

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

⇒ [Manage Payment Methods](#)

Create Payment Method ?

* Name AIM CHECK PM Anticipated Float Value

* Code AIM_CHECK_PM * From Date 1/1/23

Description AIM CHECK PAYMENT METHOD To Date m/d/yy

Alias

Usage Rules Validations Bills Payable Additional Information

☒ Automatically assign payment method to all payees

Payables Receivables for Customer Refunds Cash Management

☒ Enable for use in Payables

Business Units ☒ All ☐ Specific

First Party Legal Entities ☒ All ☐ Specific

Payment Process Transaction Types ☒ All ☐ Specific

Cross Border Attributes

Currency Foreign and domestic Payee Location Foreign and domestic

- ⇒ Go to **Procurement** => **Suppliers** => Task Panel => [Manage Suppliers](#)
- ⇒ Select your Supplier => **Sites** => **Payments** => Default your **payment method**

Overview Manage Suppliers x Supplier: AIM SUPPLIER x

Edit Site: AIM SUPPLIER NEWYORK [Save] [Save and Close] [Cancel]

Procurement BU AIM US Business Unit_01

Address Name AIM SUPPLIER NEWYORK

Address MANHATTAN, NY 10001 New York

* Site AIM SUPPLIER NEWYORK

Inactive Date m/d/yyyy

Status Active

* Site Purpose ☐ Sourcing only ☒ Purchasing ☐ Procurement card ☒ Pay ☐ Primary pay

Attachments None

General Purchasing Receiving Invoicing **Payments** Site Assignments Qualifications

Payment Methods Bank Accounts Payment Attributes

View + - X [icon] [icon]

Default * Payment Method

AIM CHECK PM

* From Date 1/1/23 To Date m/d/yyyy

Click on **Save and Close**

⇒ [Manage Bank Accounts](#)

⇒ Go to **General** Section

⇒ Go to Sub Section **Payment Documents**

⇒ Click on **Create**

Edit Bank Account AIM NEWYORK BANK ACCOUNT [Save] [Save and Close] [Cancel]

Account Type Description IBAN Check Digit

General Controls Security Business Unit Access

GL Accounts Cash

Additional Information Alternate Account Name Account Holder Alternate Account Holder EFT Number Agency Location Code

Contacts

Payment Documents

Actions View Format + - X [icon] [icon] Freeze Wrap

Edit Payment Document AIM PAYMENT DOCUMENT

Document Information

* Payment Document AIM PAYMENT DOCUMENT

* Paper Stock Type Numbered Stock

☐ Attached remittance stub

Status Active

End Date m/d/yyyy

Payment Document Category

* Format Standard Check Format

☐ Restrict use to manually issued payments

Document Numbers

* First Available Document Number 1

* Last Available Document Number 1,000

Checkbooks

Actions View Format + - X [icon] [icon] Freeze Wrap

Checkbook	Prefix	* Start Number	* End Number	Received Date	Number of Documents	Skipped Documents
No data to display.						

OK Cancel

Payment Document

Payment Document	Paper Stock Type	Format	Status	Skipped Documents
AIM PAYMENT DOCUMENT	Numbered Stock	Standard Check...	Active	

⇒ Select the Check Format

⇒ Click on OK

⇒ [Manage Payment Process Profiles](#)

Edit Payment Process Profile ?

* Name: AIM PAYMENT PROCESS PROFILE
 Code: AIM PAYMENT PROCESS PROFILE
 Description: AIM PAYMENT PROCESS PROFILE
 * From Date: 2/26/25
 To Date: m/d/yy

* Payment File Format: Standard Check Format
 * Processing Type: Printed
 Default Payment Document:
 Payment File: ☐ Send to file ☒ Send to printer ☐ Automatically print after formatting
 Default Printer:
 Usage Rules Payment System Payment Payment File Grouping Reporting Additional Information

Payment Methods: ☒ All ☐ Specify
 Disbursement Bank Accounts: ☒ All ☐ Specify
 Business Units: ☒ All ☐ Specify
 Currencies: ☒ All ☐ Specify

