

衛普實業 AP&CE BRM Report



AdvancedTEK Consulting
19-Sep-2023 、 20-Sep-2023



WEB--PRO

ORACLE®

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ 付款作業管理
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List

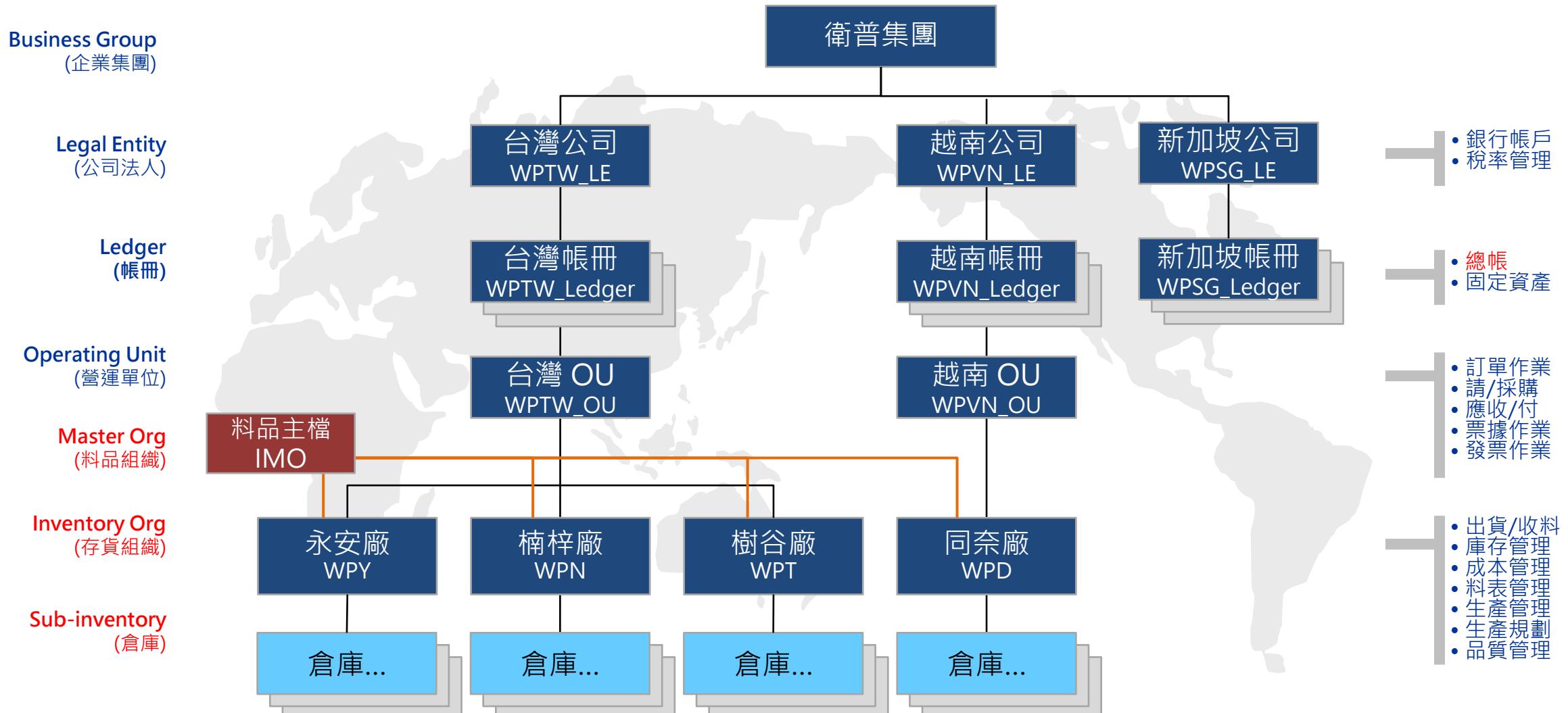


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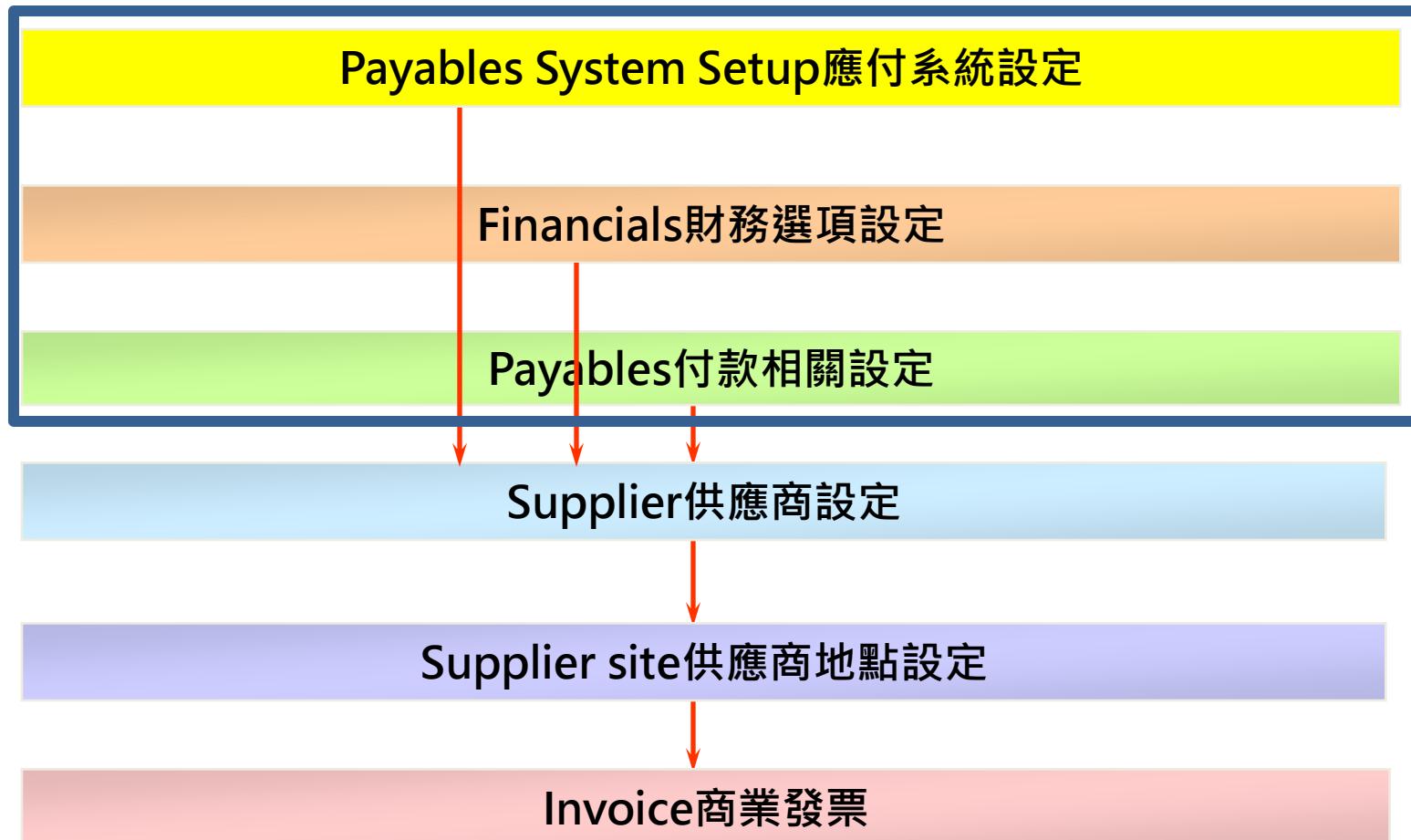


衛普企業組織架構 – To-Be



應付立帳結構說明

» 預設值階層



應付立帳結構

» Payables System Setup(應付系統設定)

- 供應商編碼
 - 人工編號
- 立帳控管
 - 立帳勾稽對象：收貨單
- 付款
 - 立帳幣別--TW(NTD)/VN(VND)
 - 付款群組--月結付款、零星付款、零用金
 - 付款到期日起算基準--發票日期
 - 付款日基準--到期日
 - 付款條件

應付立帳結構

» Financials財務選項設定/Payables付款相關設定

- 系統預開未來期間期數(Future Periods)
 - 1期
- 應付帳款/預付貨款/應付票據/付款折扣等科目設定
- 付款會計分錄完成時點

付款作業階段	Cash	Future Dated
Payment Confirm	Dr. AP Cr. 暫付銀行資金過渡	Dr. AP Cr. 應付票據
Payment Maturity	X	Dr. 應付票據 Cr. 暫付銀行資金過渡
Payment Clearing	Dr. 暫付銀行資金過渡 Cr. 銀行存款	Dr. 暫付銀行資金過渡 Cr. 銀行存款

- 應付票據科目來源
 - 銀存帳戶

應付立帳結構

» Financials財務選項設定/Payables付款相關設定

- 預付貨款科目來源
 - 供應商地點
- 汇率型態
 - 記帳匯率(WP_Accounting Rate)
- 付款匯差/小數點尾差科目設定
- 交易記帳日(**GL Date**)基準
 - 系統日期
- 預付立帳付款條件
 - TW(未設定)/VN(未設定)
- 預付款可沖銷的有效日天數
 - 0天

應付立帳結構

» Financials財務選項設定/Payables付款相關設定

- 不啟用線上簽核工作流程
- 允許變更應付立帳費用科目
- **單一付款**
 - 啟用單一付款作業
 - 啟用允許逾期付款
 - 啟用允許付款取消及重開票作業
 - 啟用允許變更付款住址
- **代扣稅**
 - 啟用代扣稅作業
 - 沖消代扣稅時點：商業發票驗證時
 - 建立代扣商業發票時點：付款時
 - 代扣日期基準：拋轉總帳日期

應付立帳結構

» 應付立帳批次管理

- Batch Name命名原則：
 - OU (WPTW、WPVN) + Type (來源) + 流水號
 - 未來外圍 Flow 系統轉入的 Batch Name 規則
- 可以利用每一批次的總金額及總筆數來確認資料輸入的正確性
- 可依批次作為查詢並可依Batch作整批Invoice之審核
- 可依Batch調整系統立帳預設值

Batch Name	Date	Control Count	Control Amount	[]	Act
WPTW-Materials-20230901	01-SEP-2023				

Validate 1 Invoices

應付立帳結構

» 應付帳款立帳型態(未來使用的Invoice Type)

Invoice Type	說明	系統運用
Standard	一般正向標準立帳，與前端採購資料勾稽	所有立帳請款使用的型態 (包含費用申請)
Credit Memo	負向應付立帳	進貨退出/進貨折讓
Debit Memo	負向應付立帳	進貨退出/進貨折讓
Expense Report	費用報支轉入	-
Prepayment	各項預付款立帳	各項預付款請款立帳
Mixed	一般立帳	-

應付立帳結構

» 應付立帳單據編碼原則(AP Invoice Number Naming Rule)

