










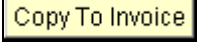
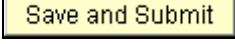




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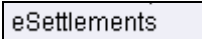



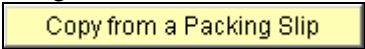


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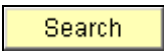


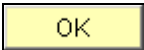

Creating a Self Service Invoice for a Supplier (PO)

Step	Action
1.	Click the eSettlements link. 
2.	Click the Self- Service Invoice link. 
3.	Use Invoice Actions page to access different pages to create and manage self-service invoices.
4.	The Create Invoice link allows Suppliers to create self-service invoices, by copying purchase orders, purchase order lines, information from a packing slip, receipt, or receipt lines.
5.	Click the Create Invoice link to Create a New Invoice . 
6.	Use Invoice Entry page to enter the invoice details and create self-service invoices. Your supplier name and location will default.
7.	Click in the Invoice ID field. 
8.	Enter your invoice number into the Invoice ID field.
9.	Click the Look up Buyer button. 
10.	Select the appropriate Buyer ID . Buyer ID is the business unit for which you want to create an invoice
11.	Click the Copy from a Purchase Order button to copy the purchase order information to the invoice being created. 
12.	You can enter additional search criteria, such as purchase order business unit, purchase order number, purchase order date, item ID, and description, if necessary, but the buyer and supplier values appear by default.
13.	Click the Look up PO Unit button. 
14.	Click the purchasing business unit. In order to assure that there is no delay in payment be certain that the purchasing business unit matches the Buyer value that was selected in the previous screen
15.	Click the Look up PO Number button. 
16.	Click PO Number and select your purchase order number











Step	Action
17.	<p>The Search Results Display:</p> <p>Header- This option will copy all the PO lines onto the Invoice .</p> <p>Detail- The Invoice Detail displays all the PO lines from which specific lines can be copied onto the Invoice.</p> <p>To avoid delays in payment always select “Detail” do not select “Header”.</p>
18.	<p>Click the Search button to retrieve the PO information.</p> <p></p>
19.	<p>Click the Select check box for PO lines that you want to invoice.</p> <p><input type="checkbox"/></p>
20.	<p>Click the Copy To Invoice button, to copy the selected PO to the Create Invoice page.</p> <p></p>
21.	<p>The PO lines quantity and price are copied into the invoice and the Total Amount is calculated. If Freight or Misc Charges are applied to the PO the values will be entered into these fields. You can edit line information if needed.</p>
22.	<p>Click the Save for Later button, to Review, Delete and Update the Invoice at a later time.</p>
23.	<p>Click the Save and Submit button, to submit the Invoice.</p> <p>Note: Submitted Invoices can be viewed but not edited.</p> <p></p>
24.	<p>This is a warning message, you can either click the OK or Cancel button.</p>
25.	<p>Click the OK button.</p> <p></p>
26.	<p>Click the OK button.</p> <p></p>
27.	<p>Verify that the Voucher ID have been created.</p>
28.	<p>You have successfully created a Self Service Invoice using a Purchase Order.</p> <p>End of Procedure.</p>

Creating a Self Service Invoice for a Supplier (Receipt)










Step	Action
1.	Click the eSettlements link. 
2.	Click the Self-Service Invoice link. 
3.	Use Invoice Actions page to access different pages to create and manage self-service invoices.
4.	The Create Invoice link allows Suppliers to create self-service invoices, by copying purchase orders, purchase order lines, information from a packing slip, receipt, or receipt lines.
5.	Click the Create Invoice link to Create a New Invoice . 
6.	Use Invoice Entry page to enter the invoice details and create self-service invoices. Your supplier name and location will default.
7.	Enter your invoice number into the Invoice ID field.
8.	Click the Look up Buyer button. 
9.	Select the appropriate Buyer ID . Buyer ID is the business unit for which you want to create an invoice.
10.	Click the Copy from a Packing Slip button to copy the Receipt information to the invoice being created. 
11.	You can enter additional search criteria, such as Receipt Business Unit, Receipt No, Receipt Date, Item ID, and Description, if necessary, but the buyer and supplier values appear by default.
12.	Click the Look up Receipt Unit button. 
13.	In order to assure that there is no delay in payment be certain that the “Receipt Unit” matches the Buyer value that was selected in the previous screen.
14.	Click the Look up Receipt No button. 
15.	Select the appropriate Receipt Number