Go to Payables => Payments => Task Panel

⇒ [Manage Payment Process Request Templates](#)

⇒ Go to **Actions** => Click on **Create**

Create Payment Process Request Template ? Actions Save Save and Close Cancel

* Name: AIM PPR TEMPLATE
 Type:
 Inactive Date: m/d/yy
 Description: AIM SUPPLIER PPR TEMPLATE
 Transaction Calendar:
 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:
 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:
 Payment Method: AIM CHECK/PM
 Invoice Conversion Rate Type:
 Supplier or Party: AIM SUPPLIER

⇒ 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

Create Payment Process Request Template Actions

Name: AIM PPR TEMPLATE
 Type:
 Inactive Date: m/d/yy

Description: AIM SUPPLIER PPR TEMPLATE
 Transaction Calendar:

Selection Criteria **Payment and Processing Options**

Payment Attributes

Payment Date: ☒ Use request date
☐ Calculate based on request date

Disbursement Bank Account: AIM NEWYORK BA
 Payment Document: AIM PAYMENT DOI
 Payment Process Profile: AIM PAYMENT PRC

Settlement Priority Override:
 Bank Charge Bearer Override:
 Starting Voucher Number:
 * Payment Conversion Rate Type: Corporate
 Cross-Currency Rate Type: Corporate

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
 Payment: Reject only payments with errors

Approvals

First Approver:

⇒ Click on **Save and Close**⇒ Go to **Payables** => **Invoices** => **Task Panel** => **Create Invoice**

Invoices

Scanned: 0 0 30
 0-7 8-14 15+

Recent: 1 Incomplete
 1 Complete
 2 Total

Holds: 2 Validation
 0 Purchasing
 1 Other

Approval: 0 Pending
 10 Others
 4 Rejected

Prepaid: 1 0 18
 0-30 31-60 61+

View:
 Detach

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Invoice Date	Business Unit	Creation Date

Invoices

- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices
- Apply Missing Conversion Rates
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors
- Import Payment Requests
- Run Payables Exceptions Listing

Accounting

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

Assets

- Create Mass Additions

Payables Periods

- Manage Accounting Periods

⇒ Go to **Invoice Actions** => Click on **Validate**

Create Invoice: TEST INVOICE _01 Validated

Invoice Header Show Less

General Accounting Tax Additional Information

Identifying PO
 Business Unit: AIM US Business Unit_01
 Payment Business Unit: AIM US Business Unit_01
 Supplier: AIM SUPPLIER
 Supplier Number: 1470
 Supplier Site: AIM SUPPLIER NEWYORK
 Supplier Site Address: MANHATTAN, NY 10001 New York
 * Legal Entity: AIM US Legal Entity_01
 First-Party Taxpayer ID: AIM123
 Invoice Group:

* Number: TEST INVOICE _01
 * Amount: USD 20,000.00
 Payment Currency: USD
 Type: Standard
 Description: AIM ACC CAL

☐ Intercompany Invoice
☐ Allow prepayment application
☐ Net of Retainage

Invoice Actions

- Manage Installments
- Calculate Tax: Ctrl+Alt+X
- Validate: Ctrl+Alt+V
- 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

Last Saved: 2/27/25 1:04 PM

Attachments: None

Note:

Lines Match Invoice Lines

View:
 Allocate
 Cancel Line
 Distributions

Distribution	Reference	Tax	Purchase Order	Asset	Project										
* Number	* Type	* Amount	Tax Classification	Ship-to Location	Number	Line	Schedule	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source
1	Item	20,000.00													

Create Invoice: PPR TEST INVOICE 01

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

Invoice Header

Identifying PO
Business Unit AIM US Business Unit_01
Supplier AIM SUPPLIER
Supplier Number 1470
Supplier Site AIM SUPPLIER NEWYORK
Legal Entity AIM US Legal Entity_01
Invoice Group

* Number PPR TEST INVOICE 01
* Amount USD - 10,000.00
Type Standard
Description

* Date 2/27/25
* Payment Terms Immediate
* Terms Date 2/27/25
Requester
Attachments None
Note

Lines

Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution		Reference		Tax					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship
1	Item	10,000.00		1000-0000-53410-0000-0000-00	2/27/25				

⇒ Click on **Save and Close**

- Go to **Payables** ⇒ **Payments** ⇒ Task Pan ⇒ [Submit Payment Process Request](#)

Overview

Payment Process Requests

Requiring Attention (0) Recently Completed (0) Recently Terminated (1)

Name	Termination Date	Status
test	2/25/25	Terminated

Payment Files Requiring Attention

Actions View Detach

Reference	Administrator Reference	Creation Date	Status
No results found.			

