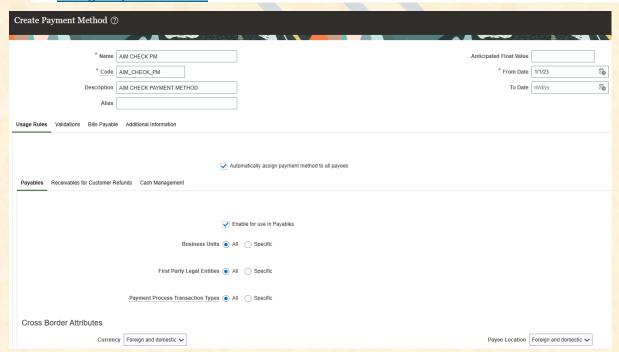
Payment Process Request (PPR)- Automatic Payment – Payment Batch

Setups

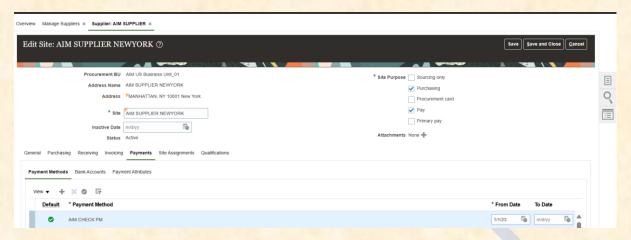
- 1. Create Payment Method
- 2. Default Payment method at Supplier site level
- 3. Create Payment Document
- 4. Create Payment Process Profile
- 5. Create PPR template

Process

- 1. Create 2 Invoices and validate
- 2. Submit PPR from Payment workbench
- 3. View Selection of Invoices in PPR
- 4. View Formatted Payments
- 5. Build Payments for Print Checks
- 6. Confirm the payments for Print Status
- 7. View Payments
- 8. Run Create Accounting Program for Payments
- 9. View PPR batch posted status in GL Journals

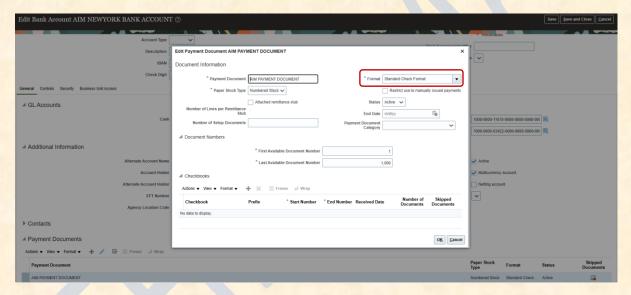


- ⇒ Go to Procurement => Suppliers => Task Panel => Manage Suppliers
- ⇒ Select your Supplier => Sites => Payments => Default your payment method