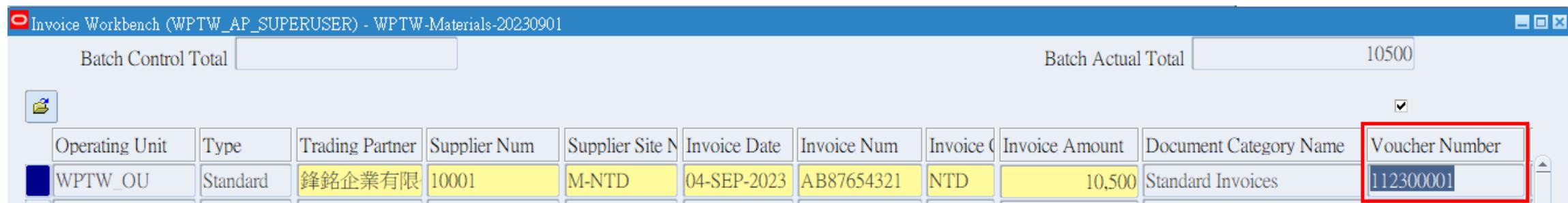
Type	說明
Standard	<ul style="list-style-type: none">• 原材料(前端交易來自 Oracle)：<ul style="list-style-type: none">– 發票號碼作為 Invoice Number– 作廢重立時，因系統限制 Invoice Number 不可重複，新立的 Invoice Number 採原 Invoice Number+Sequence#• 非銷系統：<ul style="list-style-type: none">– 建議使用外圍 Flow 系統的申請單號• AP 立帳：<ul style="list-style-type: none">– 依單據來源給號
Debit Memo	<ul style="list-style-type: none">• 原材料(前端交易來自 Oracle)：<ul style="list-style-type: none">– 憑證號碼作為 Invoice Number• 非銷系統：<ul style="list-style-type: none">– 建議使用外圍 Flow 系統的申請單號+Sequence#• AP 立帳：<ul style="list-style-type: none">– 依單據來源給號
Prepayment	<ul style="list-style-type: none">• 原材料：<ul style="list-style-type: none">– AP 立帳，建議使用 PO Number+Sequence#• 非銷系統：<ul style="list-style-type: none">– 建議使用外圍 Flow 系統的申請單號

應付立帳結構

» 應付代傳票編碼原則(AP Voucher Number Naming Rule)

- 傳票編號管理相關作業建議：
採用年序號，以避免繁複的設定工作
 - 未來傳票序號維護及設定由會計單位負責
 - 每年開始交易前需完成該年度的傳票號碼設定作業
- 可依據不同的Document Category(文件分類)來設定號碼，未來於應付 AP 模組列印傳票
- 未來AP拋轉GL將採用“彙總”的方式，並直接過帳，此類交易分錄於 GL 不再列印傳票

Type	說明	編號範例(2023)
立帳(Invoice)	1-代表應付帳款模組1碼+1-立帳+西元年2碼 + 流水號5碼，共9碼	112300001
付款(Payment)	1-代表應付帳款模組1碼+2-付款+西元年2碼 + 流水號5碼，共9碼	122300001



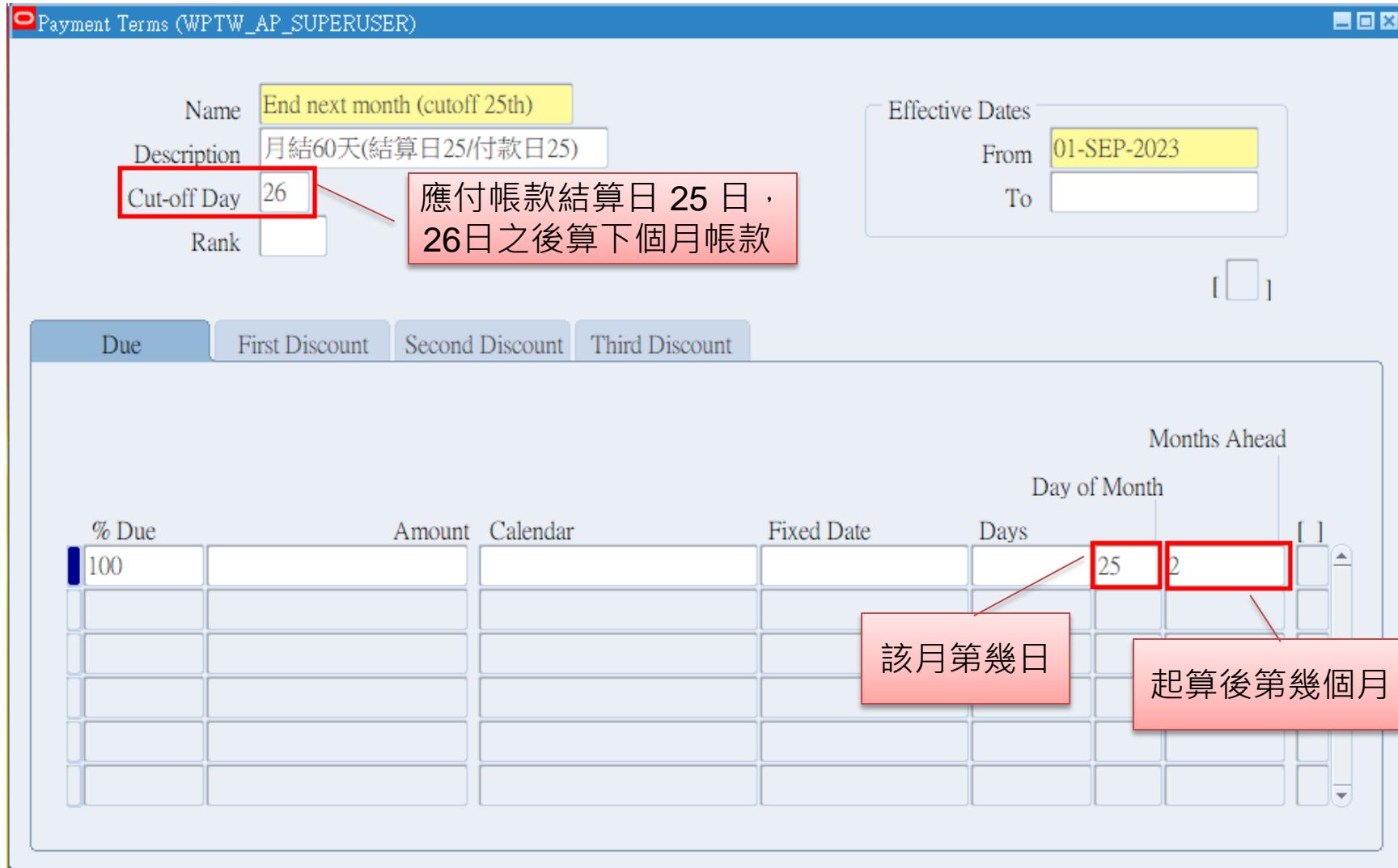
應付立帳結構

» 應付立帳日期規則

Type	說明
Invoice Date	<ul style="list-style-type: none">憑證的日期
GL Date	<ul style="list-style-type: none">立帳處理日期, 預設為系統日
Term Date	<ul style="list-style-type: none">付款到期日計算的起始日期<ul style="list-style-type: none">原物料：未來會參考 BMC的客製程式抓取"驗收入庫日"為起算日(AP-GAP)非銷：發票日期(Invoice Date)為起算日
Due Date	<ul style="list-style-type: none">系統根據 Payment Term 及 Term Date 計算
Exchange Date	<ul style="list-style-type: none">匯率日期同-GL Date

應付立帳結構

» 付款條件



應付立帳結構

» 稅制與稅率

Regimes		Tax	Tax Status	Tax Jurisdictions	Tax Recovery Rates	Rate
稅收制度		稅種	稅別	地區財稅機關	稅額回收率	稅率
台灣	TW_VAT	WPTW_TAX	WPTW_TAX STATUS	WPTW_TAXJURISDICTION	WPTW_TAX RECOVERY	T5
						T5(I)
						T0
越南	VN_VAT	WPVN_TAX	WPVN_TAX STATUS	WPVN_TAXJURISDICTION	WPVN_TAX RECOVERY	T20
						T20(I)
						T0

應付立帳結構

» 應付模組稅捐選項預設值來源順序

順序	預設值來源
1	Reference Document 參考文件
2	Supplier Site 供應商地點
3	Supplier 供應商

應付立帳結構會議紀錄

» BRM Meeting Minutes

- 付款到期日計算的起始日期
 - 原物料類未來會參考 BMC的客製程式抓取"驗收入庫日"為起算日，請 BMC 提供這支 Reuse 程式 (AP-GAP)
- 付款條件：
 - Open Issue：請會計單位提供 TW/VN 付款條件及其付款條件內容，資料格式請參考下一頁

付款條件資料格式

AP>Set up >Invoice>Payment Terms											
Name (名稱)	Description (摘要)	Cut-Off Date (結算日)	Rank	Effective Dates From (有效啟日)	Effective Dates To (有效迄日)	Due 到期日計算					
						%Due	Amount	Calendar (特殊行事曆)	Fixed Date	Days (天數)	Day of Month (該月幾號)
Net 30	貨到三十天付款					100				30	
月結60天	月結60天(結算日25/付款日25)	26				100				25	2

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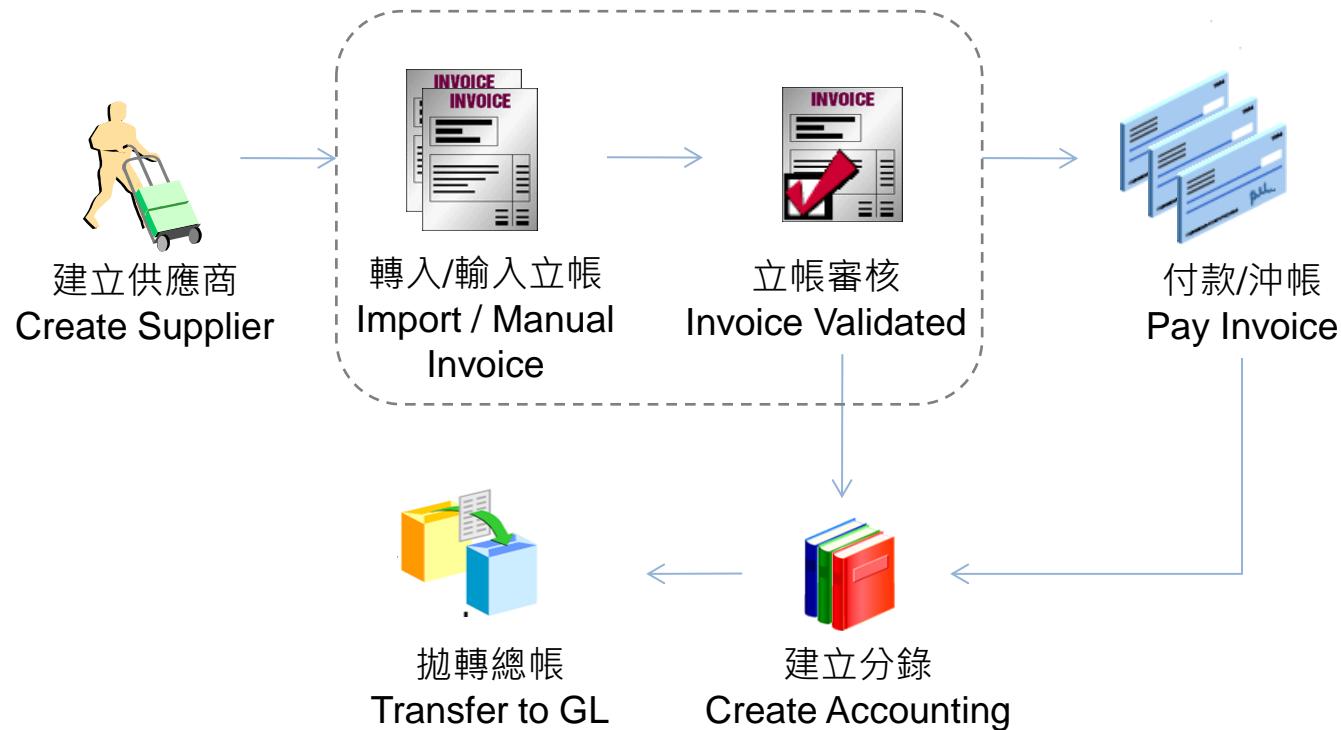
請款作業管理