Stop Payment Requests

View Detach Cancel Stop Request Void Payment

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee
No results found.							

Supplier Sites on Payment Hold

View Detach

Supplier or Party	Supplier Site	On Hold Since	Hold Reason
No data to display.			

Payments

- Submit Payment Process Request
- Manage Payment Process Requests
- Manage Payment Process Request Templates
- 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 Letter
- Retrieve Disbursement Acknowledgments

Accounting

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

Payables Periods

- Manage Accounting Periods

⇒ Select the Template and click on **Submit**

Submit Payment Process Request

Submit

* Name AIM PPR

Template AIM PPR TEMPLAT

Selection Criteria

Payment and Processing Options

Pay Through Date 2/27/25
Pay from Date mid/yy
From Payment Priority 1
To Payment Priority 99
Date Basis Pay date
Select Early Payment Invoices
Include Zero Amount Invoices No
Pay Groups All Specific
Currencies All Payment Invoice
Business Units All Payment Invoice
Legal Entities All Specific
Sources All Specific Exclude

Supplier Type
Payment Method AIM CHECK PM
Invoice Conversion Rate Type
Supplier or Party AIM SUPPLIER
Invoice Group

⇒ Manage Payment Process Requests

⇒ Provide the PPR batch name => Click on **Search**

Manage Payment Process Requests

?

Done

Search

Advanced

Saved Search

All Payment Process Requests

** Name

AIM PPR

Payment Date

m/d/yy

Stage

Days Since Creation

** Status

Creation Date

m/d/yy

** At least one is required

Search

Reset

Save...

Actions

View

Detach

Name	Stage	Status	Action	<div>Installments</div> <div>Selected Rejected</div>	<div>Payments</div> <div>Recorded</div>	<div>Payment</div> <div>Date</div>
<div>AIM PPR</div>	Installation selection	Pending installments review	<div></div>	2		2/27/25

⇒ 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

Review Installments: AIM PPR

Save

Submit

Cancel

Payment Date 2/27/25

Selected (2)

Not Selected (4)

Conversion Rates

Calculate Withholding and Interest

Terminate Request

Currency Summary

Payment Currency	Installments	Unpaid Amount	Withheld Tax	Discount	Payment Amount	Interest	Total
USD	2	30,000.00	0.00	0.00	30,000.00	0.00	30,000.00

Selected Installments ?

View

Detach

Add Installments

View Report

Supplier or Party	Invoice				Payment				
	Number	Due Date	Currency	Unpaid Amount	Withheld Tax	Discount	Amount	Interest	Amount with Interest
AIM SUPPLIER	PPR TEST INVOIC...	2/27/25	USD	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00
AIM SUPPLIER	TEST INVOICE _01	2/27/25	USD	20,000.00	0.00	0.00	20,000.00	0.00	20,000.00

⇒ Click on **Submit**

⇒ Click on Refresh button

Manage Payment Process Requests

Search [Advanced] Saved Search All Payment Process Requests

Actions View Detach

Name	Stage	Status	Action	Installments Selected Rejected	Payments Recorded	Payment Date
AIM PPR	Installation selection	Calculating withholding and interest		2		2/27/25

Click on Go Icon

Manage Payment Process Requests ?

