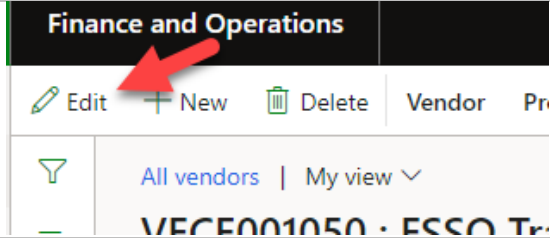
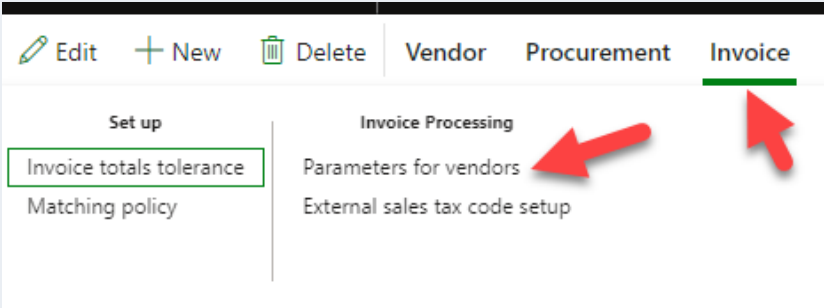


VISUAL WORK INSTRUCTION

TITLE / DESCRIPTION OF PROCESS		Post vendor creation in Dynamics 365 Finance and Operations		
CREATED BY	OBJECTIVE	PREREQUISITES		EXPECTED RESULTS
Reno	Post vendor creation validation	Access to Dynamics 365 Finance and Operations and Microsoft Power Apps		Vendor account data validated and active
PROCESS NUMBER				
1				
INITIAL ISSUE DATE				
24-05-2022				
CURRENT VERSION				
1.0.0				
STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP		EXPECTED RESULTS
1)	<p>In this scenario, we will be review and complete vendor creation.</p> <p>Navigate in vendor card/profile.</p> <p>Left-click to 'Edit' to begin adjustments in vendor card/profile, and click on 'Save'</p>			See illustration
2)	<p>There are 2 main tasks remaining for completing the process of creating a vendor in Dynamics 365. Select Parameters for vendor and add the bank account to the vendor.</p> <p>Set Matching Policy Step-by-step plan:</p> <ul style="list-style-type: none"> Go to Dynamics 365 F&O Select the company (02IB, 10NL etc.) Find the relevant vendor (VEFR000613) On the top bar, select Invoice 			See illustration

- On the tab Invoice processing, select Parameters for vendors
- Edit the Matching rule to match TwoWayMatch

Setup Invoice Processing parameters for vendor

Invoice Processing

Invoice type

Purchase invoice

Use simplified tax matching

Default

Include sales tax in invoice amount

☒ Yes

Check for duplicate invoices

Default

Import

Automatically submit invoices after im...

Default

Item numbers

Default

Automatically select product receipts

Default

Check the matching of imports

Default

Import delay in days

Matching Rule

with two-way matching support

Default

Default PO matching

PO matching with two-way matching support

<Default>

Charges sales tax group

<Default>

Add Bank Account

Step-by-step plan:

- Go to Dynamics 365 F&O
- Select the company (02IB, 10NL etc.)
- Find the relevant vendor (i.e., VEFR000613)
- Search for the tab 'Payment'
- At the bank account field, select the bank
- **If bank account is not uploaded,** select "Bank accounts" under Vendor tab
- Click on "New"
- Fill in the fields in oval red

Finance and Operations

Save + New Delete Vendor Procurement Invoice General Op

Maintain

On hold

Copy

Add vendor to another legal entity

Set up

Contacts

Bank accounts

Summary update

Certifications

Product filters

Edit + New Delete Options

Filter



See illustration

- **UK exception:** Fill in the fields in oval purple
- Save the vendor changes

EditNewDeleteOptions

1000

We didn't find anything to show here.

Vendor bank accounts

Bank account

Name

General

IDENTIFICATION

Bank groups

Vendor account

Rouling number type

DUNS

+4 DUNS segment

Rouling number

Bank account number

ON

SWIFT code

BAN

Bank account type

STATUS

Active date

Expiration date

Status

Factoring vendor bank account

New formatted IBAN

Setup

PAYMENT

Text code

Message to bank

Exchange reference

Cross rate

CURRENCY

Currency