Step	Action
16.	<p>The Search Results Display:</p> <p>Header- This option will copy all the PO lines onto the Invoice.</p> <p>Detail- The Invoice Detail displays all the PO lines from which specific lines can be copied onto the Invoice.</p> <p>To avoid delays in payment always select “Detail” do not select “Header”.</p>
17.	<p>Click the Search button to retrieve the Receipt information.</p> <p></p>
18.	<p>Click the Select check box for the desired Receipt.</p> <p><input type="checkbox"/></p>
19.	<p>Click the Copy To Invoice button, to copy the selected PO to the Create Invoice page.</p> <p></p>
20.	<p>The PO lines quantity and price are copied into the invoice and the Total Amount is calculated. If Freight or Misc Charges are applied to the PO the values will be entered into these fields. You can edit line information if needed.</p>
21.	<p>Click the Save for Later button, to Review, Delete and Update the Invoice at a later time.</p>
22.	<p>Click the Save and Submit button, to submit the Invoice.</p> <p>Note: Submitted Invoices can be viewed but not edited.</p> <p></p>
23.	<p>This is a warning message, you can either click the OK or Cancel button.</p>
24.	<p>Click the OK button.</p> <p></p>
25.	<p>Click the OK button.</p> <p></p>
26.	<p>Verify that the Voucher ID has been created.</p>
27.	<p>You have successfully created a Self Service Invoice using a Receipt</p> <p>End of Procedure.</p>





Viewing a Self Service Invoice for a Supplier

Step	Action
1.	Click the eSettlements link. 
2.	Click the Self- Service Invoice link. 
3.	The View invoice link only allows the Supplier to view Invoices that were created using the Save for Later option.
4.	Click the View Invoice link. 
5.	Use View Invoice page to enter search parameters such as Buyer and Invoice ID to view invoices.
6.	Click the Look up Buyer button. 
7.	Select the desired Buyer ID .
8.	Click the Look up Invoice ID (Alt+5) button. 
9.	Select the desired Invoice Number .
10.	Click the Supplier button. 
11.	Select the desired Supplier .
12.	Click the Source list. 
13.	Select the desired Source . Click the Self- Service Invoices list item. 
14.	Click the Supplier Location button. 
15.	Select the desired Supplier Location .
16.	Click the Search button to retrieve the Invoice details. 
17.	Select the desired Invoice ID to view the Invoice details.
18.	Use Invoice Entry page to view and edit the invoice and its details. The other tabs provide additional details.
19.	You have successfully viewed an Invoice that has been Saved for Later . End of Procedure.



Deleting a Self Service Invoice for a Supplier

Step	Action
1.	Click the eSettlements link. 
2.	Click the Self- Service Invoice link. 
3.	The Delete Invoice link allows a supplier to Delete invoices that have been created using the Save for Later option.
4.	Click the Delete Invoice link to view Delete Invoice page. 
5.	Use the Delete Invoice page to enter search parameters such as Buyer and Invoice ID to view invoices.
6.	Click the Look up Buyer button. 
7.	Select the desired Buyer ID .
8.	Click the Look up Invoice ID (Alt+5) button.
9.	Select the desired Invoice Number .
10.	Click the Supplier button.
11.	Select the desired Supplier .
12.	Click the Source list.
13.	Select the Source Self- Service Invoices . 
14.	Click the Supplier Location button.
15.	Select the Supplier Location
16.	Click the Search button to retrieve the appropriate search results. 
17.	Click the Select check box for the desired Invoice. 
18.	Click the Delete button to delete the selected Invoice. 
19.	Click the OK button to confirm Deletion . 
20.	You have successfully Deleted an Invoice that was created using the save for later option. End of Procedure.

Using the Supplier Dash Board






Step	Action
1.	Click the eSettlements link. 
2.	Click the Supplier Dashboard link. 
3.	Use the Supplier Dashboard page to view general summary and graphed information regarding invoices, and the summary of the last 10 payments.
4.	The three options available for Invoice Status are: Invoice Balance: All open invoices and credit for a vendor. Past Due: All past due open invoices included in the invoice balance amount. Dispute: All open invoices included in the invoice balance amount that are on hold.
5.	The Last 10 Payments displays the last 10 payments created using the pay cycle process.
6.	Total Gross in USD displays the sum of the gross amount of the documents in each status. Click any amount to view detailed invoice information.
7.	Click a link which has a dollar value - to view the Inquiry Page .
8.	Use Receivables Aging Balance page to view aging information based on the open receivables recorded in the system. You can also create various bar charts from this information.
9.	Click the Back to the Dashboard link- to view the Supplier Dashboard page. 
10.	Click the View By Invoice icon to view the Invoice Details by status. 
11.	You can narrow your search results by Invoice Status or any other known search criteria. You can check the invoice details individually by clicking the link under the Invoice field.
12.	Click the desired Invoice Link to view the Invoice details.
13.	The Invoice detail with the PO link is displayed on this page.
14.	You have successfully viewed Summary and Detailed Information of Invoices and Payments . End of Procedure.