Done

Search

Advanced Saved Search All Payment Process Requests ▾

Actions ▾ View ▾

Detach

Name	Stage	Status	Action	Installments		Payments	Payment
				Selected	Rejected	Recorded	Date
<div></div> <div>AIM PPR</div>	Payment validation	Pending proposed payment review	<div></div>		2		2/27/25

Review Proposed Payments: AIM PPR

Creation Date: 2/27/25
Status: Pending proposed payment review

Payment Summary

Payments Created	Total Amount	Payments Rejected	Payments Removed
1	30,000.00 USD	0	0
Total	1	0	0

Payments

Payment Business Unit	Payee	Amount	Payment	Date	Bank Account	Remit-to Account
AIM US Business Unit_01	AIM SUPPLIER	30,000.00 USD	66	2/27/25	AIM NEWYORK BANK A...	

Additional Information

Context Segment

AIM SUPPLIER, 30,000.00 USD: Documents

Reference Number	Document Date	Amount to Be Paid (USD)	Document Amount (USD)	Document Type
PPR TEST INVOICE 01	2/27/25	10,000.00	10,000.00	Standard
TEST INVOICE_01	2/27/25	20,000.00	20,000.00	Standard

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

Overview

Search

Search Results

View: Flat List | Hierarchy

Actions: View | **Schedule New Process** | Resubmit | Put On Hold | Cancel Process | Release Process | View Log

Name

Format Payment Files

Payment Process Request Status Report

Build Payments

Payment Process Request Status Report

Build Payments

Payables Selected Installments Report

Initiate Payment Process Request: Recalculate Payment

Payables Selected Installments Report

Initiate Payment Process Request

Process Details

Status Details

Format Payment Files, 7762470

Status: Succeeded

Schedule Start: 2/27/25 1:21 PM UTC

Log and Output

Attachment: ESS_O_7762470 (1 more...)

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	Enterprise Scl	7762470.pdf	ESS_O_7762470	ESS Job Request Process	AIM
File	Enterprise Scl	7762470.log	ESS_L_7762470	ESS Job Request Process	AIM

Rows Selected: 1

Scheduled Time

Submission Time

- ⇒ Open the file

	Feb 27, 2025	1470	
PPR TEST	Feb 27, 2025		10,000.00
INVOICE 01			
TEST INVOICE	Feb 27, 2025	AIM ACC CAL	20,000.00
_01			
			30,000.00
	1	Feb 27, 2025	
Thirty Thousand Dollars And Zero Cents*****			30,000.00
AIM SUPPLIER			
Manhattan, NY 10001			
United States			

- ⇒ Click on Go icon

Manage Payment Process Requests ?										Done
Search										Advanced Saved Search All Payment Process Requests
Actions View Detach										
Name	Stage	Status	Action	Installments		Payments	Payment			
				Selected	Rejected	Recorded	Date			
AIM PPR	Payment file build	Waiting for payment file processing		2			2/27/25			
301190	Payment file processing	Formatted and ready for printing								

⇒ Click on **Print**

Print Payment Documents: 301190 ?		Actions	Print	Cancel
Run Format program and send the formatted payment file to selected printer				
Payment Document	AIM PAYMENT DOCUMENT	Terminate Payment Process		
Disbursement Bank Account	AIM NEWYORK BANK ACCOUNT			
Paper Stock Type	Numbered Stock			
Total Documents Needed for Printing	1			
Last Available Document Number	1000			
Printer				

⇒ Click on **Go** Icon

Manage Payment Process Requests ?										Done
Search										Advanced Saved Search All Payment Process Requests
Actions View Detach										
Name	Stage	Status	Action	Installments		Payments	Payment			
				Selected	Rejected	Recorded	Date			
AIM PPR	Payment file build	Waiting for payment file processing		2			2/27/25			
301190	Payment file processing	Submitted for printing								

⇒ Click on **View** Icon

Printing Details		Payment Document	AIM PAYMENT DOCUMENT	Print Immediately	No				
		Printer							
Payments									
View									
Payment Business Unit	Payee	Payment Reference	Status	Payment	Paper Document Number	Payment Amount	Payment Date		
AIM US Business Unit_01	AIM SUPPLIER	8691	Submitted for pri...	View	1	30,000.00 USD	2/27/25		
Validation Errors						View Payment			
View									
Error Reason	Validation	Error Status	Fail Date	Pass Date	Override Date	Override Justification			
No data to display.									
Acknowledgment Details									
Processing Date				Bank Status Code					
Inbound File Name				Error Code					

⇒ Click on **Done**.

