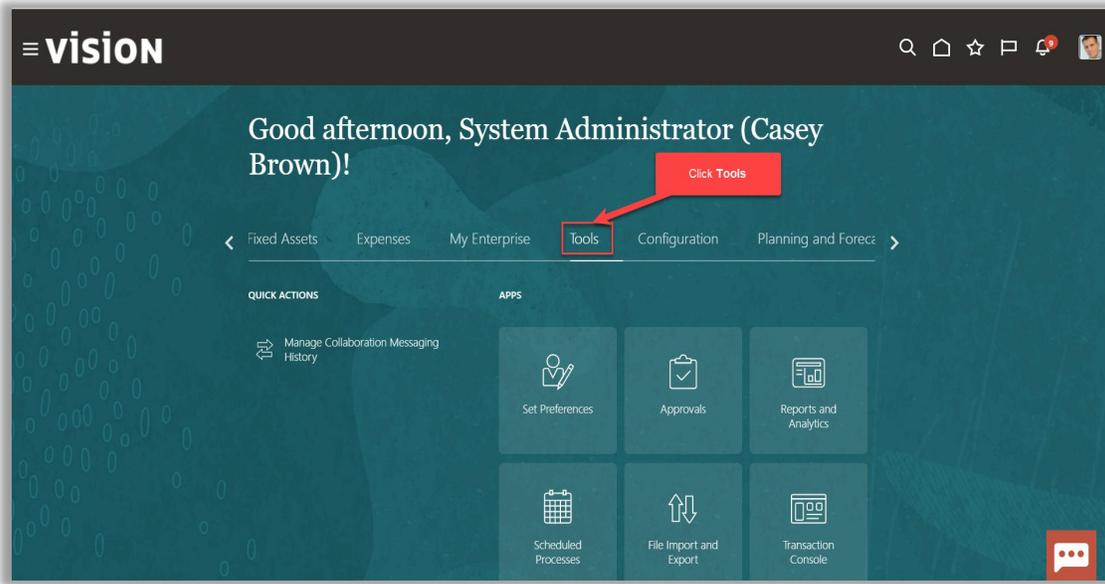
Click Done



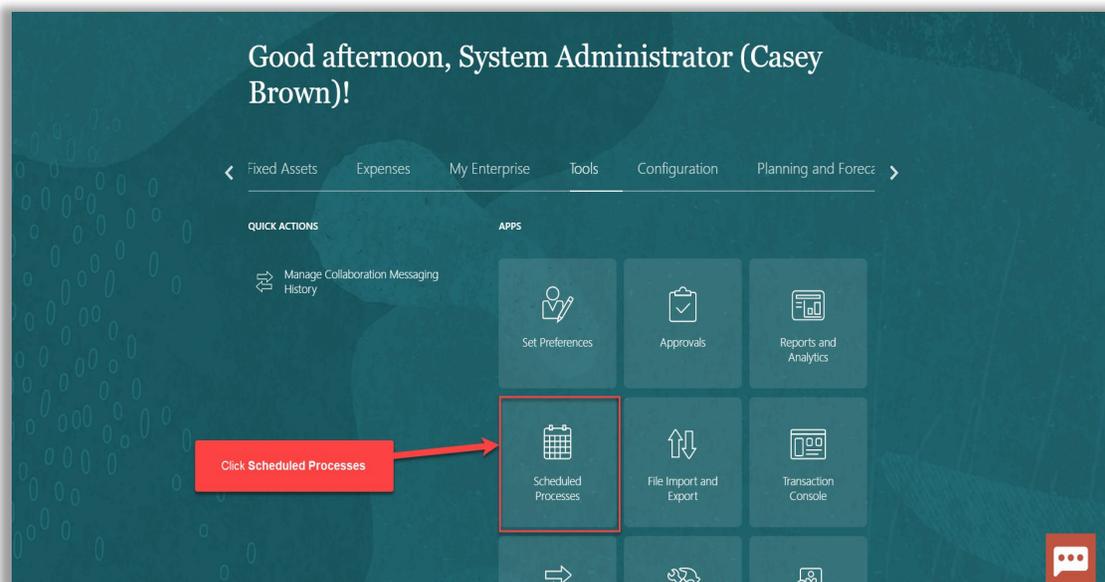
## Running The Payables Data Extraction Program