Reviewing Receivables Aging Balance for a Supplier






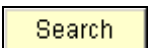


Step	Action
1.	Click the eSettlements link. 
2.	Click the Invoices link. You may also use the link in the Main Menu to the right to select the folder.
3.	Click the Receivables Aging Balance link. You may also use the link in the Main Menu to the right to select the page.
4.	The Receivables Aging Balance feature computes in real time the open invoices and credits paid based on the invoice due date. This page automatically displays the aging for all buyers to which the user has access.
5.	You can specify search criteria to view the aging balance of a particular buyer or for a particular supplier and supplier location. You can also use the Chart Style field to specify the type of chart to be displayed . If you select a new style, click Draw Chart to view the chart in that style.
6.	The Past Due and Current grids show converted amounts for the different types of invoices by their aging date. <u>Chart Display Results</u> <u>Invoice</u> - Displays the converted amounts of approved invoices by aging date.
7.	The Past Due and Current grids show converted amounts for the different types of invoices, by aging date. Chart <u>Display Results :</u> <u>Credit Note</u> - Displays the converted amounts of credit notes by aging date. <u>Disputed Invoices</u> - Displays the converted amounts of disputed invoices by aging date.
8.	The Past Due and Current grids show converted amounts for the different types of invoices, by aging date .Chart <u>Display Results:</u> <u>Prepaid Not Applied</u> - Displays the converted amounts of prepayments that have been paid but not yet applied to the final invoice, by aging date. This option is not applicable for Integrays.
9.	Click the Collapse Menu button to collapse the menu tab. 

Step	Action
10.	Click the Amount link to drill down to the details for the Invoices that have been approved. This action will take you to Review Payment Installations page. Note: You can click any of the available links to drill down to invoice specific information
11.	The Review Payment page is used to view lists of invoices that need to be paid.
12.	Click the eSettlements References tab. eSettlements References
13.	The eSettlements References tab shows additional details such as the Voucher ID and the Supplier location.
14.	Click the Return to Aging Balance link. Return to Aging Balance
15.	You have now learned how to Review the Receivables Aging Balance . End of Procedure.

Reviewing Customer Balances for a Supplier

Step	Action
1.	Click the eSettlements link. 
2.	Click the Invoices link. You may also use the link in the Main Menu to the right to select the folder.
3.	Click the Review Customer Balances link. You may also use the link in the Main Menu to the right to select the page.
4.	Click the Collapse Menu button to collapse the menu tab. 
5.	The Review Customer Balance page is used to view information based on the open receivables recorded in the system. You can search for the Customer Balance by Buyer and Dispute Status .
6.	Enter the desired information into the From Buyer field. Enter a valid value e.g. " 2000 ".
7.	Enter the desired information into the To Buyer field. Enter a valid value e.g. " 4000 ".
8.	Click the Dispute Status list.
9.	Select the Not In Dispute list item. 
10.	Click the Search button to return your results based on the search criteria selected. 
11.	The search results displayed will show the Customer Balances by buyer.
12.	Click the Gross Amount link for the applicable Buyer to view additional details about each individual Invoice that makes up the total.
13.	You will be directed to the Invoice Inquiry page. The Invoice Inquiry page enables you to easily monitor payables information. From this page you can enter search parameters to view invoices that have not yet become vouchers in the system. Note: For detailed information about this page see the Reviewing Invoices section of your training manual.
14.	Click the Return to Customer Balance Page link. 
15.	You have successfully learned how to Review Customer Balances . End of Procedure.

Reviewing Payments for a Supplier

Step	Action
1.	Click the eSettlements link. 
2.	Click the Payments link. You may also use the link in the Main Menu to the right to select the folder.
3.	Click the Review Payments link. You may also use the link in the Main Menu to the right to select the page.
4.	Click the Collapse Menu button to collapse the Menu Pane . 
5.	From the Payment History page Suppliers can search for payments by Payment Reference and Payment Status .
6.	Click in the Payment Reference field. You can enter the Payment Reference number if available to help narrow down your search. Payment Reference is the check number. 
7.	Enter the desired information into the Payment Reference field. Enter a valid value check number
8.	Click the Payment Status list to select a searchable payment status. 
9.	Select the Paid list item. 
10.	Click the Search button to return results based on the search criteria selected. 
11.	Click the applicable Reference Number link to view the associated Payment Details .
12.	The Payment Reference page is used to view payment details and the invoices included in each payment.
13.	Click the Return to Review Payments link. 
14.	Click the Bank Information tab. 
15.	The Bank Information tab is used to view additional payment information such as Bank Details and Remit To information.
16.	You have successfully learned how to Review Payments by Supplier. End of Procedure.