Payment: 8691

Done

Paper Document Number 1	Status Submitted for printing
Payee AIM SUPPLIER	Payment Amount 30,000.00 USD
Payment Date 2/27/25	Withheld Amount 0.00 USD
	Payment Business Unit AIM US Business Unit_01
	Legal Entity AIM US Legal Entity_01
	Complete No
	Overflow Documents

Documents Payable | Payment Details | Banking Details | History

View

Reference Number	Document Type	Document Date	Document Amount	Discount	Amount to Be Paid
PPR TEST INVOICE 01	Standard	2/27/25	10,000.00 USD	0.00 USD	10,000.00 USD
TEST INVOICE_01	Standard	2/27/25	20,000.00 USD	0.00 USD	20,000.00 USD

⇒ Click on **Record Print Status**

Payment File: 301190

Actions **Record Print Status** **Reprint** **Done**

Administrator Reference AIM PPR	Status Submitted for printing
Payment Process Profile AIM PAYMENT PROCESS PROFILE	Payments Confirmed No
Format Standard Check Format	Process Type Standard
Creation Date 2/27/25	Comments
Processing Type Printed	Sent File Name

Payment Summary

Payments Created	Total Amount
1	30,000.00 USD
1	

Reporting

Separate Remittance Advice Created No	Positive Pay File Created No
Regulatory Report Created No	Payment File Register Created No

Creation Details

Legal Entity	Source Product
Payment Business Unit	Payment Function
Payment Date	Payment Reason
Payment Currency USD	Maximum Payment File Amount
Disbursement Bank Account AIM NEWYORK BANK ACCOUNT	Maximum Number of Payments
Payment Process Request	Batch Booking

Printing Details

Click on **Submit**

Record Print Status: Payment File 301190

Actions **Submit** **Cancel**

Terminate Payment Process

Payment File Summary

Payment Document AIM PAYMENT DOCUMENT	Setup Documents 0	Spoiled Documents 0
Paper Stock Type Numbered Stock	Overflow Documents 0	Skipped Documents 0
Disbursement Bank Account AIM NEWYORK BANK ACCOUNT	Issued Documents 1	
Total 1		

Payment Documents

Review your printing results for spoiled or skipped checks and record them on this page. All printed document numbers are initially shown with a status of Printed.

View **Mark as Spoiled** **Mark as Skipped**

Document Number	Payment Reference	Payee	Amount	Status
1	8691	AIM SUPPLIER	30,000.00 USD	Printed

⇒ Click on **Record the Print Status**

Record Print Status: Payment File 301190 Actions ▾ Submit Cancel

Payment File Summary ?

Payment Document AIM PAYMENT DOCUMENT Setup Documents 0 Spoiled Documents 0

Warning ×

Don't confirm payments unless you're sure that all payments in this file are complete and were processed by your payment system or financial institution.

Confirmation of payments can't be reversed. Once payments in a payment file are confirmed, the payment file can't be terminated. If any subsequent problems are found, you must void the payments. Do you want to continue?

Record the Print Status Cancel

View ▾ Mark as Spoiled Mark as Skipped

Document Number	Payment Reference	Payee	Amount	Status
1	8691	AIM SUPPLIER	30,000.00 USD	Printed

Click on **Done**

Payment File: 301190 ? Actions ▾ Done

Administrator Reference AIM PPR
 Payment Process Profile AIM PAYMENT PROCESS PROFILE
 Format Standard Check Format
 Creation Date 2/27/25
 Processing Type Printed

Payments Confirmed No
 Process Type Standard
 Comments
 Sent File Name

Payment Summary

Payments Created	Total Amount
1	30,000.00 USD
1	

Reporting

Separate Remittance Advice Created No View
 Regulatory Report Created No View
 Positive Pay File Created No View
 Payment File Register Created No View

Creation Details ?