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

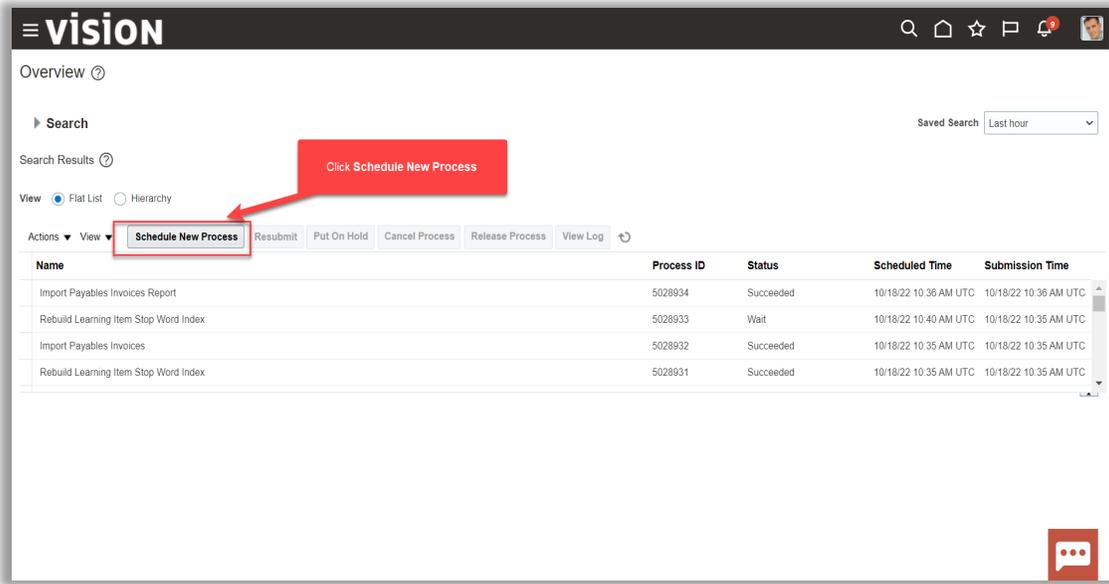
From home screen, click **Tools**



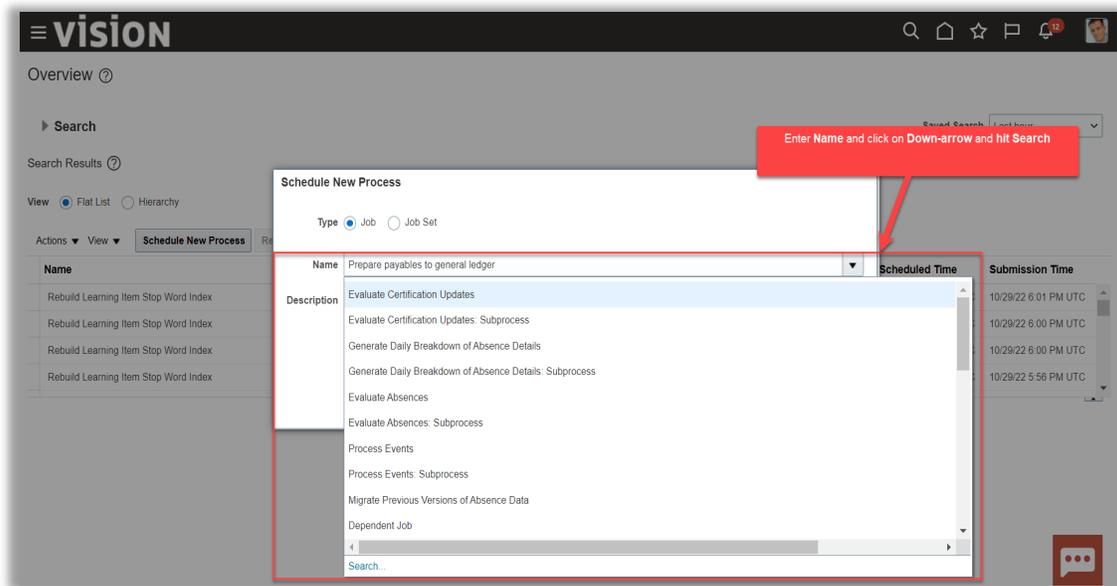
Click Scheduled Processes



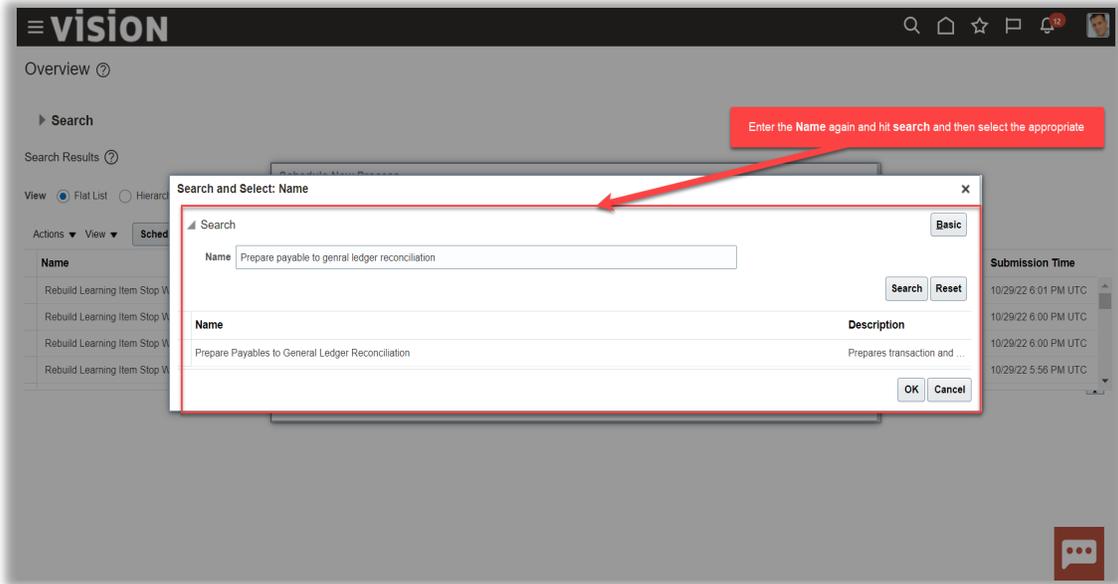
Click Schedule New Process



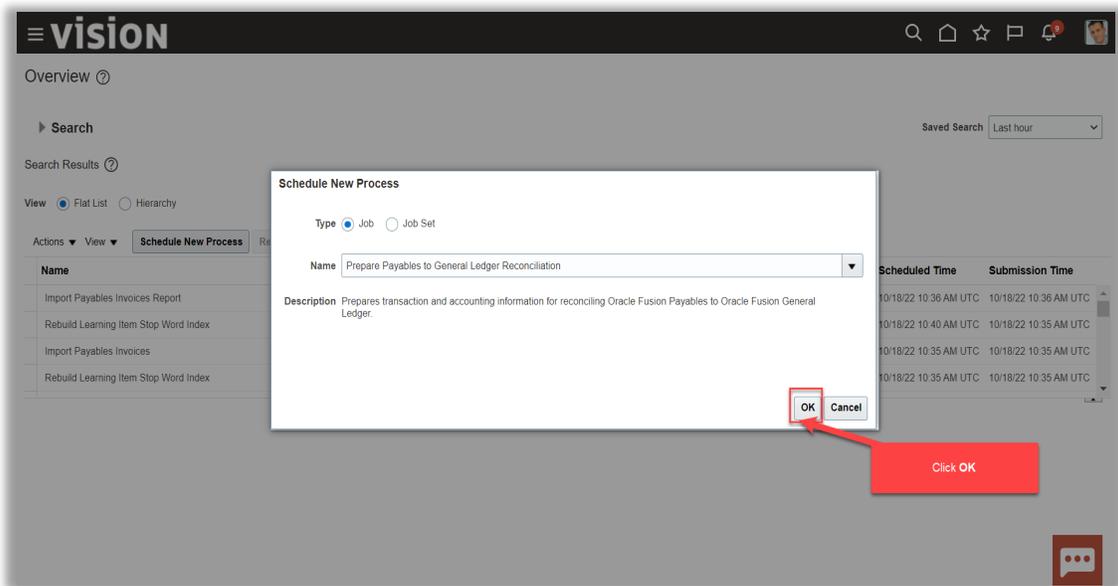
Enter Name and click on **Down-arrow** and hit **Search**



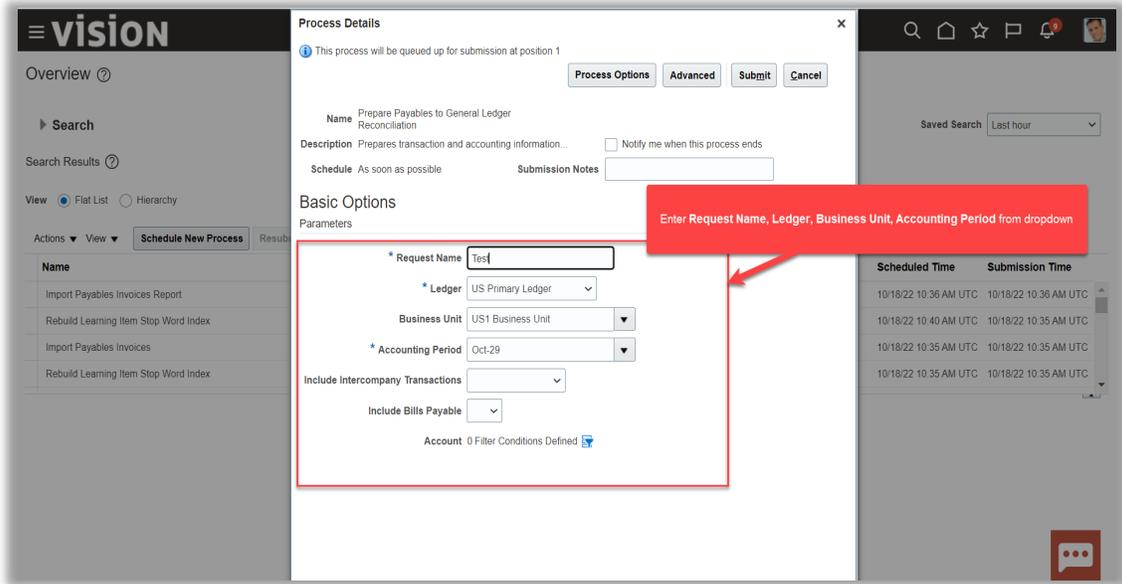
Enter the **Name** again and hit **search** and then select the appropriate **Name** and click **Ok**