» Invoice Management

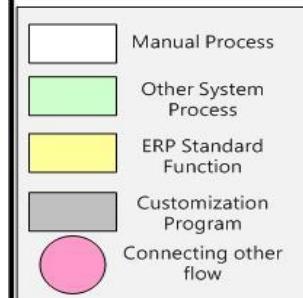
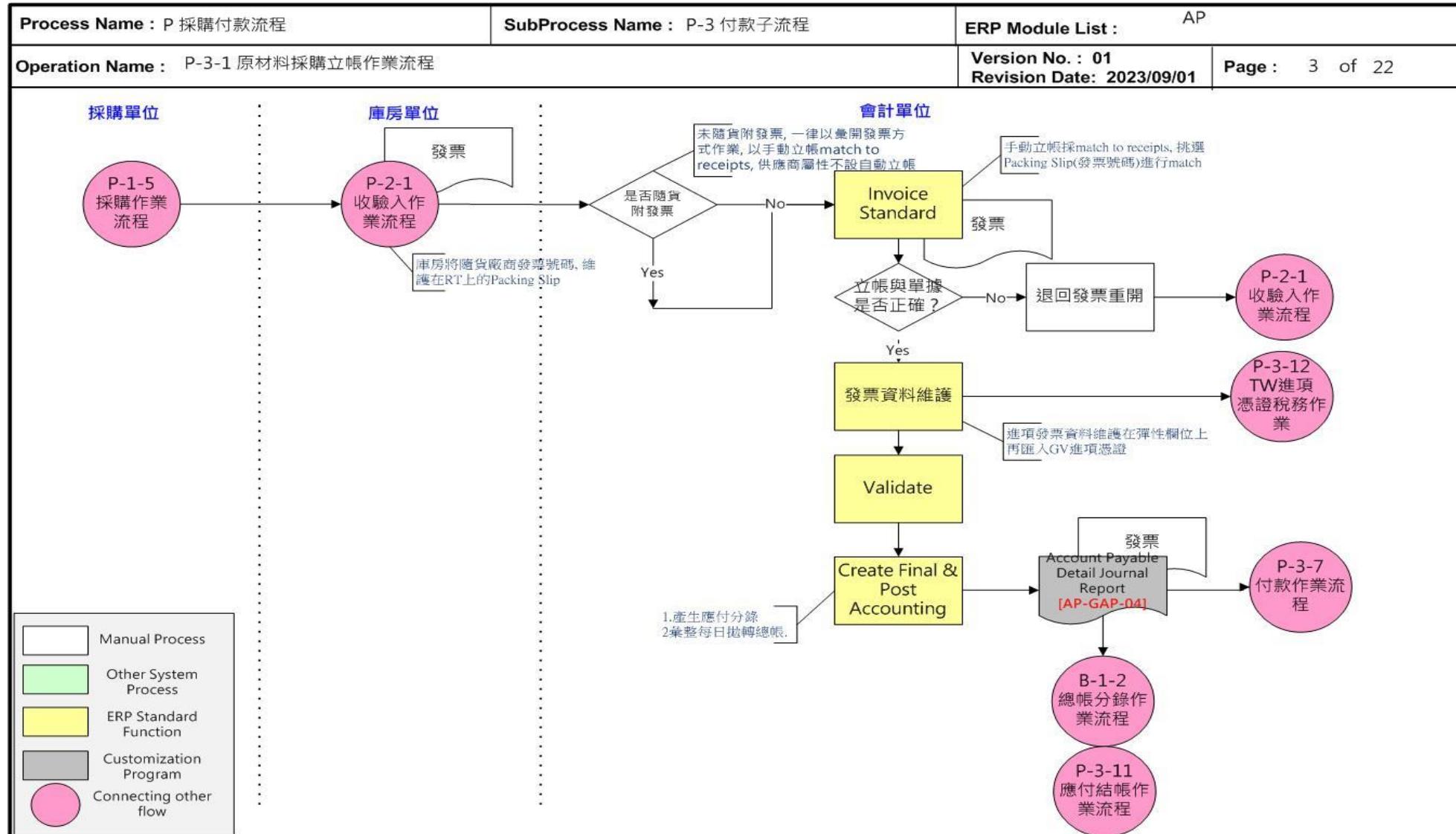
- 應付帳款流程-應付立帳作業
- 原物料立帳作業管理
- 原物料進貨退回及折讓作業管理
- 非銷立帳申請作業管理
- 預付款及預付沖銷作業管理
- 請款作業管理會議紀錄

應付帳款流程

» 應付立帳作業



原物料立帳作業流程



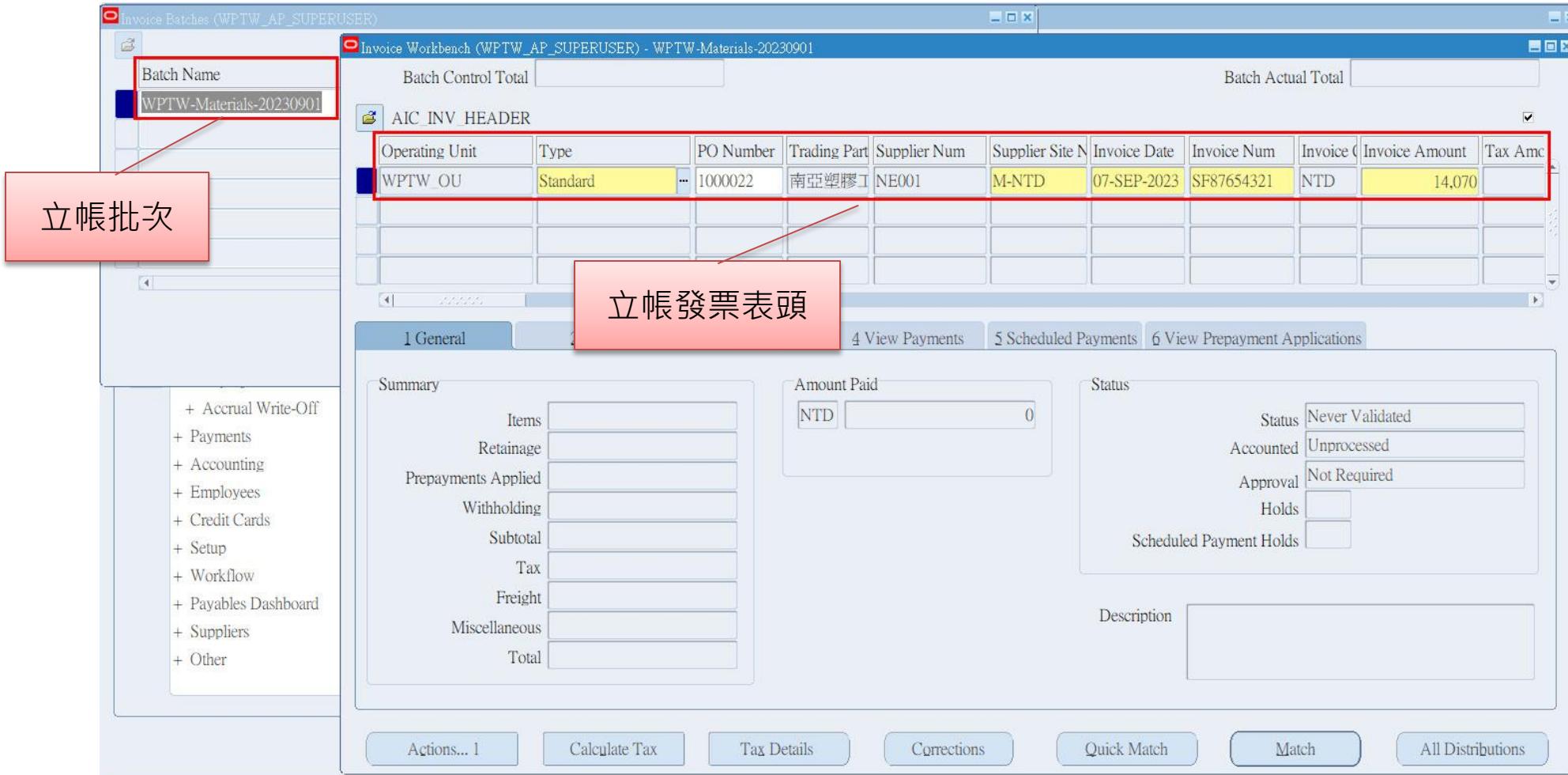
原物料立帳作業方案說明

» 使用 "Standard" Invoice Type

- 手動 AP Invoice 立帳
 - 會計單位手動立帳採 Match by Receipt
 - 如果廠商有隨貨附發票，庫房於收料時將發票號碼維護在Packing Slip 欄位上
 - 如果廠商有隨貨附發票，AP 立帳以挑選Packing Slip號碼 match收料單，如果未隨貨附發票，挑選 RT 單進行 Match
 - 需逐筆收料明細打勾。
 - 以發票號碼作為Invoice Number
 - 廠商降價直接輸入降價後單價，系統自動將價差記在IPV 科目上