Legal Entity
 Payment Business Unit
 Payment Date
 Payment Currency USD
 Disbursement Bank Account AIM NEWYORK BANK ACCOUNT

Source Product
 Payment Function
 Payment Reason
 Maximum Payment File Amount
 Maximum Number of Payments

Printing Details

Payment Process Request
 Batch Booking
 Payment Document AIM PAYMENT DOCUMENT
 Printer
 Print Immediately No

Payments

View ▾

Payment Business Unit	Payee	Payment Reference	Status	Payment	Paper Document Number	Payment Amount	Payment Date
AIM US Business Unit_01	AIM SUPPLIER	8691	Printed	View	1	30,000.00 USD	2/27/25

Validation Errors

View ▾

Error Reason	Validation	Error Status	Fail Date	Pass Date	Override Date	Override Justification
No data to display.						

Acknowledgment Details

Processing Date
 Inbound File Name
 Inbound File Status

Bank Status Code
 Error Code
 Error Message

Click on **Done**

Manage Payment Process Requests ? Done

Search Advanced Saved Search All Payment Process Requests ▾

Actions ▾ View ▾ Detach ↻

Name	Stage	Status	Action	Installments Selected Rejected	Payments Recorded	Payment Date
AIM PPR	Payment file build	Waiting for payment file processing		2		2/27/25
301190	Payment file confirmed	Printed				

Click on the

Manage Payment Process Requests ?

Done

Search

Advanced

Saved Search

All Payment Process Requests

Actions

View

Detach

Name	Stage	Status	Action	Installments		Payments Recorded	Payment Date
				Selected	Rejected		
<div><div></div><div>AIM PPR</div></div>	Completed	Payments completed		2		1	2/27/25
<div><div></div><div>301190</div></div>	Payment file confirmed	Printed					

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

Payment File: 301190 ? Actions Done

Payments Created	Total Amount
1	30,000.00 USD
1	

Reporting

Separate Remittance Advice Created

No

View

Regulatory Report Created

No

View

Positive Pay File Created

No

View

Payment File Register Created

No

View

Creation Details ?

Legal Entity

Payment Business Unit

Payment Date

Payment Currency

Disbursement Bank Account

Payment Process Request

Source Product

Payment Function

Payment Reason

Maximum Payment File Amount

Maximum Number of Payments

Batch Booking

Printing Details

Payment Document

Printer

AIM PAYMENT DOCUMENT

Print Immediately

No

Payments

View

Payment Business Unit	Payee	Payment Reference	Status	Payment	Paper Document Number	Payment Amount	Payment Date
AIM US Business Unit_01	AIM SUPPLIER	8691	Printed	View	1	30,000.00 USD	2/27/25

⇒ Go to [Manage Payments](#)

⇒ Find with Payment document number

Manage Payments ?

Done

Search

Advanced

Saved Search

All Payments

** At least one is required

** Supplier or Party

AIM SUPPLIER

** Payment Type

** Payment Date

m/d/yy

** Payment Process Request

** Payment Number

1

Payment Status

** Disbursement Bank Account

Business Unit

Search

Reset

Save...

Actions

View

+

Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1	AIM PAYMENT D...	Negotiable	No	AIM SUPPLIER	2/27/25	30,000.00 USD	MANHATTAN, NY 10001 New York		

⇒ Click on the Payment Document Number

⇒ Payments => [Create Accounting](#)

 This process will be queued up for submission at position 1


Name Create Accounting

Description Creates subledger journal entries.

Schedule As soon as possible

Basic Options

Parameters

* Subledger Application	Payables	▼
* Ledger	AIM US PRIMARY LEDGER	▼
Process Category		▼
* End Date	2/27/25	
* Accounting Mode	Final	▼
* Process Events	All	▼
* Report Style	Summary	▼
* Transfer to General Ledger	Yes	▼
* Post in General Ledger	Yes	▼
Journal Batch	AIM PPR JOURNAL BATCH	
* Include User Transaction Identifiers	No	▼

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Process ID	Status
Maintain Payables Trial Balance Report	7762568	Succeeded
Post Journals for Single Ledger	7762567	Succeeded
Import Journals: Child	7762562	Succeeded
Post Subledger Journal Entries: Subprocess	7762560	Succeeded
Post Subledger Journal Entries	7762558	Succeeded
Create Accounting: Subprocess	7762557	Succeeded
Create Accounting	7762556	Succeeded

- ⇒ Manage Payments
- ⇒ Click on Payment number

Manage Payments ?