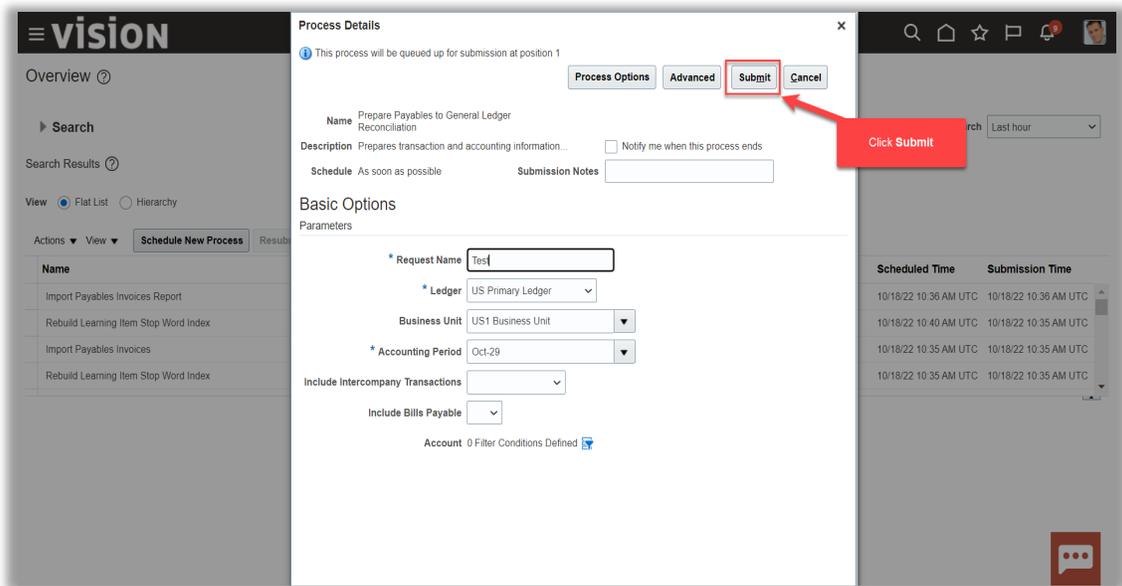
Click OK



Enter Request Name, Ledger, Business Unit, Accounting Period from dropdown



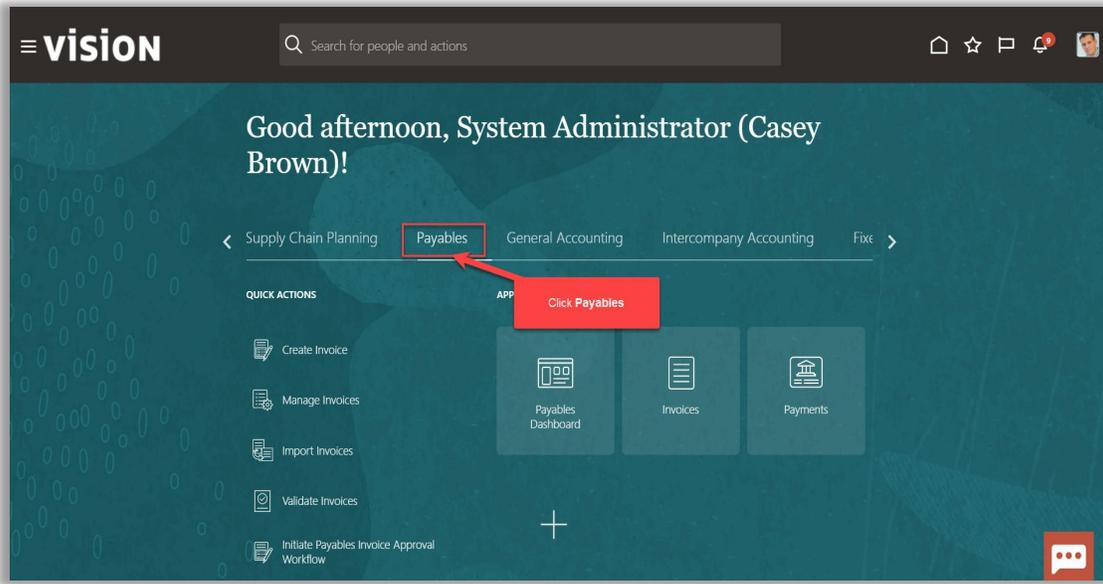
Click **Submit**



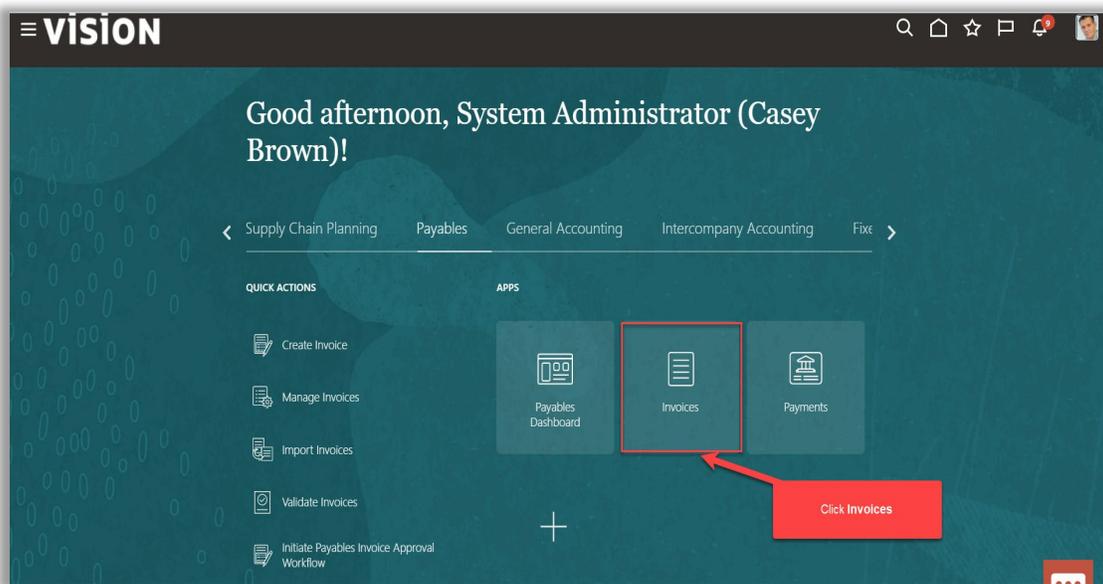
## Reviewing The Payables To General Ledger Reconciliation Report

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

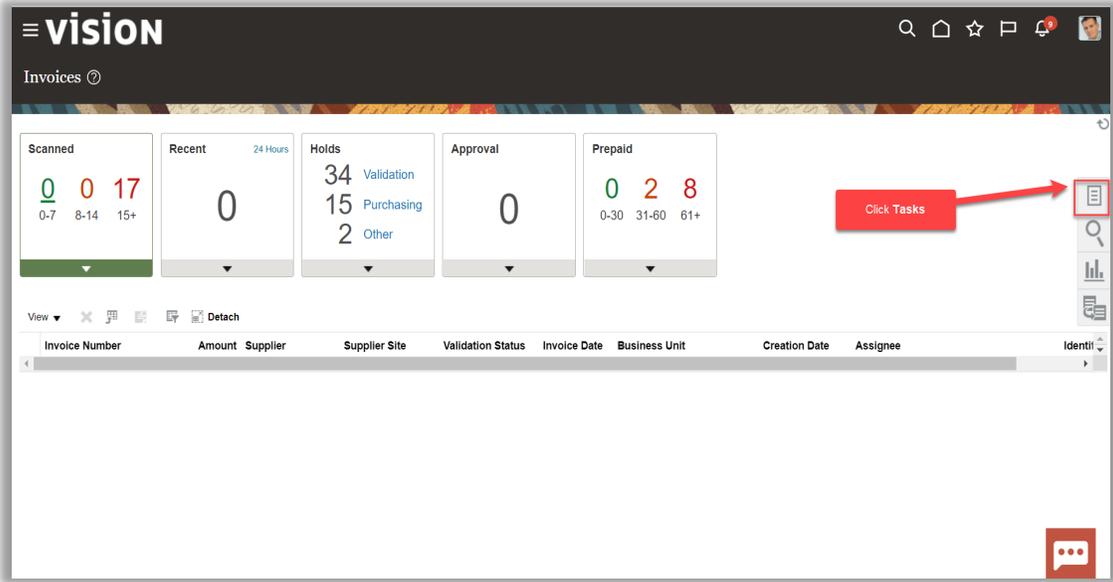
From home screen, click **Payables**



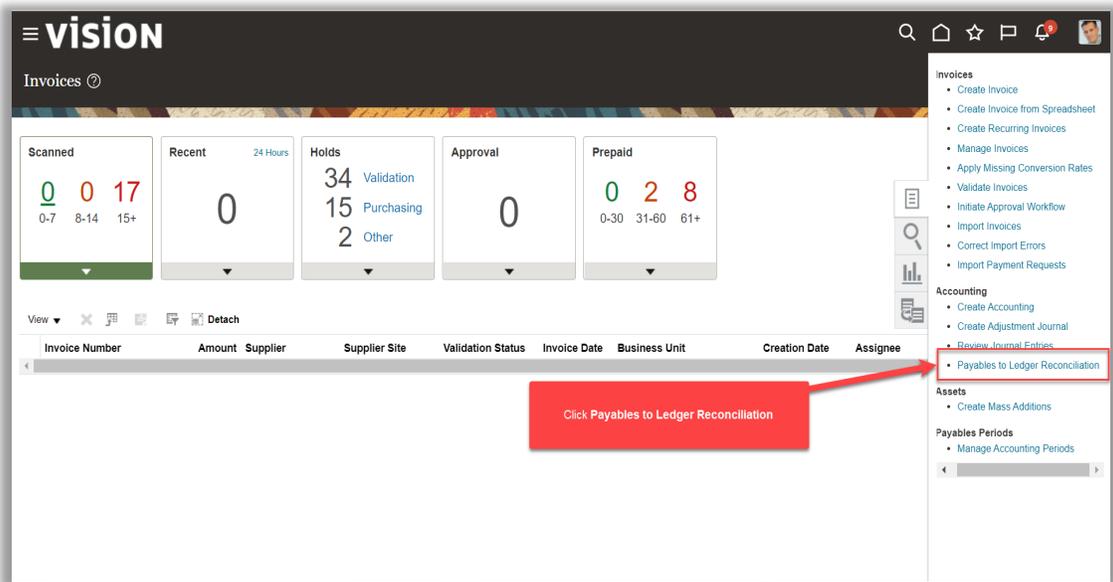
Click Invoices



Click Tasks



Click Payables to Ledger Reconciliation



Select the Ledger from dropdown

**VISION** Payables to Ledger Reconciliation Report Done

Select the Ledger from dropdown

\* Ledger: US Primary Led Request Name: Test

Apply Reset

**Data Preparation Attributes**

Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include Bills Payable	Business Unit Name
10/18/22 10:54 AM	Test	US Primary Ledger	11-26	Yes	Yes	US1 Business Unit

Refresh - Print - Export - Add to Briefing Book

**Payables to Ledger Reconciliation Summary**

	Payables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance		0.00	
(Non-Payables Begin Balance)		147,596,520.55	
<b>Payables Begin Balance</b>	<b>6,606,891.06</b>	<b>(147,596,520.55)</b>	<b>(140,989,629.49)</b>
Invoices	0.00	0.00	0.00
Payments			0.00
Reconciliations	0.00	0.00	0.00

Select Request Name from dropdown

**VISION** Payables to Ledger Reconciliation Report Done

Select the Request Name from dropdown

\* Ledger: US Primary Led Request Name: Test

Apply Reset

**Data Preparation Attributes**

Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include Bills Payable	Business Unit Name
10/18/22 10:54 AM	Test	US Primary Ledger	11-26	Yes	Yes	US1 Business Unit

Refresh - Print - Export - Add to Briefing Book

**Payables to Ledger Reconciliation Summary**

	Payables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance		0.00	
(Non-Payables Begin Balance)		147,596,520.55	
<b>Payables Begin Balance</b>	<b>6,606,891.06</b>	<b>(147,596,520.55)</b>	<b>(140,989,629.49)</b>
Invoices	0.00	0.00	0.00
Payments			0.00
Reconciliations			

Click Apply

**VISION** Payables to Ledger Reconciliation Report

Ledger: US Primary Led Request Name: Test

Apply Reset

**Data Preparation Attributes**

Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include Bills Payable	Business Unit Name
10/18/22 10:54 AM	Test	US Primary Ledger	11-26	Yes	Yes	US1 Business Unit