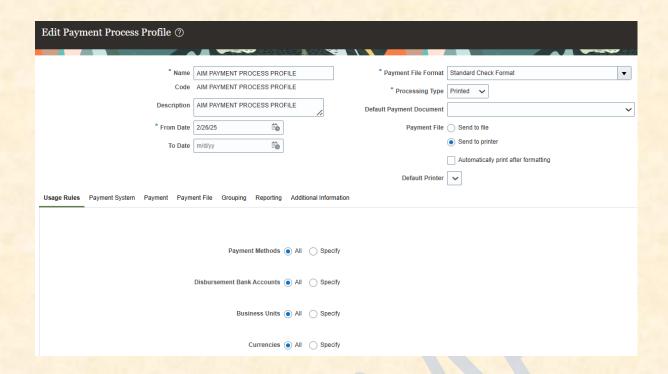


Click on Save and Close

- ⇔ Go to General Section
- ⇒ Go to Sub Section Payment Documents

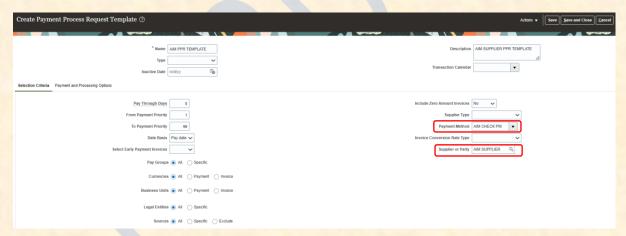


- ⇒ Select the Check Format

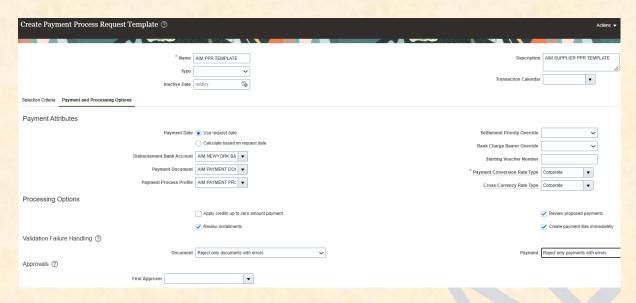


Go to Payables => Payments => Task Panel

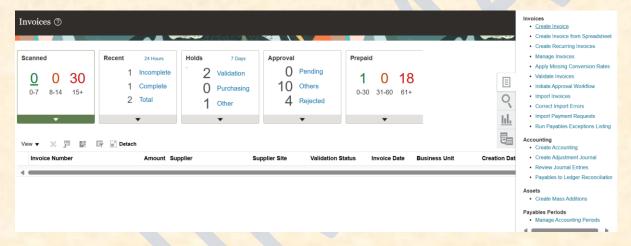
- ⇒ Go to Actions => Click on Create



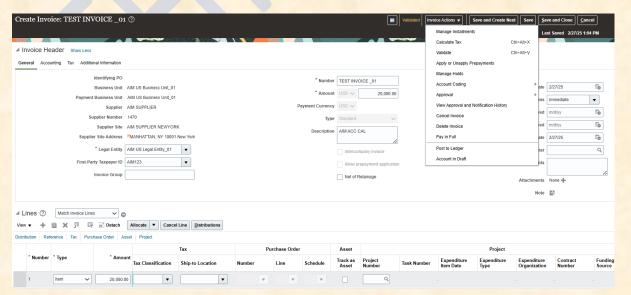
- Go to Payment and Processing Options
- ⇒ Select the Bank Account, Payment Document, Payment Process Profile and Payment Conversion Rate type and Enable the Check boxes

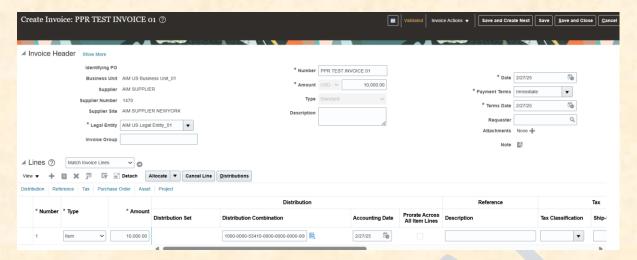


- Go to Payables => Invoices => Task Panel => Create Invoice

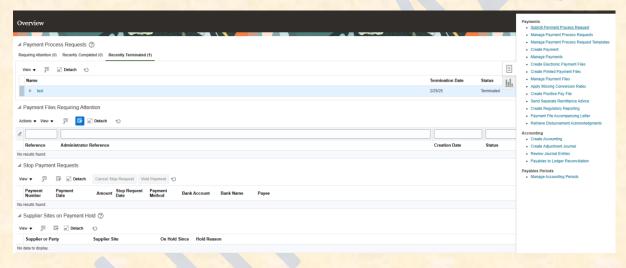


⇒ Go to Invoice Actions => Click on Validate

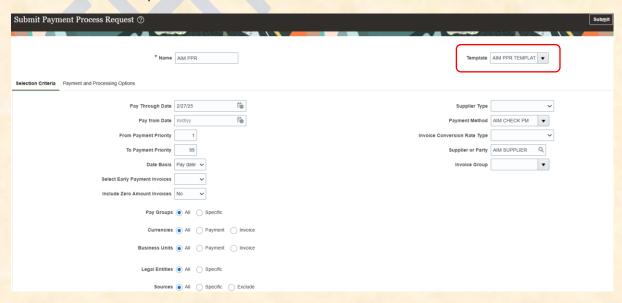




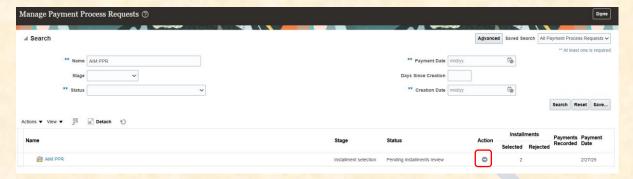
- ⇔ Click on Save and Close
- Go to Payables => Payments => Task Pan => Submit Payment Process Request