Done

Search

Advanced


Saved Search

All Payments ▾

** Supplier or Party

AIM SUPPLIER ▾

** Payment Date

m/d/yy 

** Payment Number

1

** Disbursement Bank Account

▾

** Payment Type

▾

** Payment Process Request

▾

Payment Status

▾

Business Unit

▾

** At least one is required

Search


Reset


Save...


Actions ▾


View ▾


+







 Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1	AIM PAYMENT D...	Negotiable	No	AIM SUPPLIER	2/27/25	30,000.00 USD	MANHATTAN, NY 10001 New York		

⇒ Go to Actions => View Accounting

Payment: 1

Payee

AIM SUPPLIER

Payment Date

2/27/25

Status

Negotiable

Accounting Status

Accounted

Reconciled

No

Type

Payment Process Request

Payment Amount

30,000.00

USD

0.00

Withheld Amount

USD

Business Unit

AIM US Business Unit_01

Legal Entity

AIM US Legal Entity_01

Stop Date

Void Date

Attachments

None

Actions

Done

Void

Initiate Stop

Reissue

Print Remittance

Post to Ledger

Account in Draft

View Accounting

Payment Details

Paid Invoices

History

Conversion

Other

Payee

Current Name

Payee Site

Remit-to Address

Payment Function

AIM SUPPLIER NEWYORK

MANHATTAN, NY 10001 New York

Payables disbursements

Remit-to Account

IBAN

BIC

Remit-to Bank Name

Remit-to Branch Name

Processing Details

Disbursement Bank Account

Payment Method

Bill Payable

Payment Process Profile

AIM NEWYORK BANK ACCOUNT

AIM CHECK PM

No

AIM PAYMENT PROCESS PROFILE

Payment Process Request

Payment Document

Payment File Reference

Reference Assigned by Administrator

AIM PPR

AIM PAYMENT DOCUMENT

301190

AIM PPR

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

Payment: 1

Accounting Lines: Payment 1

Ledger

AIM US PRIMARY LEDGER

Date

2/27/25

Status

Final

View

View T-Accounts

Detach

Override Account

Line		Event	Account	Class	Accounted (USD)	
					Debit	Credit
1		Payment Created	1000-0000-21010-0000-0000-0000	Liability	20,000.00	
2		Payment Created	1000-0000-21010-0000-0000-0000	Liability	10,000.00	
3		Payment Created	1000-0000-11015-0000-0000-0000	Cash clearing		30,000.00

Done

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

Data Access Set: AIM US PRIMARY LEDGER [\[Change\]](#)

Manage Journals [?](#)

Search [Basic](#) [Manage Watchlist](#) [Saved Search](#) [All Journals](#)

Actions [View](#) [Format](#) [+](#) [-](#) [Print](#) [Detach](#) [Wrap](#) [Post Batch](#) [Reverse Batch](#) [Reverse Journal](#)

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
Feb-25 Payments	AIM PPR JOURNAL BATC...	Feb-25	Payables	Payments	30,000.00 USD	30,000.00 USD	Posted

⇒ Click on Journal Batch

Edit Journal [?](#)

[Save](#) [Post](#) [Cancel](#)

Journal Batch: AIM PPR JOURNAL BATCH Payables A 7762559000001 7762562 N [?](#) [Show More](#) [Batch Actions](#)

Journal Batch	AIM PPR JOURNAL BATCH Payables A 7762559000001 7762562 N	Source	Payables
Description	Journal Import Payables 7762562	Approval Status	Not required
Balance Type	Actual	Funds Status	Not applicable
* Accounting Period	Feb-25	Batch Status	Posted
Attachments	None +	Completion Status	Complete

[Journal](#) [?](#) [Show More](#)

