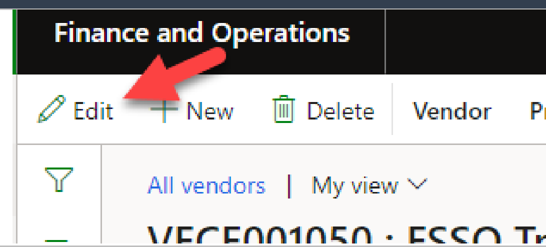
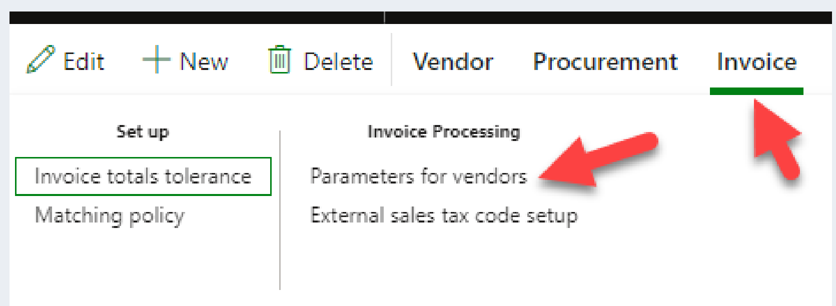
VISUAL WORK INSTRUCTION

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 anc 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)	In this scenario, we will be review and complete vendor creation. Navigate in vendor card/profile. Left-click to 'Edit' to begin adjustments in vendor card/profile, and click on 'Save'		See illustration
2)	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. **Set Matching Policy** Step-by-step plan: • 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

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

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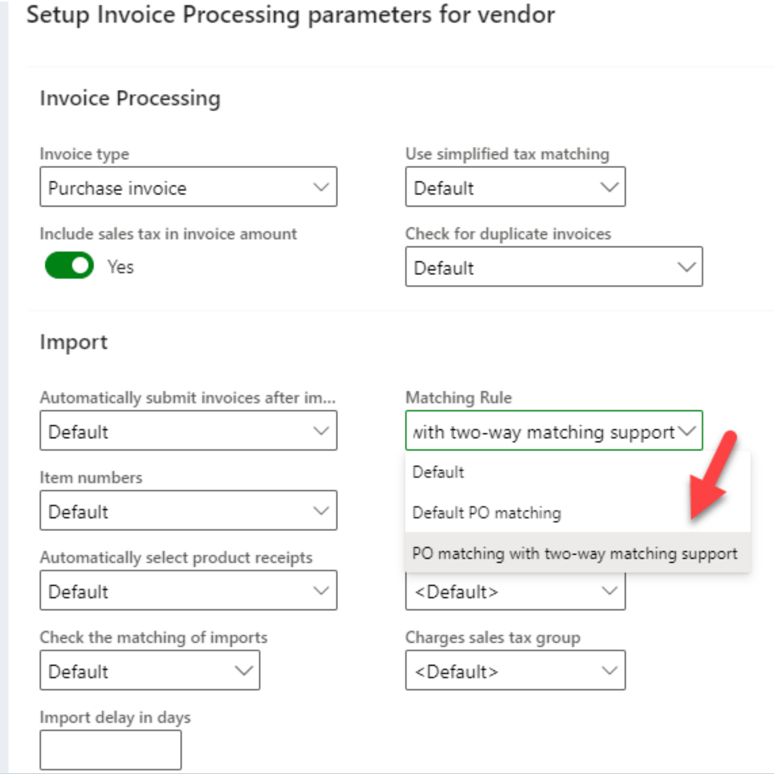

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3)

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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
- **<u>If bank account is not uploaded</u>**, select “Bank accounts” under Vendor tab
- Click on “New”
- Fill in the fields in oval red

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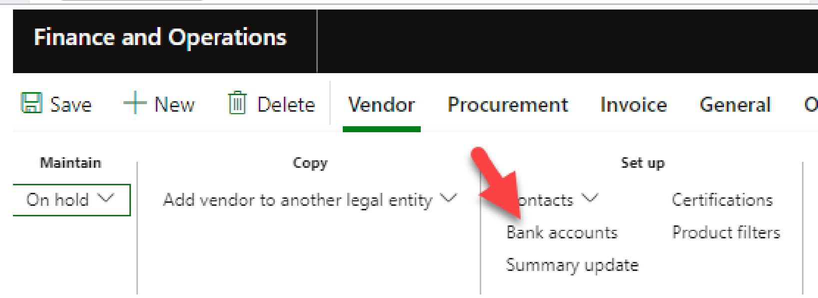

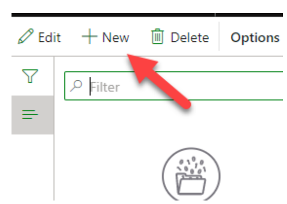

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	• **UK exception**: Fill in the fields in oval purple **Save the vendor changes**