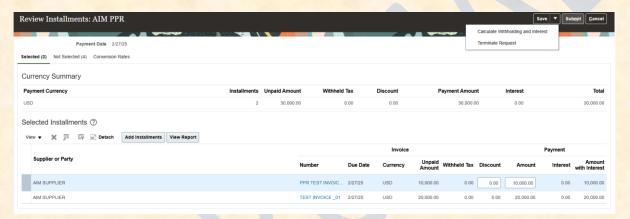
⇒ Select the Template and click on Submit

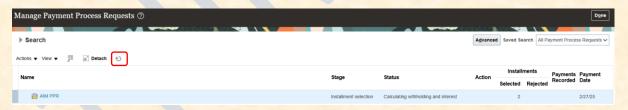


- **⇒** Manage Payment Process Requests
- ⇒ Provide the PPR batch name => Click on **Search**

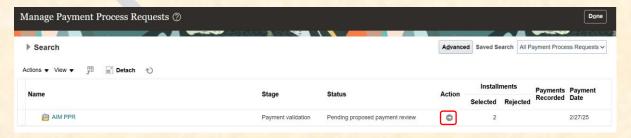


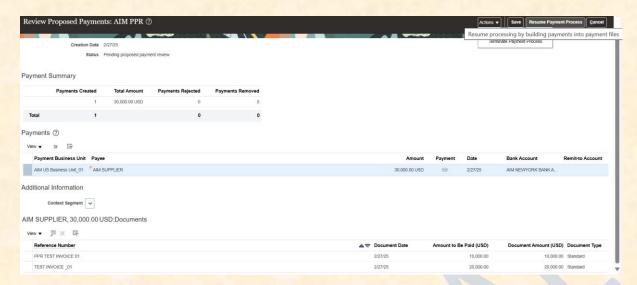
- ⇒ Click on **Go** Icon
- □ This is Selection stage here you can Edit the amount of invoices and delete the invoices and add few more invoices



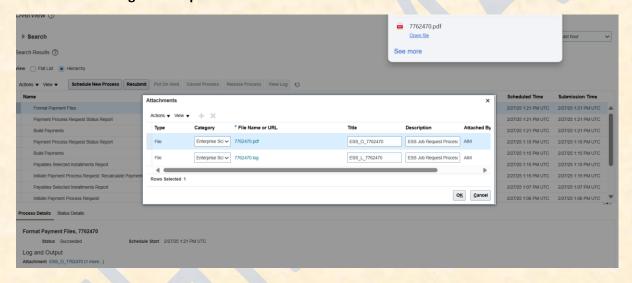


Click on Go Icon

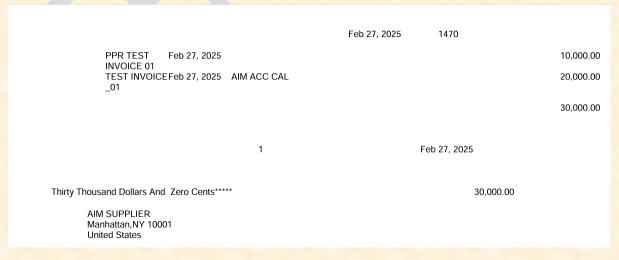


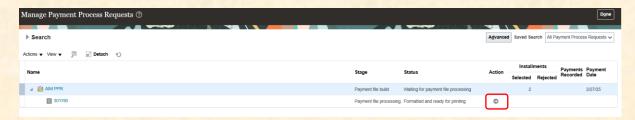


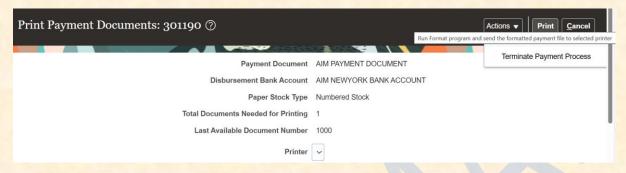
- ⇒ Go to Tools => Schedule New Process=> Select Format payment file request
- ⇒ Click on Log and output attachment => click on Pdf URL