Journal	Feb-25 Payments	Currency	USD US Dollar
Description	Journal Import 7762562	Conversion Date	2/28/25
* Ledger	AIM US PRIMARY LEDGER	Conversion Rate Type	User
Accounting Date	2/28/25	Conversion Rate	1
* Category	Payments	Inverse Conversion Rate	1

[Journal Lines](#) [?](#)

Actions [View](#) [Format](#) [+](#) [-](#) [Print](#) [Detach](#) [Wrap](#)

Line	* Account	Entered (USD)		Description
		Debit	Credit	
1	1000-0000-21010-0000-0000-0000	30,000.00		Journal Import Created
2	1000-0000-11015-0000-0000-0000		30,000.00	Journal Import Created

⇒ Click on Amount to drill down

Data Access Set: AIM US PRIMARY LEDGER

Subledger Journal Lines

[Done](#)

Ledger: AIM US PRIMARY LEDGER
Journal Source: Payables
Account: 1000-0000-21010-0000-0000-0000
Account Description: AIM US Business Unit_01-Default-Accounts Payable-Default-Default-Default

View [View Journal Entry](#) [Detach](#)

Accounting Date	Transaction Number	Accounting Class	Accounted (USD)		Event Type	Line Description	Attachments
			Debit	Credit			
2/27/25	1	Liability	20,000.00		Payment Creat...	Invoice Number : TEST INVOICE _01	
2/27/25	1	Liability	10,000.00		Payment Creat...	Invoice Number : PPR TEST INVOICE 01	

1000-0000-21010-0000-0000-0000: Transaction Information [View Transaction](#)

<div> <div>Actions ▾ View ▾</div> <div> <div>Schedule New Process</div> <div>Resubmit</div> <div>Put On Hold</div> <div>Cancel Process</div> <div>Release Process</div> <div>View Log ↻</div> </div> </div>				
Name	Process ID	Status	Scheduled Time	Submission Time
Payment File Confirmation	7762500	Succeeded	2/27/25 1:33 PM UTC	2/27/25 1:33 PM UTC
Perform Near Real-Time Processing of Access Group Object Sharing Rules	7762493	Succeeded	2/27/25 1:30 PM UTC	2/27/25 1:30 PM UTC
Run Access Group Membership Rules	7762492	Succeeded	2/27/25 1:30 PM UTC	2/27/25 1:30 PM UTC
Format Payment Files	7762487	Succeeded	2/27/25 1:28 PM UTC	2/27/25 1:28 PM UTC
Format Payment Files	7762470	Succeeded	2/27/25 1:21 PM UTC	2/27/25 1:21 PM UTC
Payment Process Request Status Report	7762469	Succeeded	2/27/25 1:21 PM UTC	2/27/25 1:21 PM UTC
Build Payments	7762468	Succeeded	2/27/25 1:21 PM UTC	2/27/25 1:21 PM UTC
Payment Process Request Status Report	7762362	Succeeded	2/27/25 1:15 PM UTC	2/27/25 1:15 PM UTC
Build Payments	7762361	Succeeded	2/27/25 1:15 PM UTC	2/27/25 1:15 PM UTC
Payables Selected Installments Report	7762360	Succeeded	2/27/25 1:15 PM UTC	2/27/25 1:15 PM UTC
Initiate Payment Process Request: Recalculate Payment Process Request	7762359	Succeeded	2/27/25 1:15 PM UTC	2/27/25 1:15 PM UTC
Payables Selected Installments Report	7762340	Succeeded	2/27/25 1:07 PM UTC	2/27/25 1:07 PM UTC
Initiate Payment Process Request	7762339	Succeeded	2/27/25 1:06 PM UTC	2/27/25 1:06 PM UTC
Initiate Payment Process Request	7762281	Succeeded	2/27/25 12:49 PM UTC	2/27/25 12:49 PM UTC
Initiate Payment Process Request	7762265	Succeeded	2/27/25 12:40 PM UTC	2/27/25 12:40 PM UTC

Process Details

Status Details

Payment File Confirmation, 7762500

Status Succeeded

Schedule Start 2/27/25 1:33 PM UTC

Log and Output

Attachment [ESS_L_7762500](#)

Parameters

Thank you