Refresh - Print - Export - Add to Briefing Book

**Payables to Ledger Reconciliation Summary**

	Payables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance			0.00
(Non-Payables Begin Balance)		147,596,520.55	
<b>Payables Begin Balance</b>	<b>6,606,891.06</b>	<b>(147,596,520.55)</b>	<b>(140,989,629.49)</b>
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**

**VISION** Payables to Ledger Reconciliation Report

Ledger: US Primary Led Request Name: Test

Apply Reset

**Data Preparation Attributes**

Extraction Date	Request Name	Ledger	Accounting Period	Include Intercompany Transactions	Include Bills Payable	Business Unit Name
10/18/22 10:54 AM	Test	US Primary Ledger	11-26	Yes	Yes	US1 Business Unit

Refresh - Print - Export - Add to Briefing Book

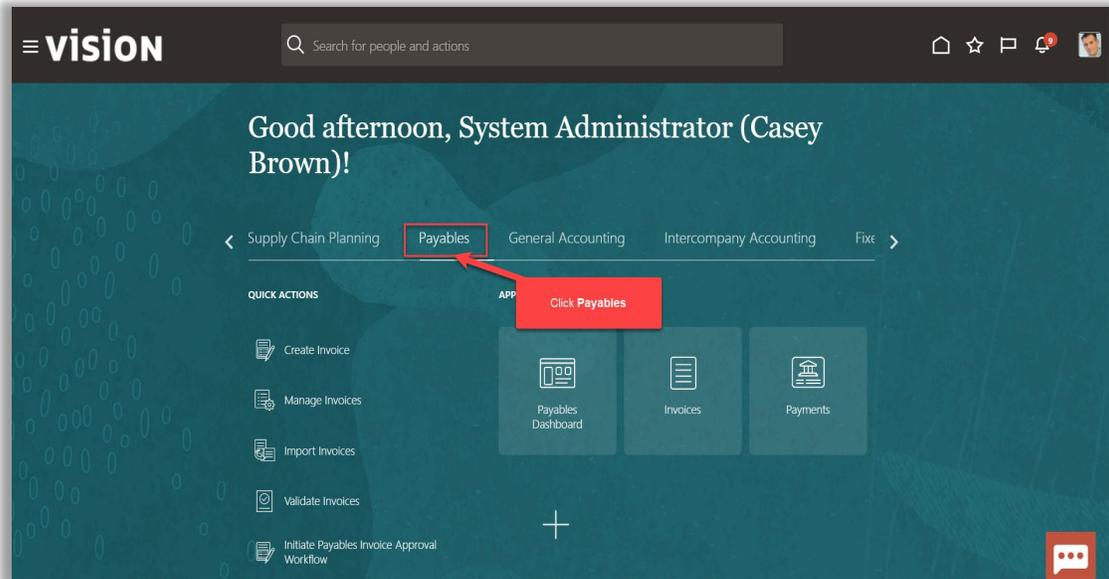
**Payables to Ledger Reconciliation Summary**

	Payables Amount (USD)	Accounting Amount (USD)	Difference (USD)
Accounting Begin Balance			0.00
(Non-Payables Begin Balance)		147,596,520.55	
<b>Payables Begin Balance</b>	<b>6,606,891.06</b>	<b>(147,596,520.55)</b>	<b>(140,989,629.49)</b>
Invoices	0.00	0.00	0.00
Payments		0.00	0.00