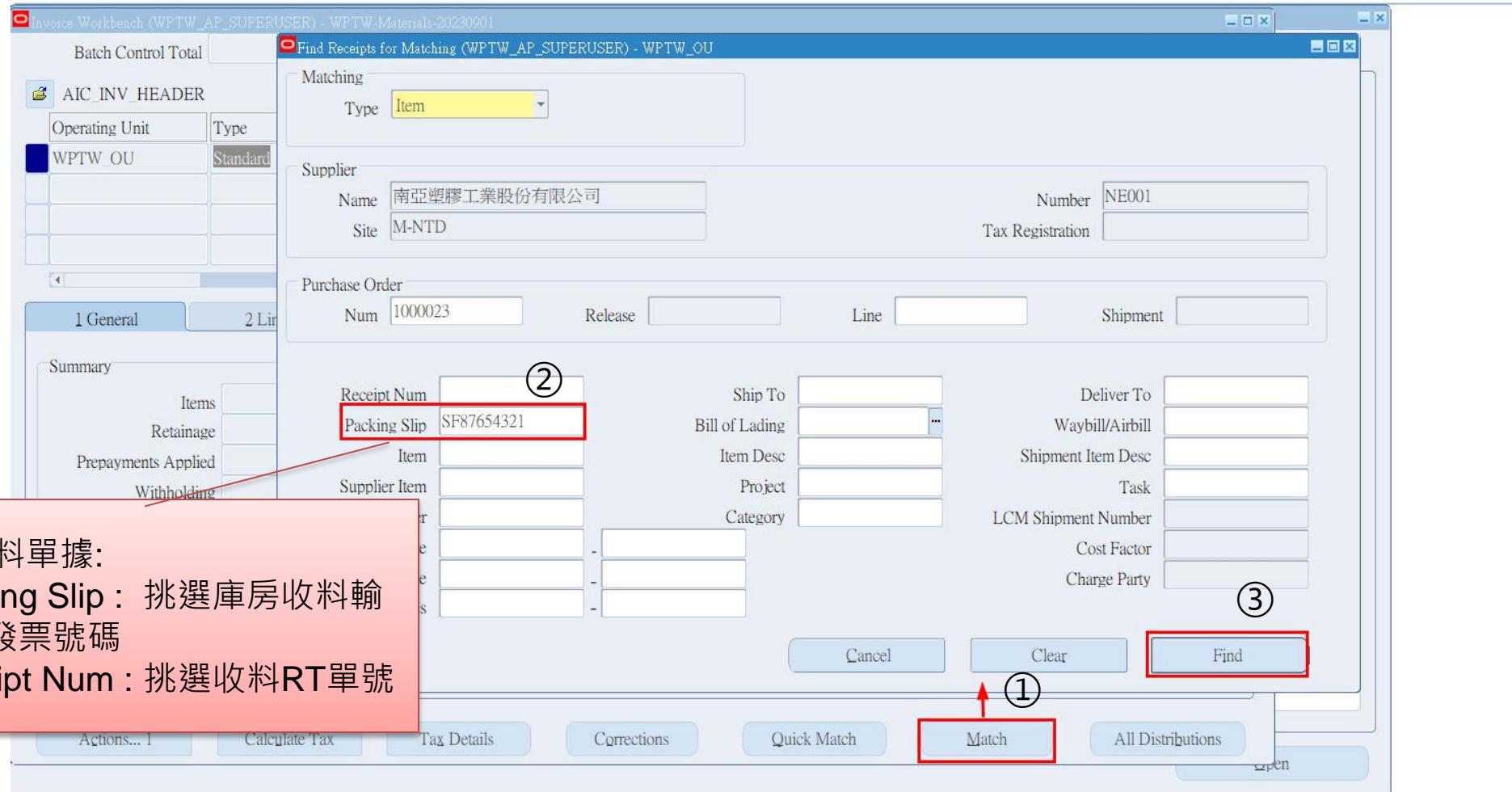
原材料手動立帳

» 經採購流程進貨，立帳發票建立



原物料手動立帳

» 搜尋收貨，進行比對



原物料手動立帳

» 執行比對

勾選擫立帳
收料明細

①

UOM	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	Receipt Num	Receipt Line Num	Receipt Date	Need-By
kg	100	75	7,500	<input type="checkbox"/>	8	1	07-SEP-2023	
kg	100	56	5,600	<input type="checkbox"/>	8	2	07-SEP-2023	
				<input type="checkbox"/>				
				<input type="checkbox"/>				

②

Match to Receipts (WPTW_AP_SUPERUSER) - WPTW_OU

Invoice Amount: 14,070
Line Total: 13,100

Match

採購資訊

降價直接修改單價

收料資訊

Purchase Order	Receipt Quantity	Associated Charges
UOM: kg Ordered: 100 Shipped: 0 Unit Price: 78 Payment Terms: End next month (cuto Freight Terms: Type: Standard Distributions: 1	UOM: kg Billed: 0 Received: 100 Returned: 0 Net Received: 100 Accepted: 100	Freight: Misc:

View Receipt Distribute... Invoice Overview Match

原物料手動立帳

» 檢視比對資料

立帳發票明細

Num	Type	Amount	PO Number	PO L	PO S	PO Dis	Receipt Number	Receipt Line N	Quantity Invoiced	UOM	Unit Price	Tax Classification Code	Description
1	Item	7,500	1000023	1	1	1	8	1	100	kg	75	T5	LDPE
2	Item	5,600	1000023	2	1	1	8	2	100	kg	56	T5	LDPE

- 勾稽採購收料資訊：
 - Type、Amount、PO相關欄位、Receipt相關欄位：Match後系統帶出，不可修改
 - Tax Classification Code：來自採購單稅別，match後系統自動帶出，可修改

原物料手動立帳

» TW進項發票開立 – 逐筆

Batch Control Total Batch Actual Total

AIC_INV HEADER

點開Invoice Header彈性欄位
輸入TWGV_INV Save

Context Value TWGV_INV

憑證類別 [] 發票

發票(憑證)號碼 SF87654321

格式別 21 進項三聯式、電子計算機統一發票

課稅別 1 應稅

扣抵代號 1 進項可扣抵之進貨及費用

發票開立對象統一編號 35268756

憑證日期 07-SEP-2023

憑證所屬日期 07-SEP-2023

Actions... 1 Calculate Tax Tax Details Corrections

① Ease Amount Net of Tax []

② 紅色箭頭指向Zoom In按鈕

點進 Zoom In

進項折讓資料

稅籍編號 851201439

折讓簿冊別

給號方式

折讓單號

折讓日期 09-SEP-2023

所屬年月 2023 年 9 月

扣抵代號 1 進項可扣抵之進貨及費用

廠商名稱 鋒銘企業有限公司

廠商統一編號 96874987

資料類型

開立人員 AIC

折讓金額 -200

折讓稅額 -10

折讓總額 -210

列印次數

備註

進項折讓明細

憑證日期(起) (迄)

折讓明細累計金額 -12,000

折讓明細累計稅額 -600

項次	憑證號碼	憑證日期	憑證金額	憑證稅額	已折讓金額	已折讓稅額	折讓金額	折讓稅額
1	SF23090901	09-SEP-2023	12,000	600	0	0	-12,000	-600

AP CM資料

AP CM日期(起) (迄)

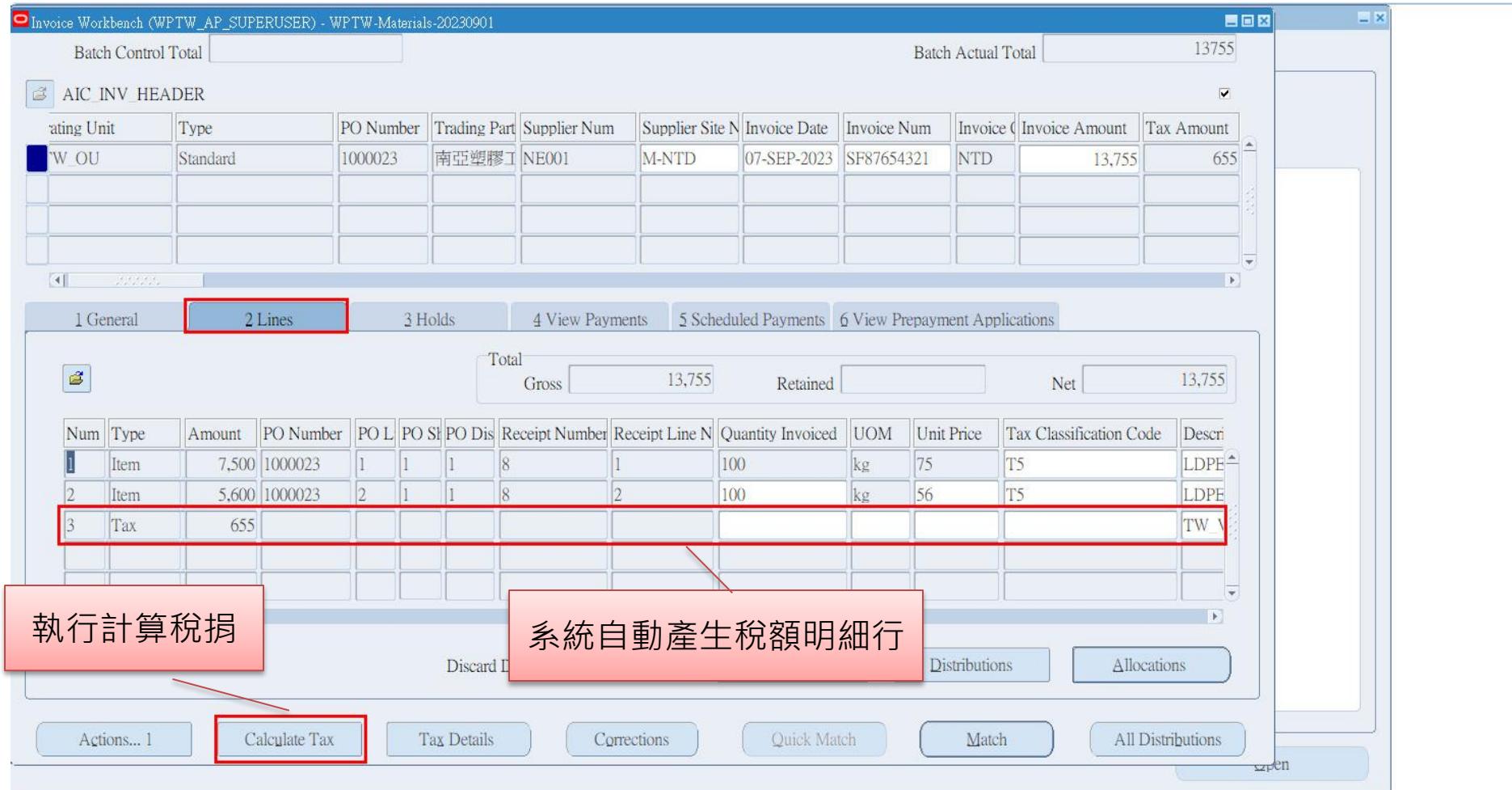
AP折讓明細累計金額 -200

AP折讓明細累計稅額 -10

項次	AP CM NO	Invoice Date	是否取消	AP CM金額(本幣)	AP CM稅額(本幣)	GV已開金額	GV已開稅額	GV折讓金額	GV折讓稅額
1	SF23090901-1	09-SEP-2023	NO	-200		0	0	-200	-10