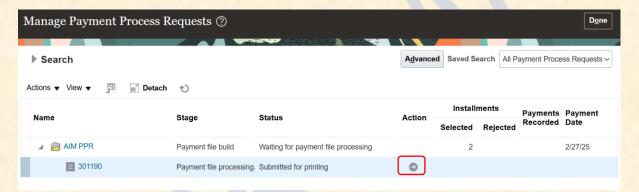


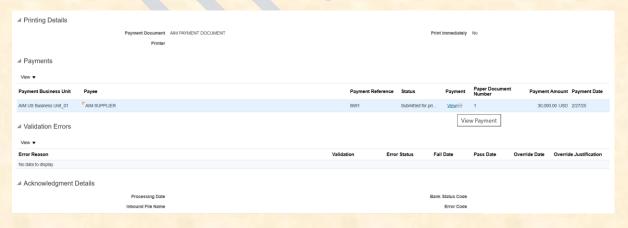
○ Open the file

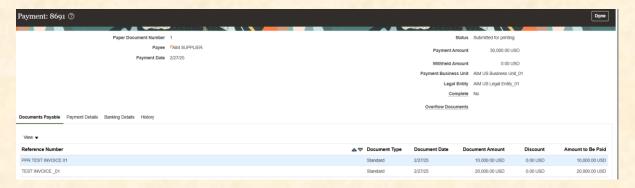


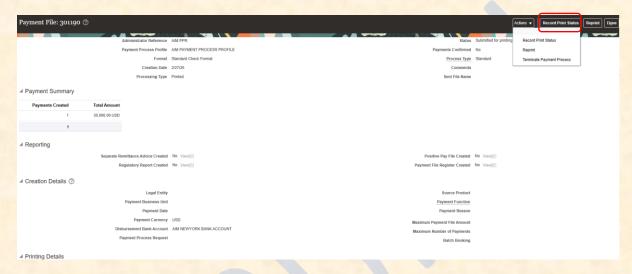




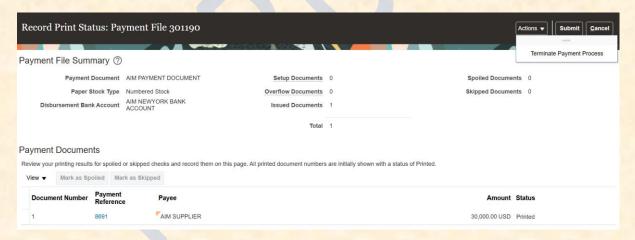


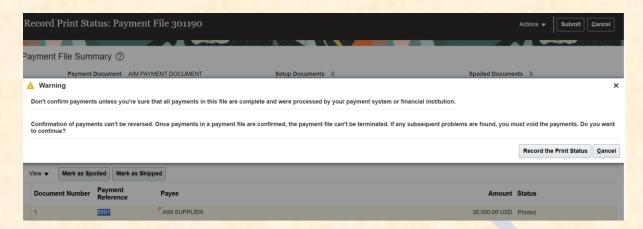




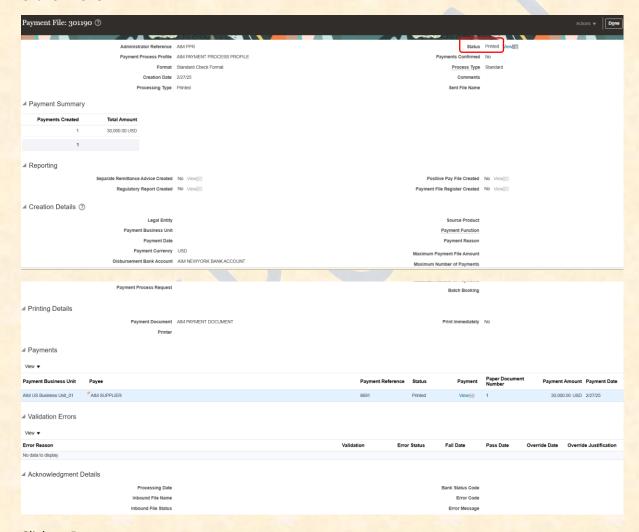


Click on **Submit**