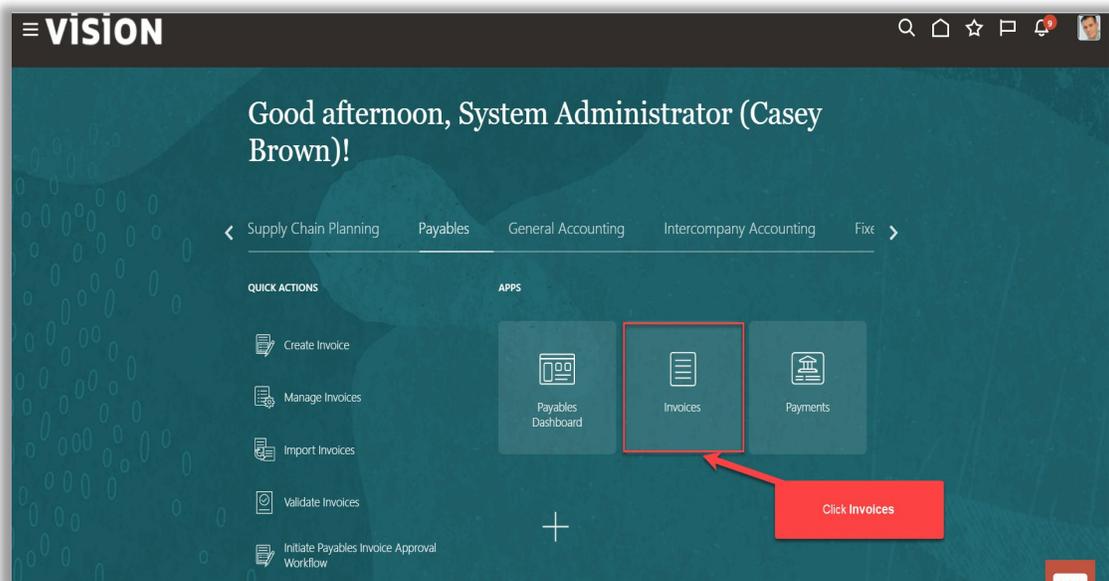
Closing A Payables Period

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

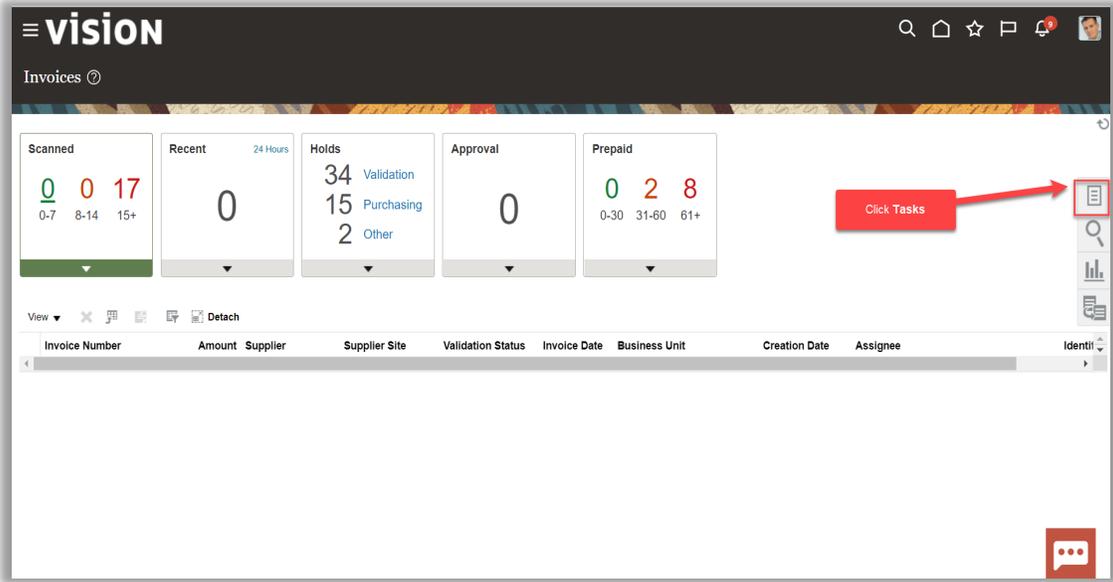
From home screen, click **Payables**



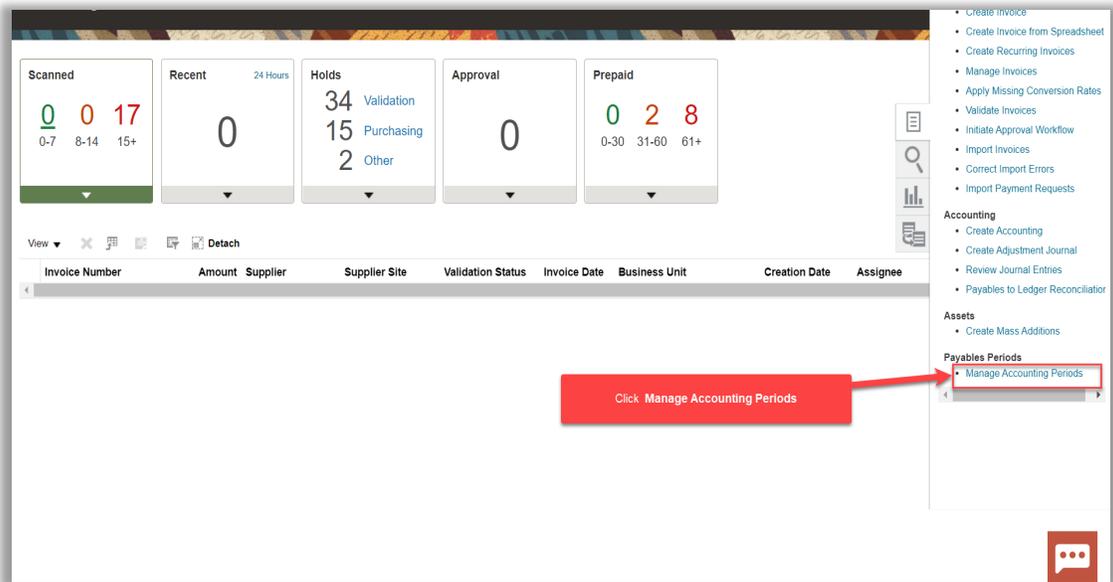
Click **Invoices**



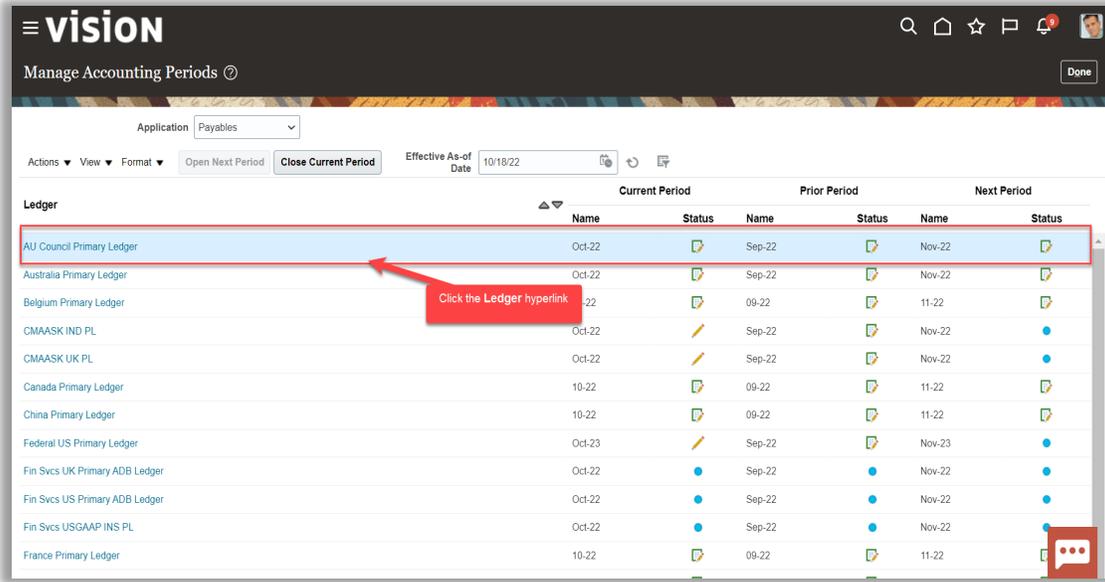
Click **Tasks**



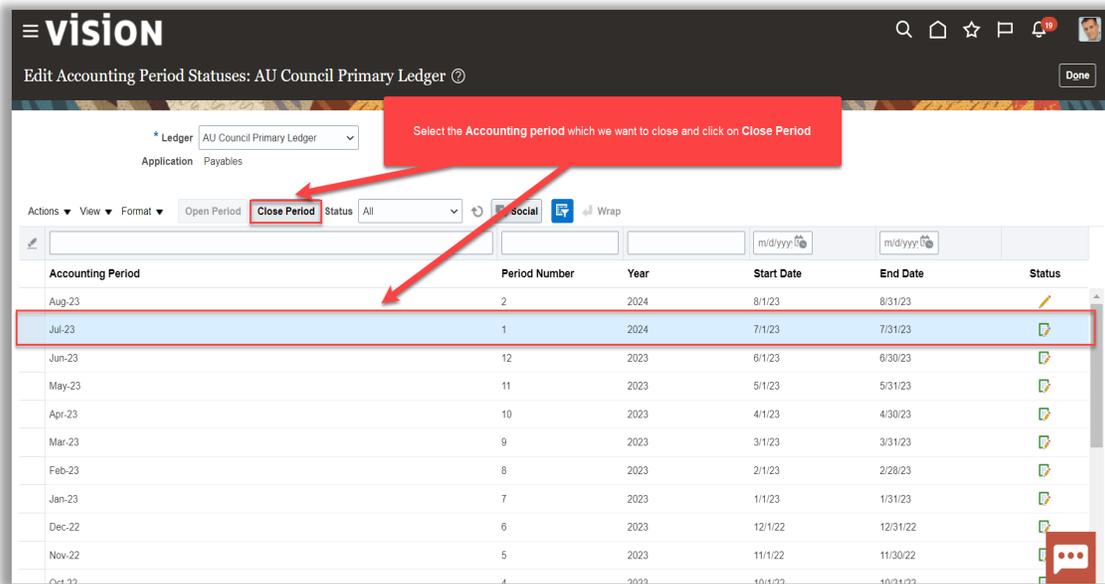
Click Manage Accounting Periods



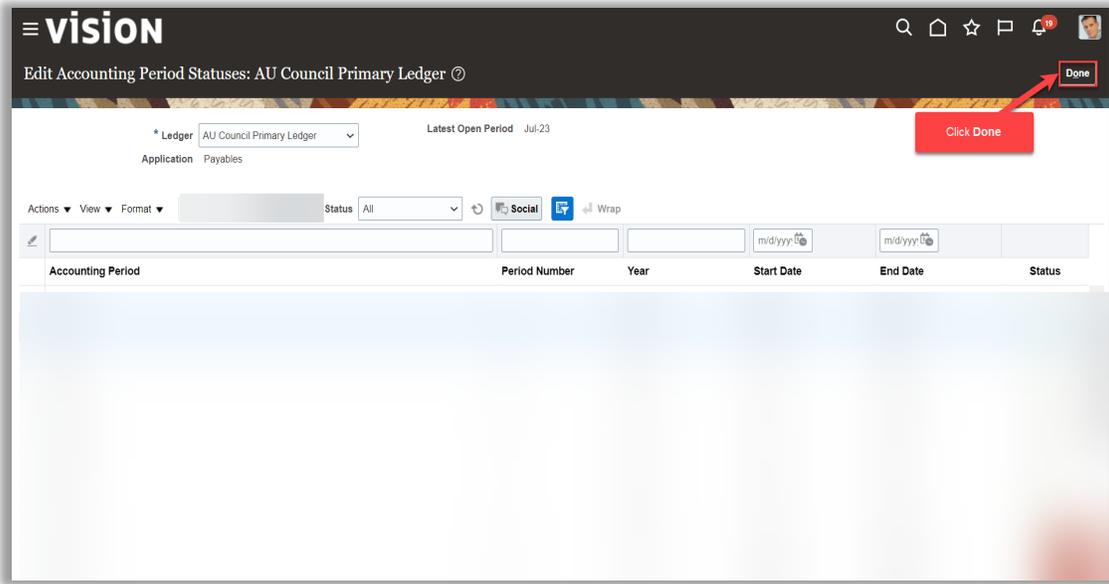
Click the **Ledger** hyperlink



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