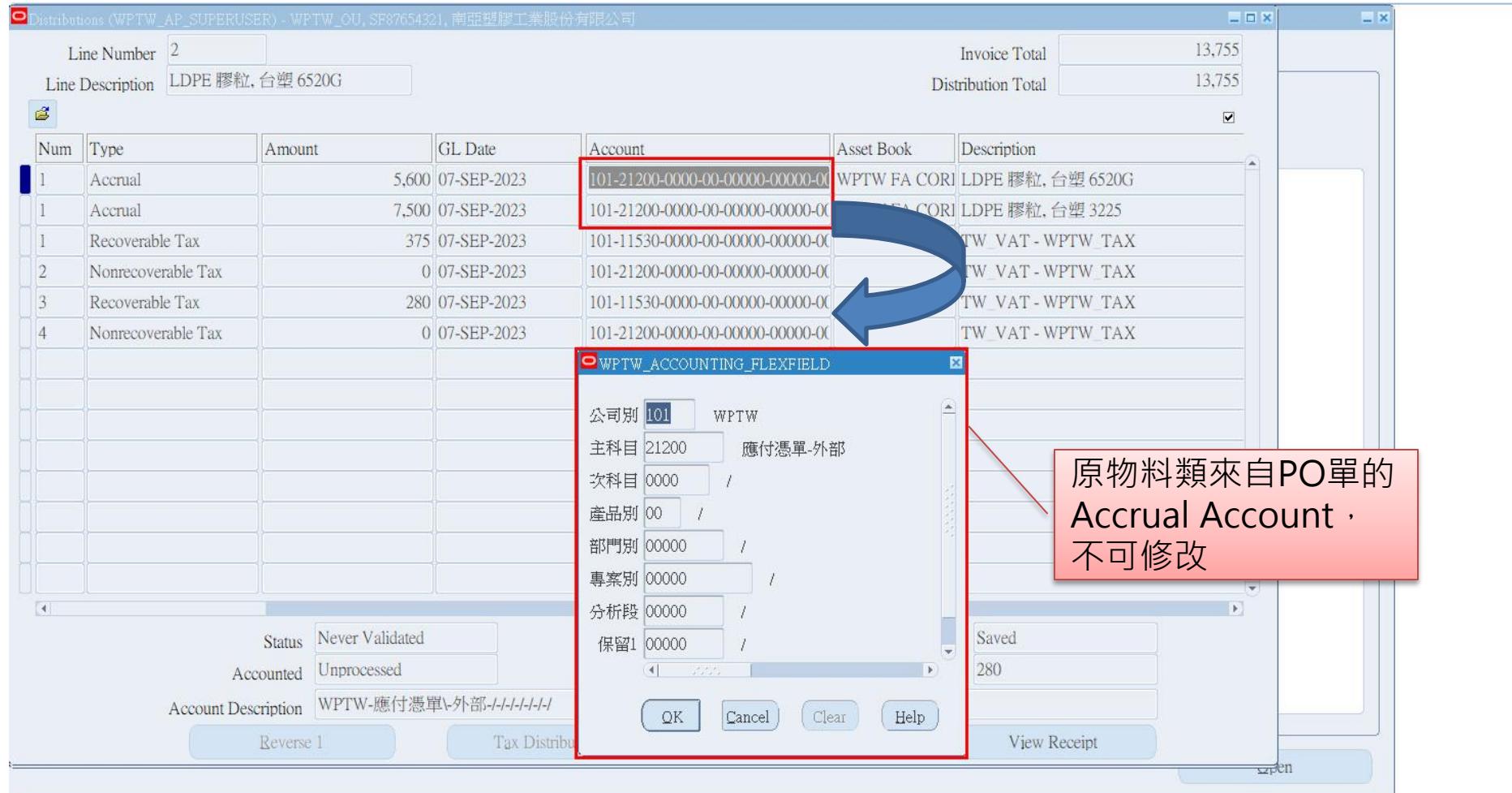
原物料手動立帳

» 計算稅額



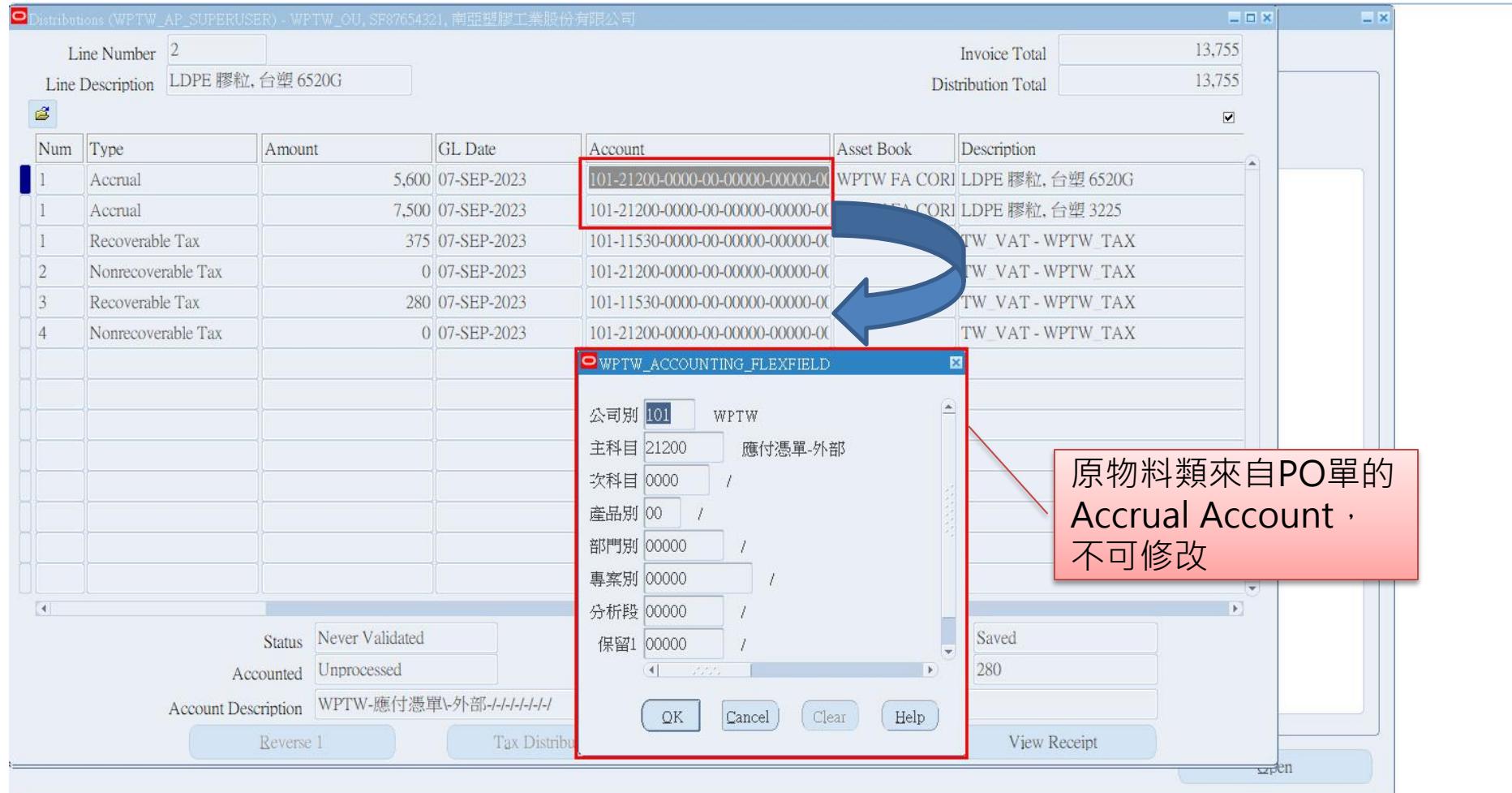
原物料手動立帳

» 檢視立帳科目



原物料手動立帳

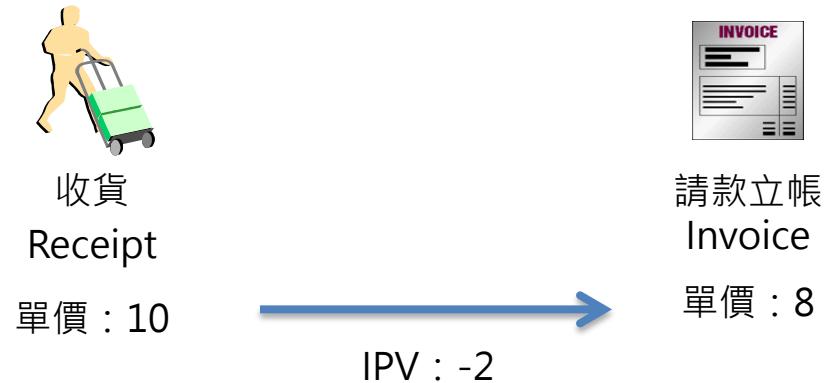
» 檢視立帳科目



原物料手動立帳

» 價格差異作業說明

- 收料時，原料的成本跟PO價格差異，或特殊降價(ex.廠商自行降價)，經確認無誤後可於 Match畫面中修改單價，核配後於 Invoice產生IPV。



原物料手動立帳

» 外幣採購立帳匯率差異



收貨
Receipt

單價 : 10
匯率 : 31



請款立帳
Invoice

單價 : 10
匯率 : 30

Rate Variance : 1

Financial Options (WPTW_AP_SUPERUSER)

Operating Unit WPTW OU

Accounting Supplier - Purchasing Encumbrance Tax Human Resources

Future Periods 1

GL Accounts

Liability	101-21460-P00-00-0000-00000-00000-00000-00000
Prepayment	101-11600-0000-00-0000-00000-00000-00000-00000
Bills Payable	
Discount Taken	101-51340-0000-00-0000-00000-00000-00000-00000
PO Rate Variance Gain	101-51330-0000-00-0000-00000-00000-00000-00000
PO Rate Variance Loss	101-51330-0000-00-0000-00000-00000-00000-00000
Expenses Clearing	
Miscellaneous	
Retainage	

材料價差(PPV)
科目來源

未來衛普集團的會計科目架構

- » 未來每一家公司均設立單獨的會計科目架構，但架構內容採用集團規範架構
- » 各家公司之主帳本與次帳本將共用相同會計科目架構

公司別	主科目	次科目	產品別	部門別	專案別	分析段	保留1	保留2
3	5	3	2	5	7	5	5	5
101 WPTW	21114 應付憑單-外部	0000 /	00 /	00000 /	0000000 /	00000 /	00000 /	00000 /

- AP Accrual:
 - 原材料類來自PO單的Accrual Account
 - AP 立帳交易的借方科目

應付憑單-外部	21200	000
應付憑單-聯屬關係人	21201	000
應付憑單-合併關係人	21202	000



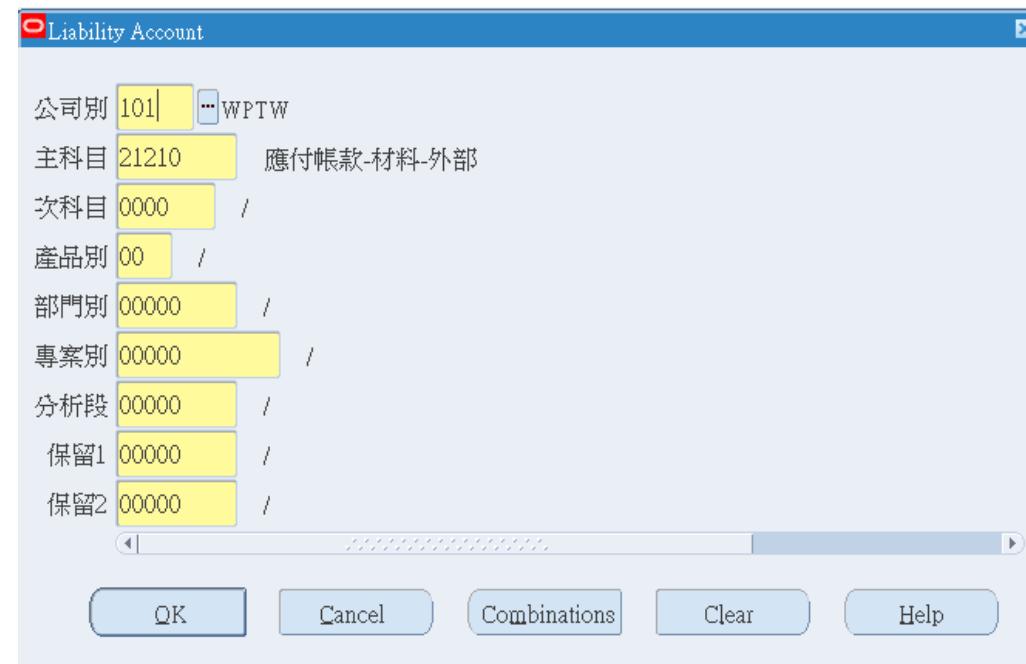
未來衛普集團的會計科目架構

- » 未來每一家公司均設立單獨的會計科目架構，但架構內容採用集團規範架構
- » 各家公司之主帳本與次帳本將共用相同會計科目架構

公司別	主科目	次科目	產品別	部門別	專案別	分析段	保留1	保留2
3	5	3	2	5	7	5	5	5
101 WPTW	21210 應付帳款-材料-外部	0000 /	00 /	00000 /	0000000 /	00000 /	00000 /	00000 /