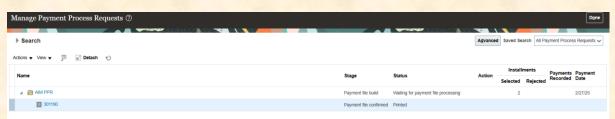




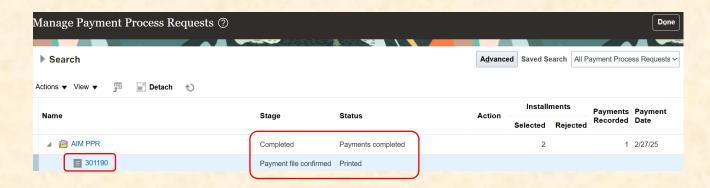
Click on Done



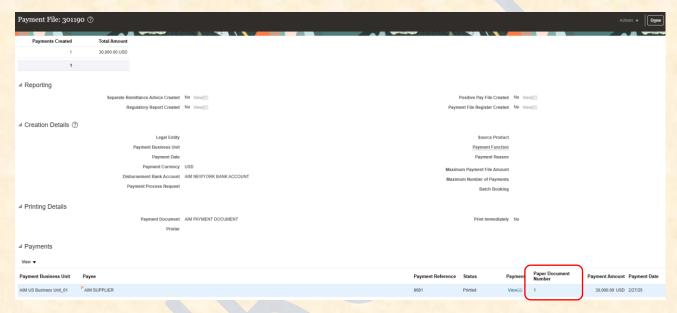
Click on Done



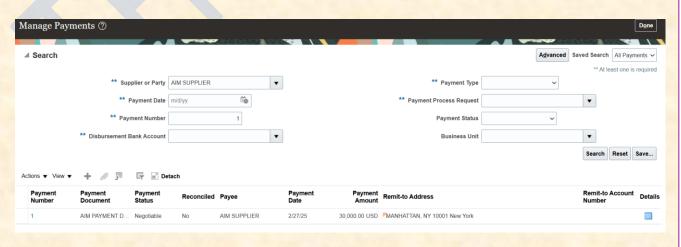
Click on the



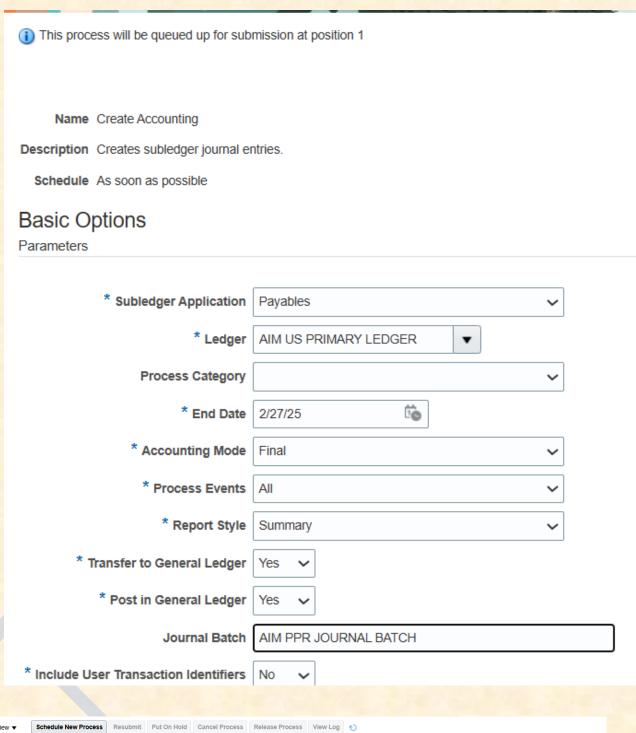
⇒ See the paper document number which is generated in this process