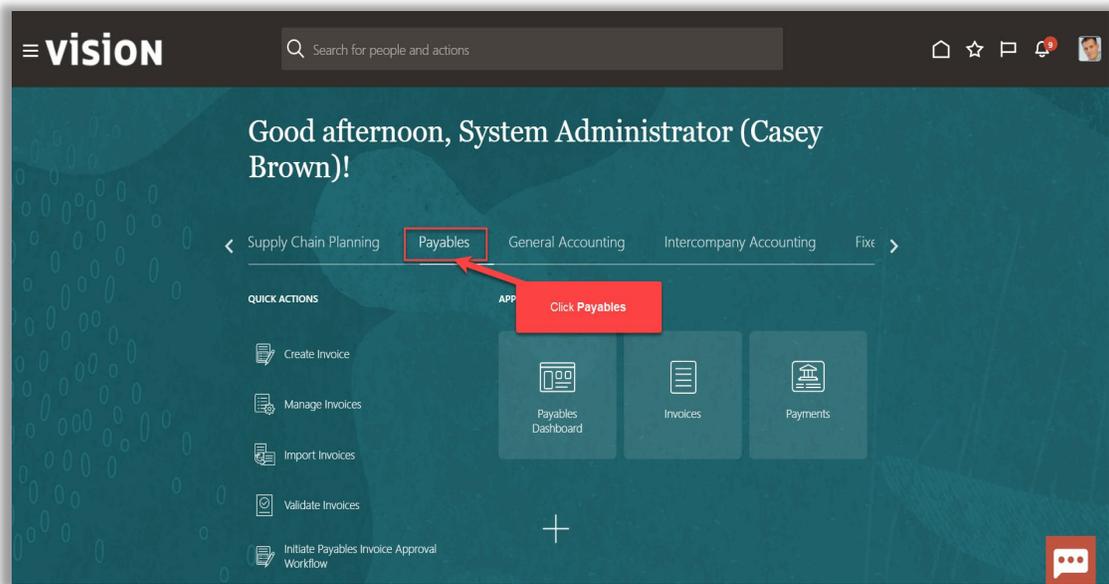
Click **Done**



### 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

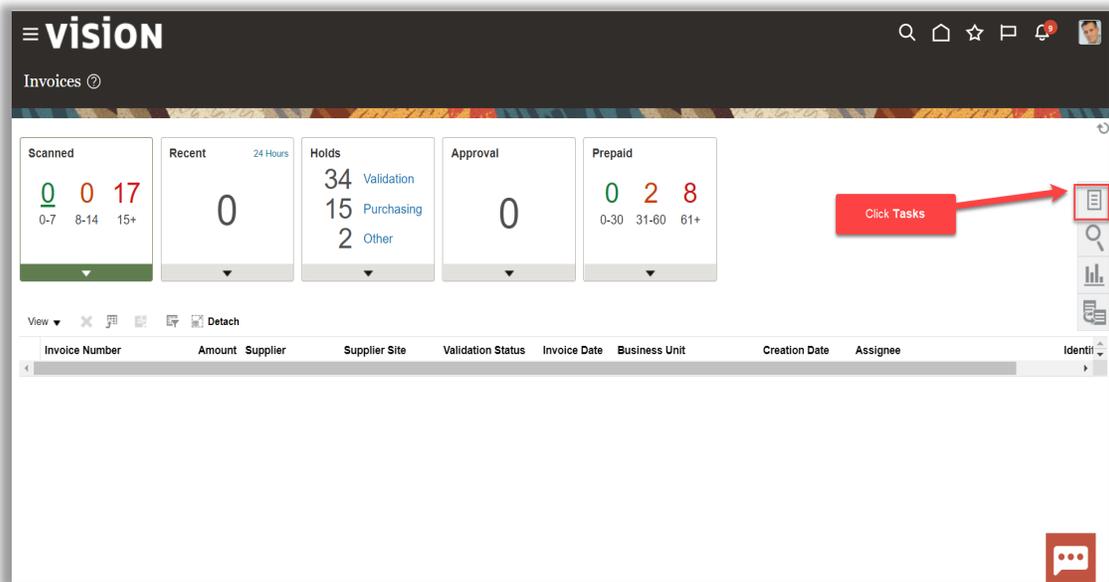
From home screen, click **Payables**



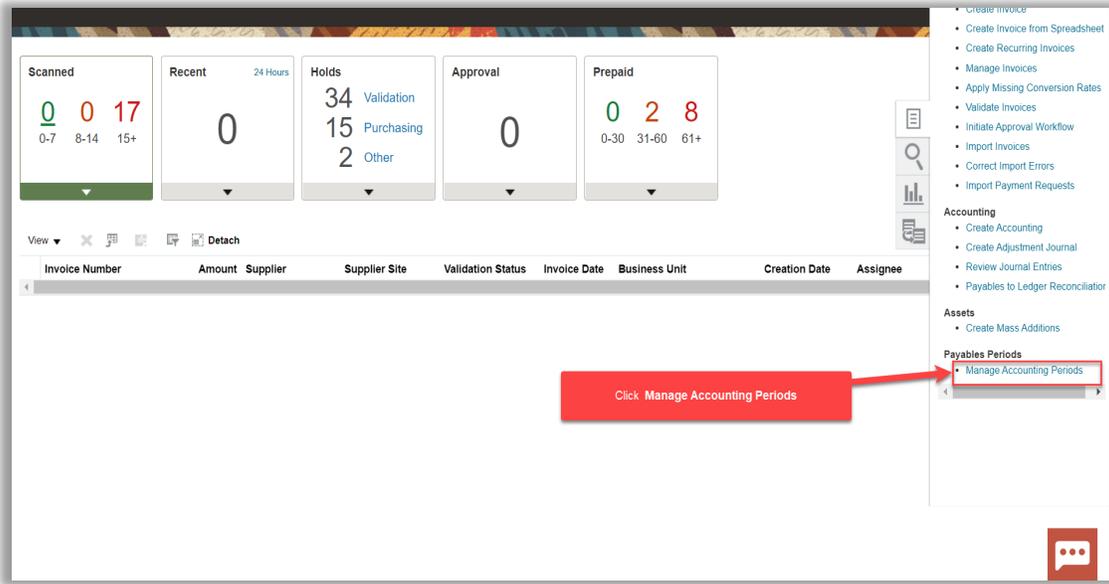
Click **Invoices**



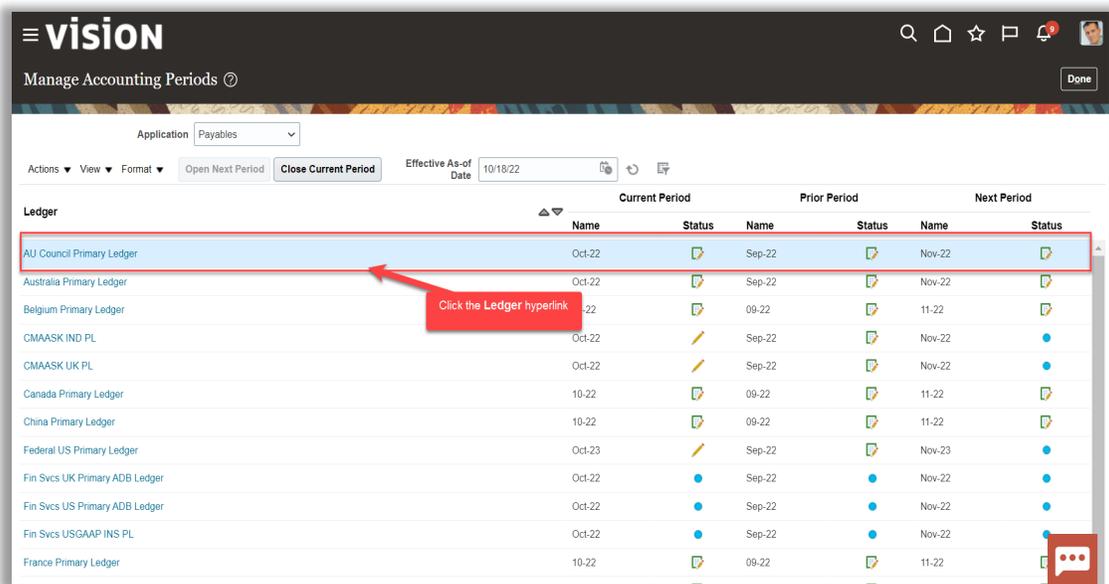
**Click Tasks**



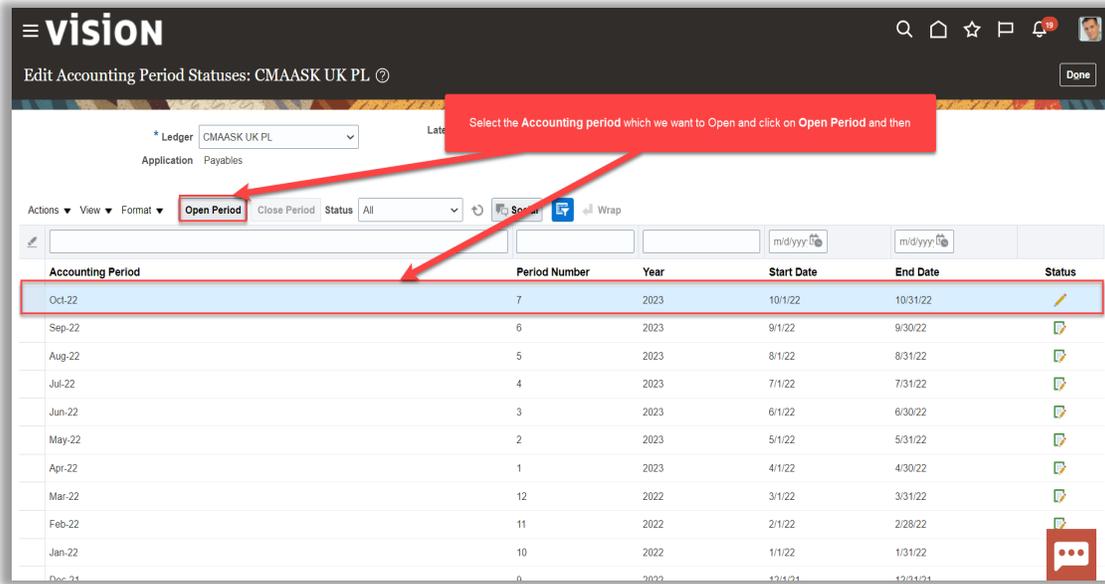
**Click Manage Accounting Periods**



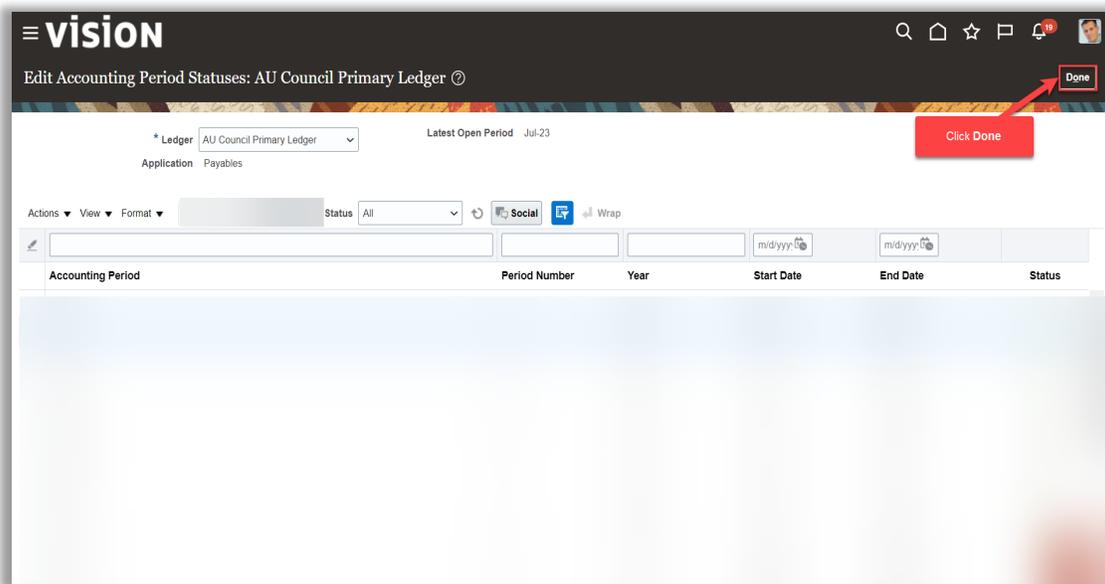
Click the **Ledger** hyperlink



Select the **Accounting period** which we want to Open and click on **Open Period**