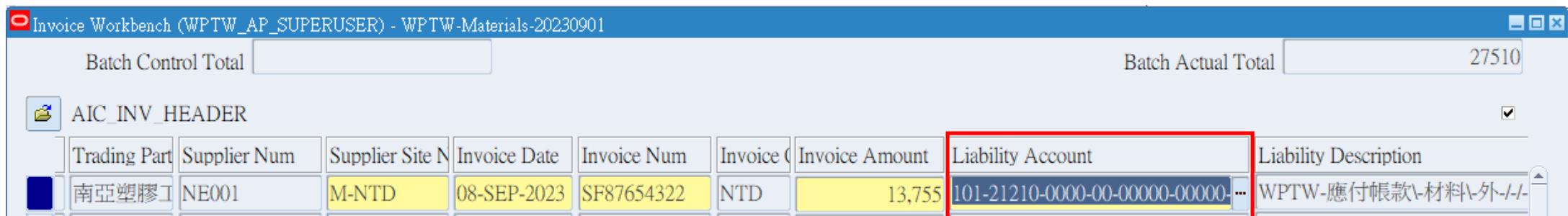
- AP Liability:
 - 來自Supplier Site 的Liability Account
 - AP 立帳交易的貸方科目

應付帳款-材料-外部	21210	000
應付帳款-材料-聯屬關係人	21211	000
應付帳款-材料-合併關係人	21212	000



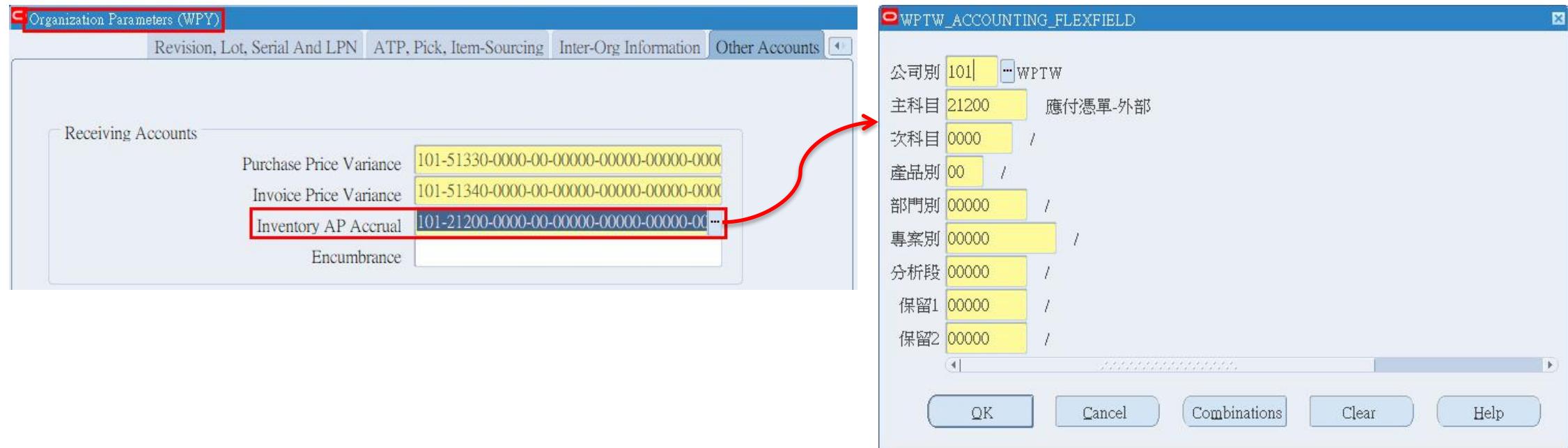
原物料立帳科目

- 正向借方/負向貸方科目來自關聯單據:
 - 原物料類科目來自PO單的Accrual Account(存貨性質)
 - PO單上的Destination Type為Inventory, · AP 立帳時不能修改立帳科目
 - PO單上的Destination Type為Expense · 且費用性立帳時點設為Period End時 · AP 立帳時可以修改立帳科目
 - 費用類科目來自非銷系統的單據內容
 - 其他作業手動於AP立帳時給科目
- 正向貸方/負向借方科目來自Supplier Site, 系統自動帶出後可於Invoice Header的Liability Account欄位調整



原物料立帳會計分錄

種類	立帳科目來源及限制	收料分錄	入庫分錄	立帳分錄
Inventory	立帳時抓取PO Accrual Account , 主要來自Inv Org設定 , 只能有一個科目, 無法 依交易對象區分	Dr. IQC存貨 Cr. 應付憑單-外部	Dr. 存貨 Cr. IQC存貨	Dr. 應付憑單-外部 Cr. 應付帳款-材料-外部 Cr.IPV(材料價差)



Invoice Validation (驗證應付立帳)

- 為立帳資料達到可付款之必要作業程序
- 執行方式
 - 線上逐筆審核
 - 線上批次審核
 - 後台批次審核
- **注意事項:**
 - 若有修改資料後，請注意應付帳款請款資料的狀態(Status)是否需要再次驗證(Need Revalidation)
 - 若比對沖銷錯誤的收料單/採購單單號時，請務必先迴轉原沖銷資料(Distribution)，以取消與收料單/採購單資料之關聯，再重新沖銷正確的收料單/採購單單號

應付立帳審核檢查

» Invoice Match Level

2 Way
雙項勾稽



立帳核准Invoice
Validated

3 Way
三項勾稽



+



立帳核准Invoice
Validated

4 Way
四項勾稽



+



+



立帳核准Invoice
Validated

應付立帳審核

» 通過審核Status為Validated，才可以往下產生分錄及付款

Action



Invoice Actions

Validate (2)

Validate Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Create Accounting

Draft

Final

Final Post

Force Approval

Initiate Approval

Stop Approval

Release Holds

Print Notice

CANCEL DATE

Hold Name
Release Name
Release Reason

Printer
Sender Name
Sender Title

OK Cancel

Invoice Workbench (WPTW_AP_SUPERUSER)

Batch Control Total Batch Actual Total

AIC_INV_HEADER

Operating Unit	Type	PO Number	Trading Part	Supplier Num	Supplier Site N	Invoice Date	Invoice Num	Invoice C	Invoice Amount	Voucher Number
WPTW_OU	Standard		鋒銘企業有限公司	FM003	M-NTD	01-SEP-2023	SS23090101	NTD	1,050	112300006

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	1,000
Retainage	
Prepayments Applied	
Withholding	
Subtotal	1,000
Tax	50
Freight	
Miscellaneous	
Total	1,050

Amount Paid

NTD	0
NTD	0

Status

Status Validated

Accounted No

Approval Not Required

Holds 0

Scheduled Payment Holds 0

Description

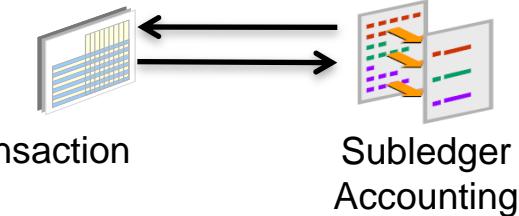
① Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

交易分錄管理

» 交易分錄產生模式(Accounting Mode)

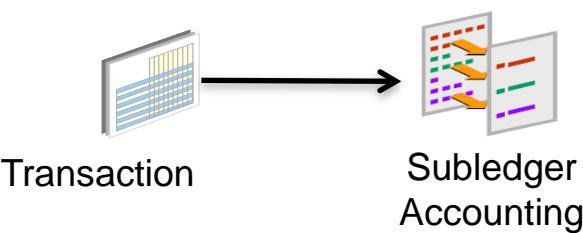
- Draft Accounting

草擬分錄



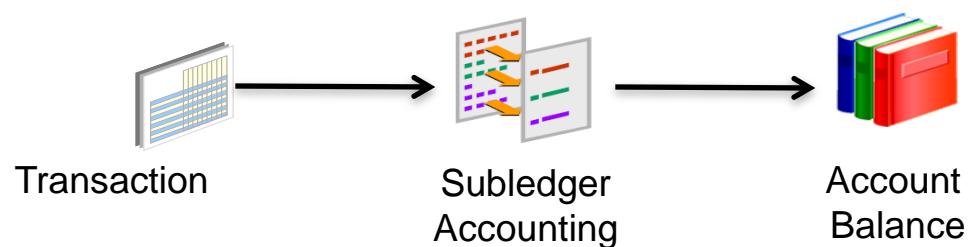
- Final Accounting

最終分錄



- Final Post Accounting

最終分錄與過帳完成



Create Accounting (交易分錄建立)

- 2種作業建立交易分錄
 - 線上逐筆產生分錄
 - 後台批次產生分錄

取消立帳 - Cancel Invoice

- » 將Invoice取消後，已產生分錄的Invoice需再Create Accounting一次，以產生迴轉分錄
- » 取消後的Invoice Number 不可重複再使用

Action



Cancel Invoices (2)

CANCEL DATE: 10-SEP-2023

Validate
 Validate Related Invoices
 Apply/Unapply Prepayment...
 Pay in Full...
 Create Accounting
 Draft
 Final
 Final Post
 Force Approval
 Initiate Approval
 Stop Approval
 Release Holds
 Print Notice

Hold Name:
Release Name:
Release Reason:

Printer:
Sender Name:
Sender Title:

OK Cancel



Invoice Workbench (WPTW_AP_SUPERUSER)

Batch Control Total: [] Batch Actual Total: []

AIC_INV_HEADER

Operating Unit	Type	PO Number	Trading Part	Supplier Num	Supplier Site N	Invoice Date	Invoice Num	Invoice C	Invoice Amount	Voucher Number
WPTW_OU	Standard	1000024	南亞塑膠工	NE001	M-NTD	08-SEP-2023	SF23090801	NTD	0	112300007

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	0
Retainage	
Prepayments Applied	
Withholding	0
Subtotal	0
Tax	0
Freight	
Miscellaneous	
Total	0

Amount Paid

NTD	0
NTD	0

Status

Status: Cancelled
Accounted: Partial
Approval: Not Required
Holds: 0
Scheduled Payment Holds: 0