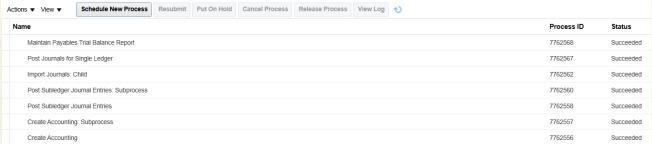


- ⇒ Go to Manage Payments
- ⇒ Find with Payment document number

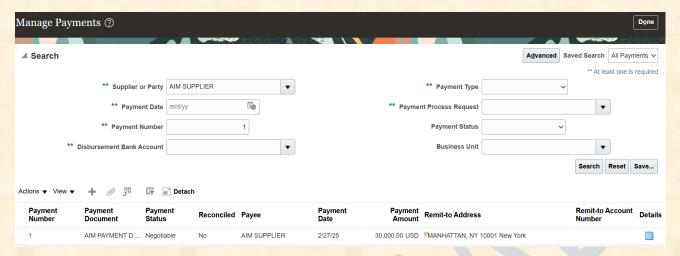


- ⇒ Payments => Create Accounting

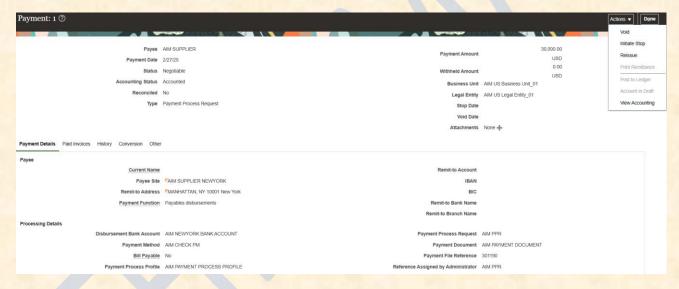




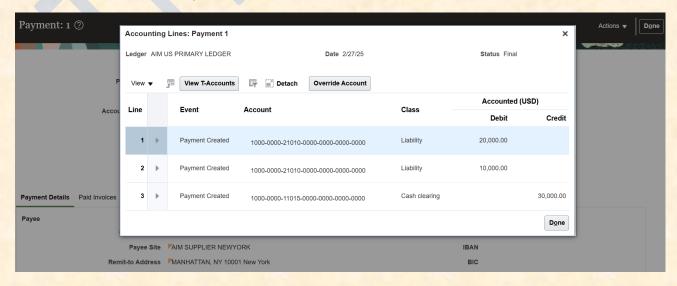
- ⇒ Click on Payment number



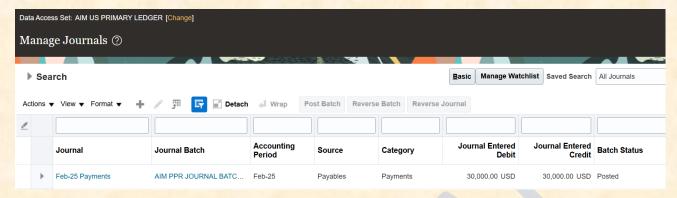
⇒ Go to Actions => View Accounting

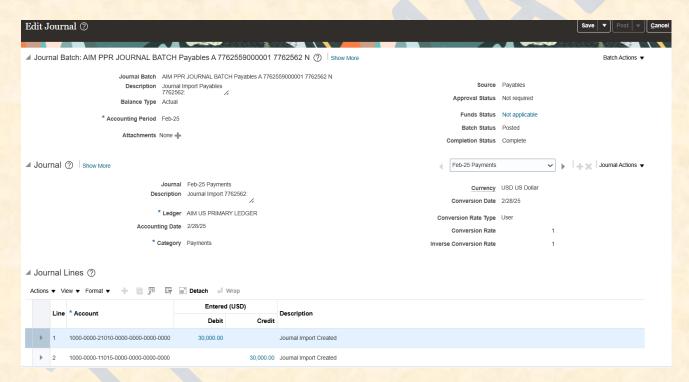


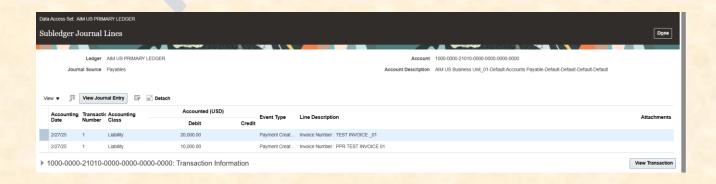
□ Click on Done (Liability Account is different from invoice to invoice)

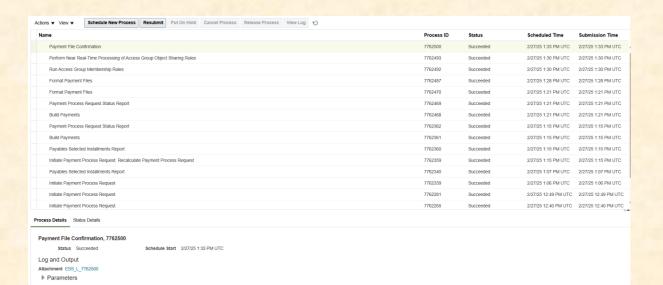


⇒ Go to General Accounting => Journals => Manage Journals









Thank you