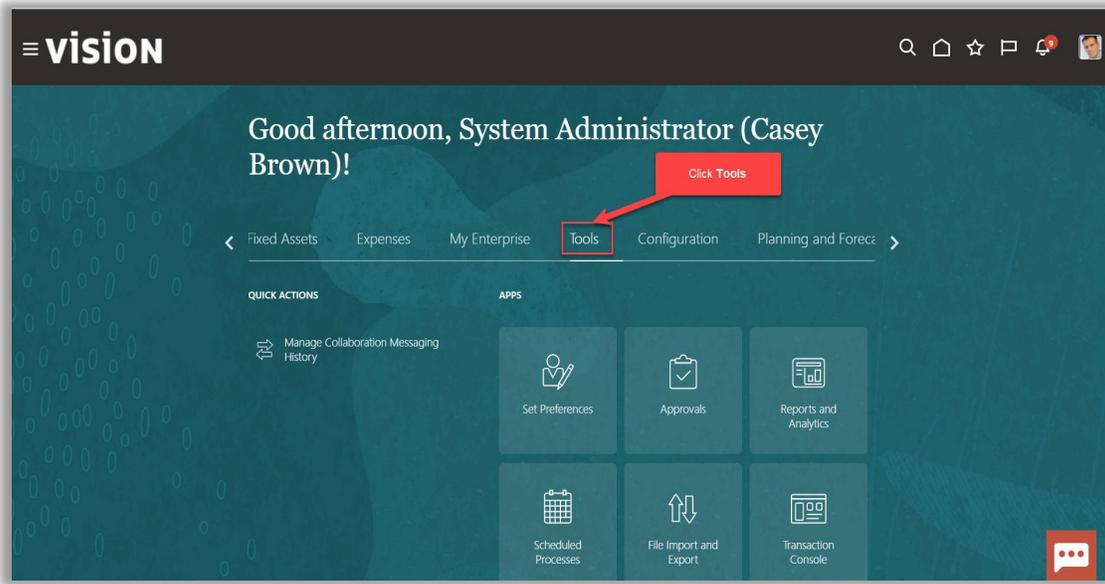
Click Done



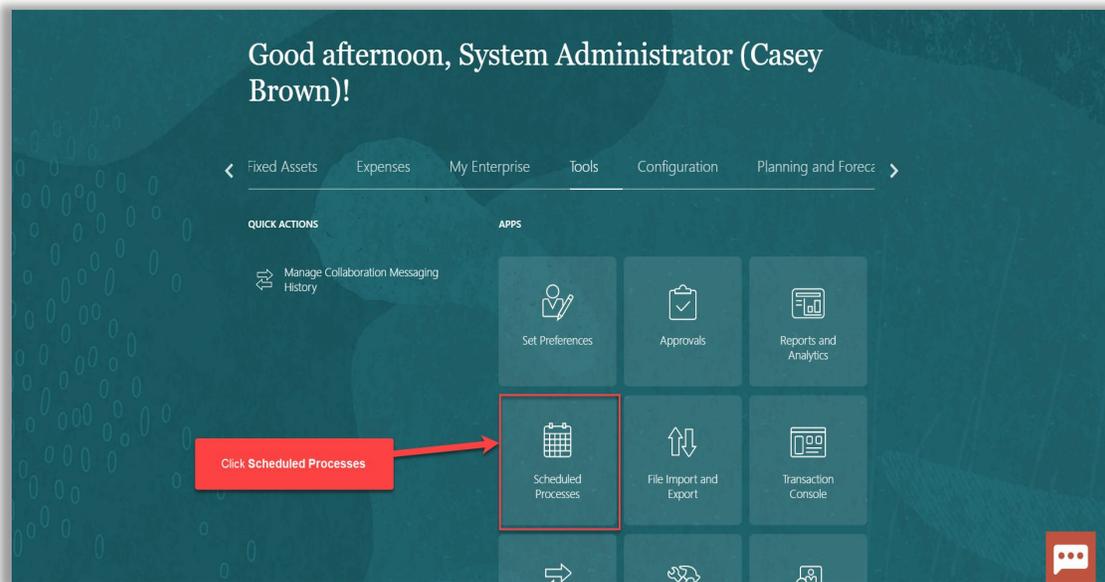
### Running Standard Reports

Navigation: Tools>Schedule Processes>Schedule New Process>Enter Name and click on Down-arrow and hit Search>Enter the Name again and hit search and then select the appropriate Name and click Ok>OK>Enter Appropriate details>Submit