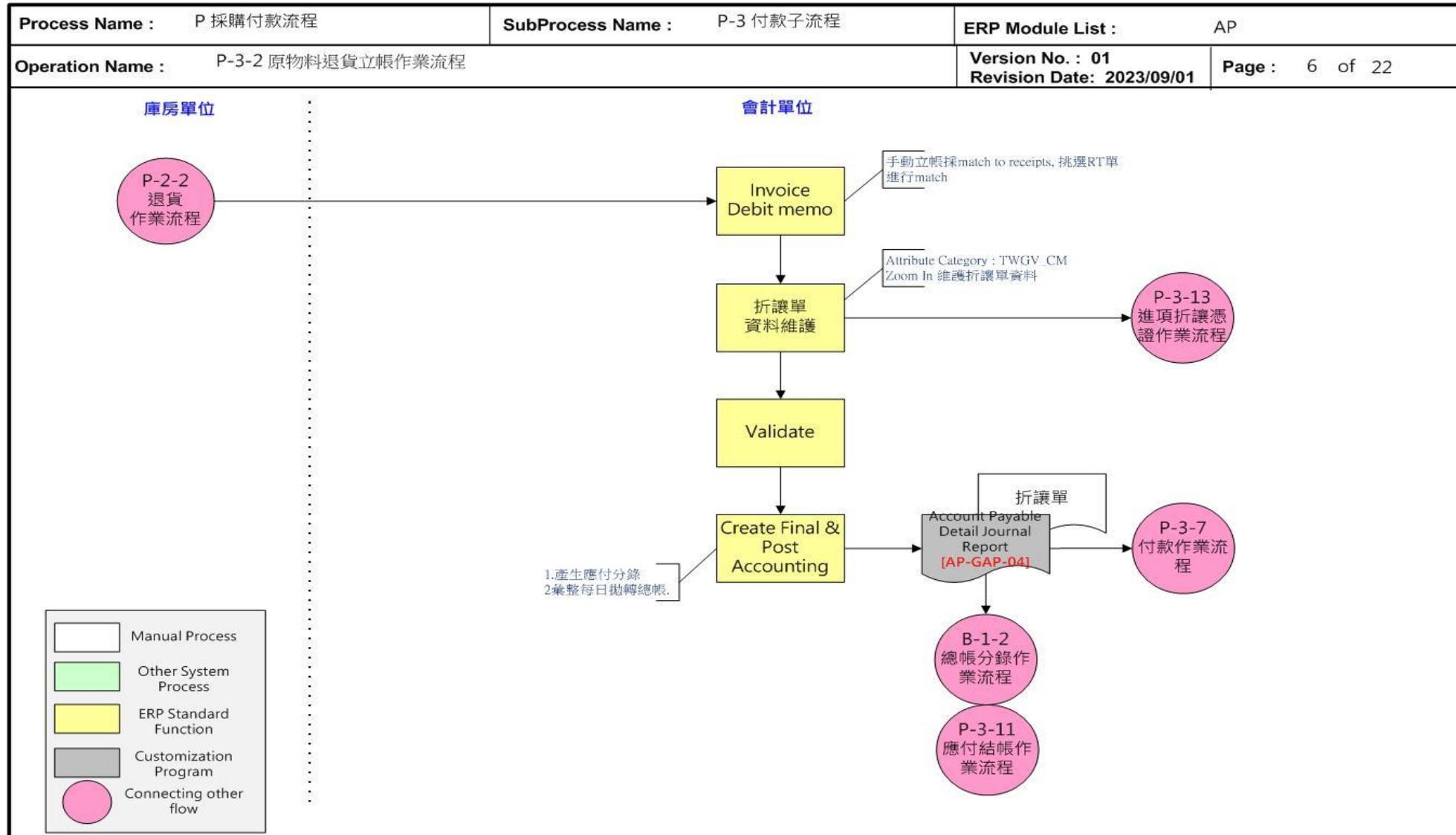
Description:

(1) **Actions... 1** Calculate Tax Tax Details Corrections Quick Match Match All Distributions

原物料進貨退回及折讓作業說明

- 未來退貨及折讓需輸入負數，作為應付減項
- 系統二種 Invoice Type Credit Memo(貸項通知單)或 Debit Memo(借項通知單)，輸入負數金額
- 進貨折讓若採用Price Correction(價格更正)功能，只對價格進行修改，該價差金額系統記錄在 IPV (商業發票價格差異)科目上
- 折讓單開立可至 GV 模組作業或於 AP Invoice 上 Zoom in 逐筆開立

原物料退貨立帳作業流程



原物料退貨手動立帳

» 經採購流程進貨，退貨立帳發票建立

Invoice Workbench (WPTW_AP_SUPERUSER) - WPTW-Materials-20230901

Batch Control Total		Batch Actual Total								
Operating Unit	Type	PO Number	Trading Part	Supplier Num	Supplier Site N	Invoice Date	Invoice Num	Invoice C	Invoice Amount	Tax Amc
WPTW_OU	Debit Memo		南亞塑膠工	NE001	M-NTD	09-SEP-2023	SF87654321-1	NTD	(5,880)	

折讓單立帳單號編碼(Open Issue:折讓單立帳編碼原則)

輸入含稅負數總金額

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

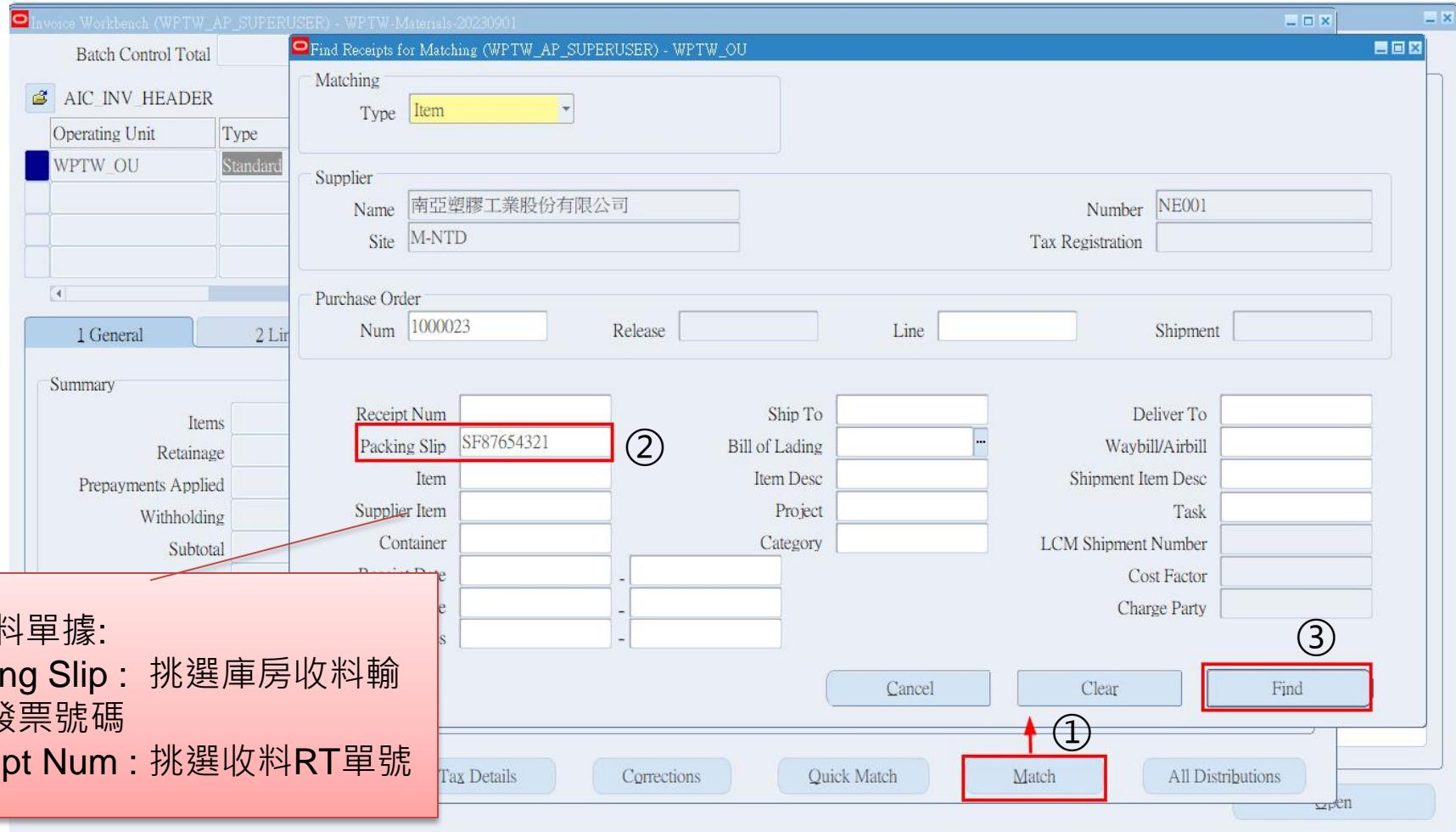
Summary	Amount Paid	Status
Items	NTD 0	Status Never Validated
Retainage		Accounted No
Prepayments Applied		Approval Not Required
Withholding		Holds 0
Subtotal	0	Scheduled Payment Holds 0
Tax		
Freight		
Miscellaneous		
Total	0	

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

原物料退貨手動立帳

» 搜尋收貨，進行比對



- 挑選收料單據：
 - Packing Slip：挑選庫房收料輸入的發票號碼
 - Receipt Num：挑選收料RT單號

原物料退貨手動立帳

» 執行比對

勾選收料
退貨項目

①

Match	UOM	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	Receipt Num	Receipt Line Num	Receipt Date	Need-By
<input type="checkbox"/>	kg		78		<input type="checkbox"/>	8	1	07-SEP-2023	
<input checked="" type="checkbox"/>	kg	-100	56	(5,600)	<input type="checkbox"/>	8	2	07-SEP-2023	
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				

輸入退貨數量
(負數)

系統自動計算
 $Qty \text{ Invoiced} * Unit \text{ Price}$

②

Purchase Order

UOM	kg
Ordered	100
Shipped	0
Unit Price	56
Payment Terms	End next month (cuto)
Freight Terms	
Type	Standard
Distributions	1

Receipt Quantity

UOM	kg
Billed	100
Received	100
Returned	100
Net Received	0
Accepted	0

Associated Charges

Freight	
Misc	

收料/退貨資訊

View Receipt Distribute... Invoice Overview Match

原物料退貨手動立帳

» 檢視進貨退回科目

Distributions (WPTW_AP_SUPERUSER) - WPTW_OU, SF87654321-1, 南亞塑膠工業股份有限公司

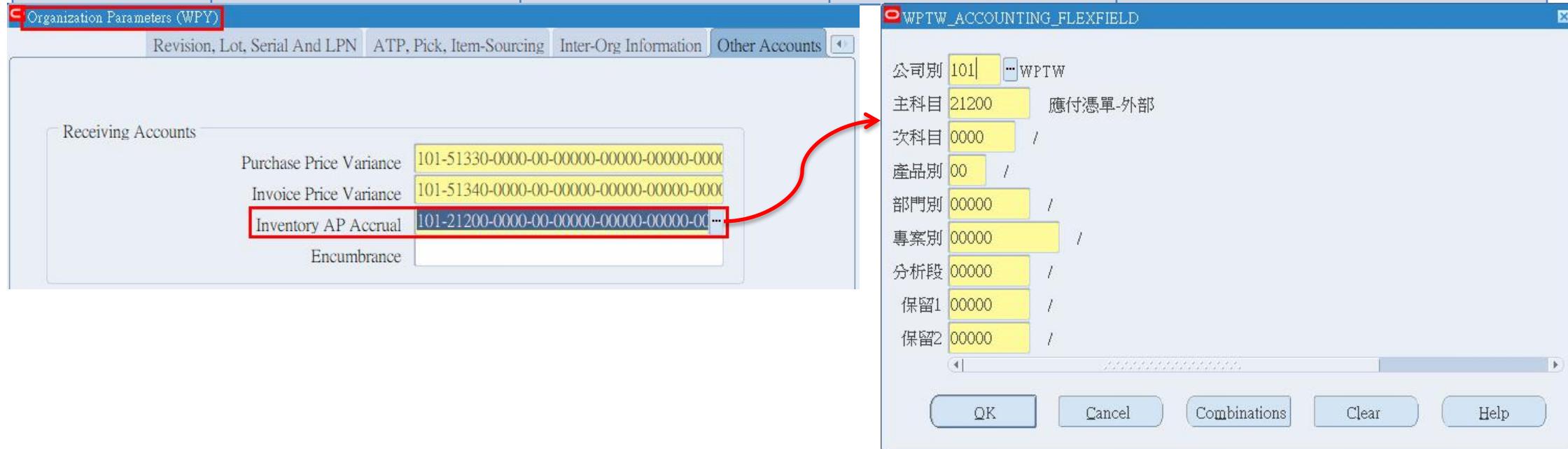
Line Number	1	Invoice Total	(5,880)
Line Description	LDPE 膠粒, 台塑 6520G	Distribution Total	(5,880)