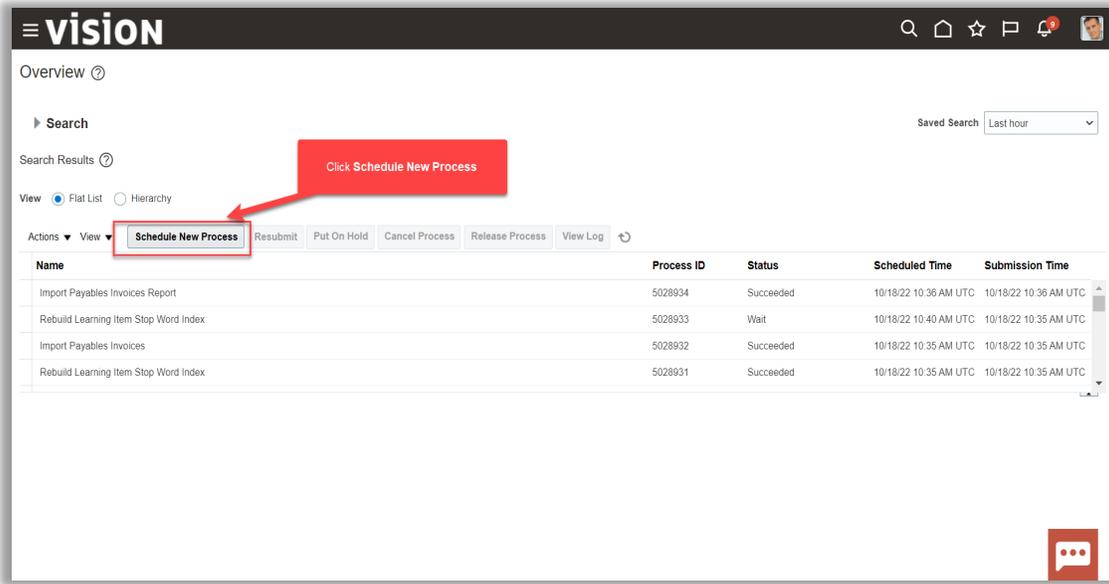
From home screen, click **Tools**



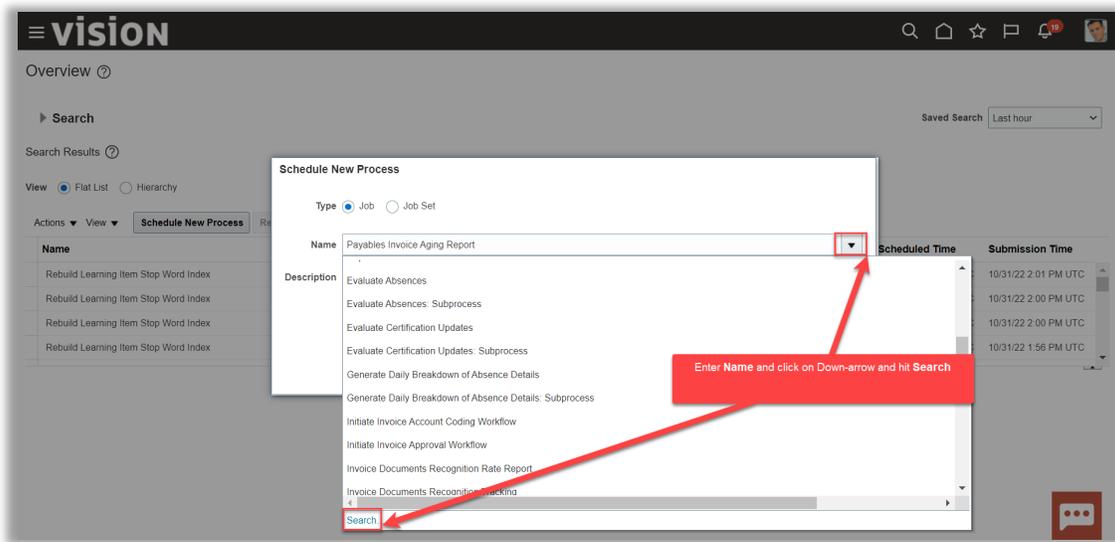
Click Scheduled Processes



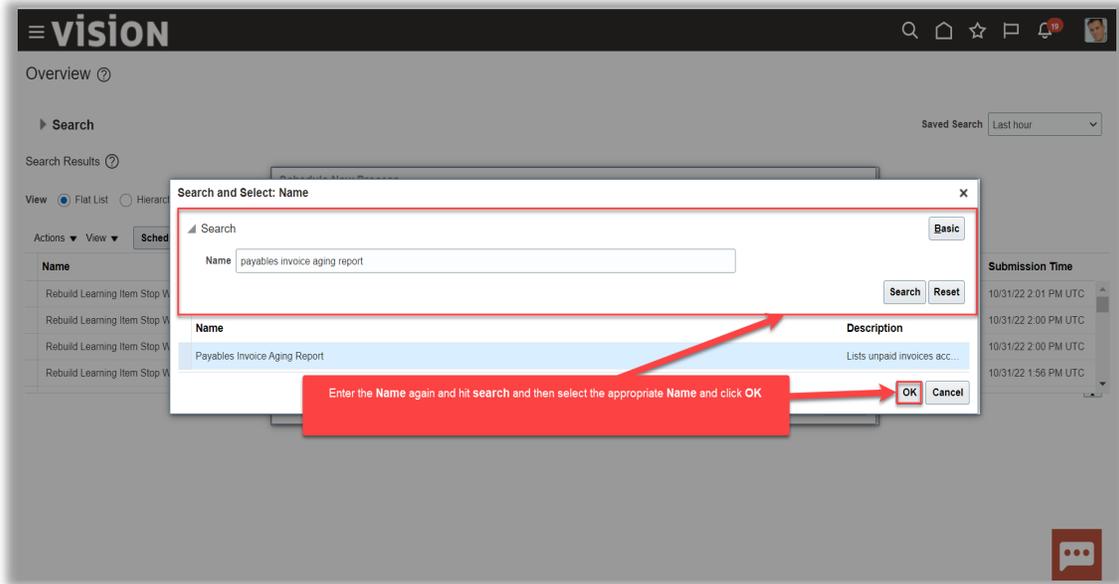
Click Schedule New Process



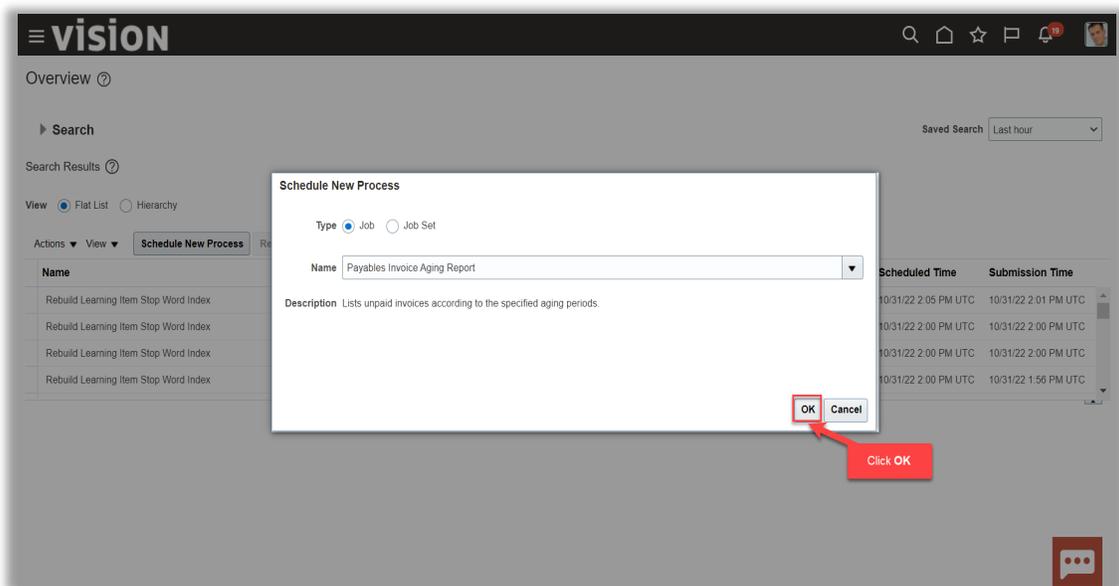
Enter Name and click on **Down-arrow** and hit **Search**



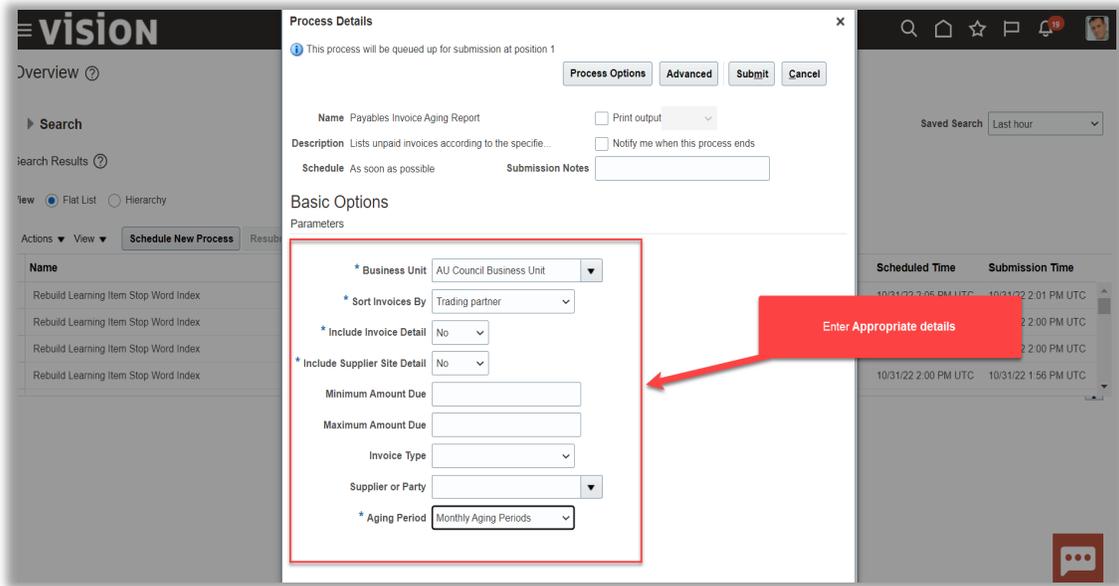
Enter the **Name** again and hit **search** and then select the appropriate **Name** and click **Ok**



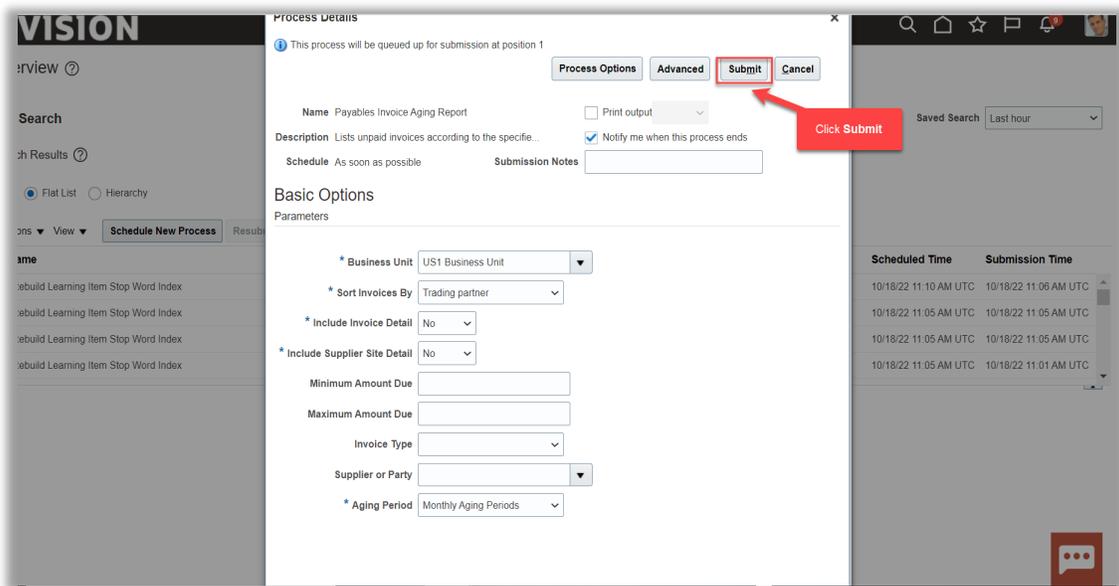
Click OK



Enter Appropriate details



Click **Submit**



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 [learn@camptratech.com](mailto:learn@camptratech.com)

Version History	Revision Date	Author	Changes
Version 1.0		SughaPriya	Initial Version