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Accrual	(5,600)	09-SEP-2023	101-21200-0000-00-0000-00000-00	WPTW FA CORI	LDPE 膠粒, 台塑 6520G
1	Recoverable Tax	(280)	09-SEP-2023	101-11530-0000-00-0000-00000-00		TW VAT - WPTW TAX
2	Nonrecoverable Tax	0	09-SEP-2023	101-21200-0000-00-0000-00000-00		TW VAT - WPTW TAX
Status	Never Validated	Distribution Class	Saved			
Accounted	Unprocessed	Associated Charges	(280)			
Account Description: WPTW-應付憑單\外部-/-/-/-/-/-						
Reverse I	Tax Distributions	View PO	View Receipt			

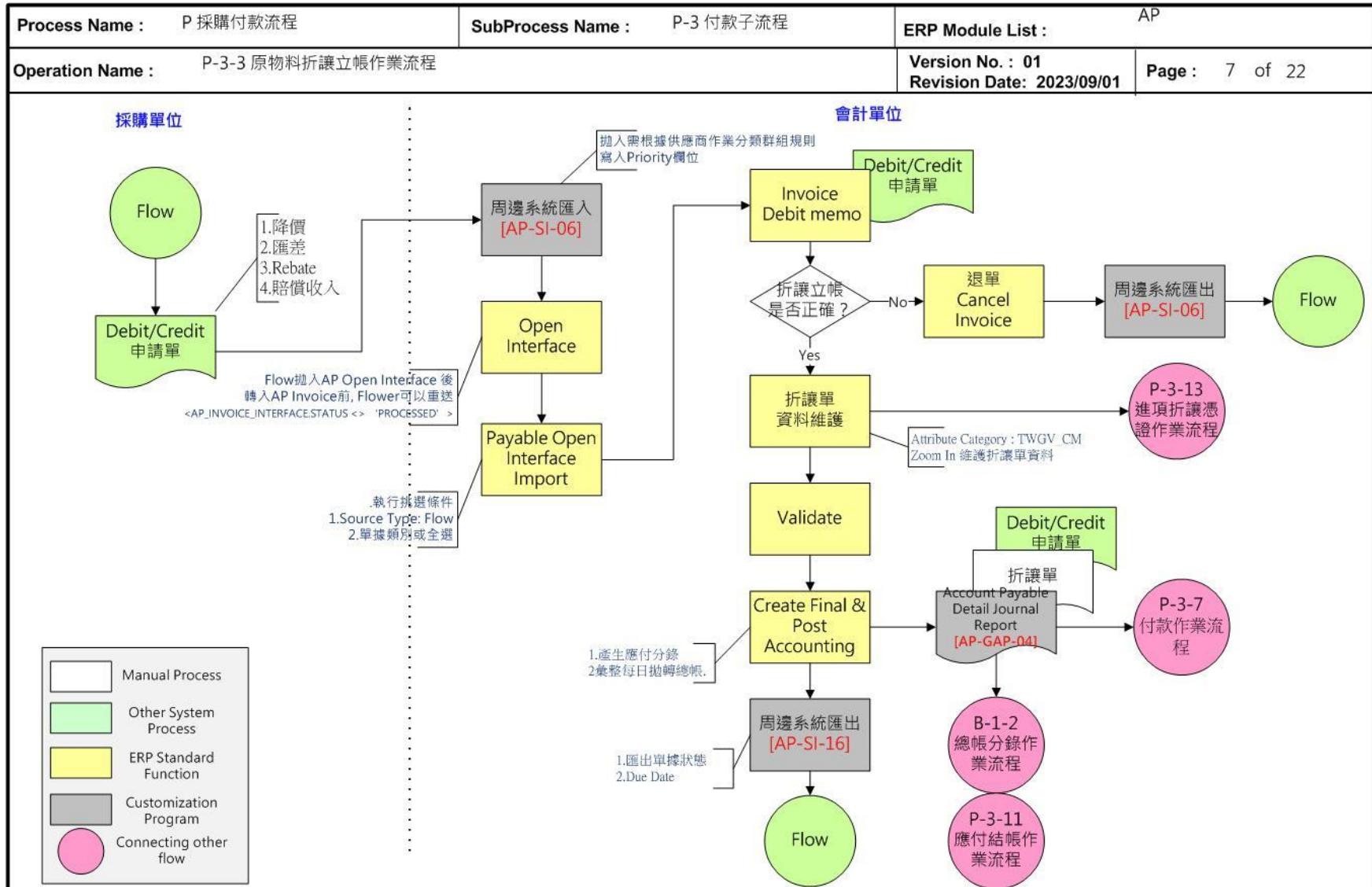
原物料退貨手動立帳

» 原物料退貨立帳會計分錄

種類	立帳科目來源及限制	入庫分錄	退回分錄	立帳分錄
Inventory	立帳時抓取PO Accrual Account， 主要來自Inv Org設定 只能有一個科目，無 法依交易對象區分	Dr. 存貨 Cr. IQC存貨	Dr. IQC存貨 Cr.存貨	Dr. 應付帳款-材料-外部 Cr. 應付憑單-外部



原物料折讓立帳作業流程(To-Be)



原物料折讓手動立帳

» 經採購流程進貨，折讓立帳發票建立

Invoice Workbench (WPTW_AP_SUPERUSER) - WPTW-Materials-20230908

Batch Control Total		Batch Actual Total								
Operating Unit	Type	PO Number	Trading Part	Supplier Num	Supplier Site N	Invoice Date	Invoice Num	Invoice C	Invoice Amount	Voucher Number
WPTW_OU	Debit Memo	1000011	鋒銘企業有限公司	FM003	M-NTD	09-SEP-2023	SF23090901-1	NTD	(200)	112300012

折讓單立帳單號編碼(Open Issue:折讓單立帳編碼原則)

輸入含稅負數總金額

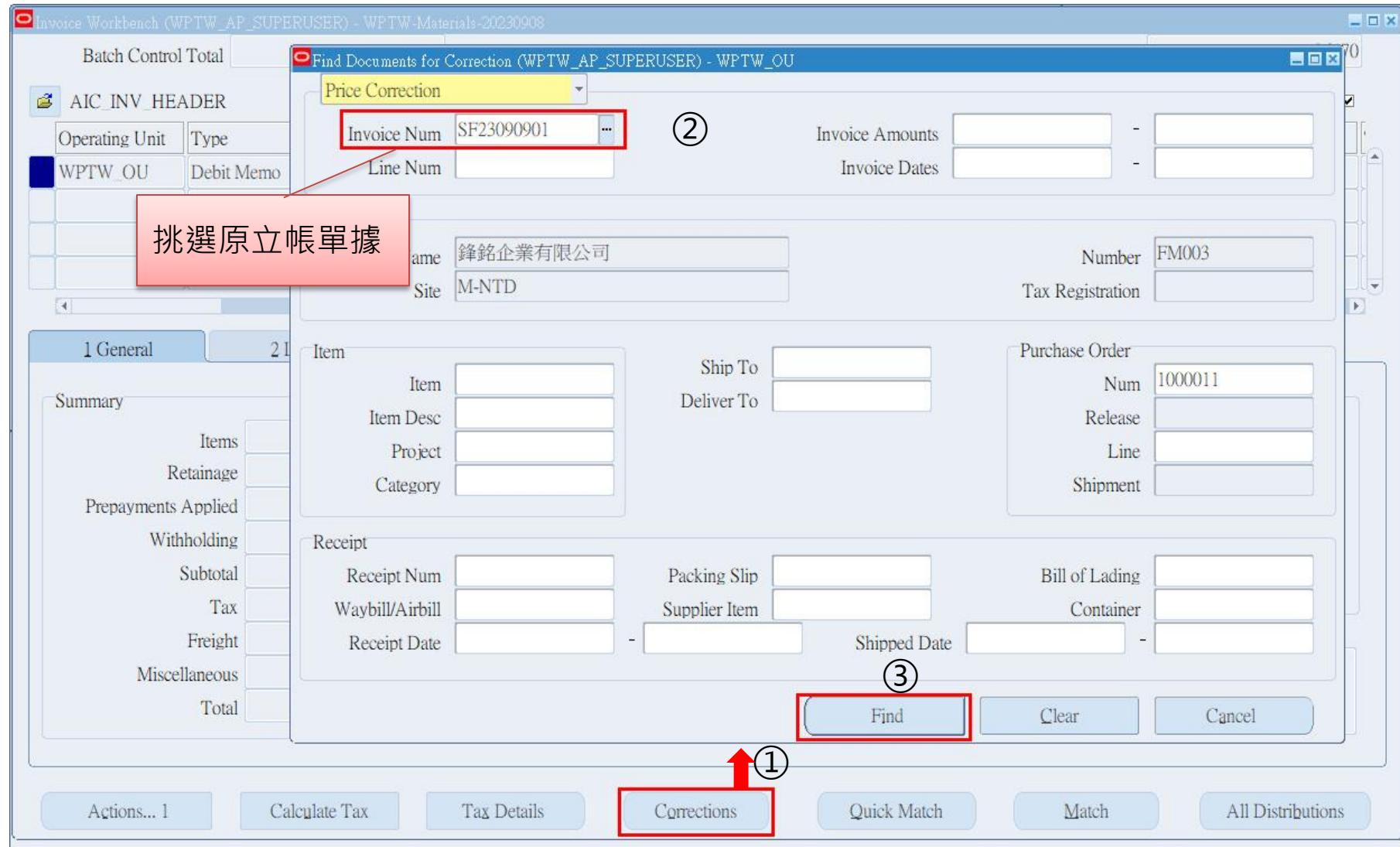
1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary	Amount Paid	Status
Items	NTD 0	Status Never Validated
Retainage		Accounted No
Prepayments Applied		Approval Not Required
Withholding		Holds 0
Subtotal	0	Scheduled Payment Holds 0
Tax		Description
Freight		
Miscellaneous		
Total	0	

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

原物料折讓手動立帳

» 搜尋原立帳單據，進行比對



原物料折讓手動立帳

» Price Correction(更正)

勾選進貨折讓項目

①

Select	UOM	Correction Qty	Unit Price	Correction Amount	Receipt Num	Receipt Line Num	Receipt Date	PO Number	Releas
<input checked="" type="checkbox"/>	pcs	100	-2	(200)	6	1	07-SEP-2023	1000011	

輸入折讓數量 輸入每1單位價差

②

Purchase Order	Receipt Quantity	Price Corrected Invoice
UOM pcs Ordered 100 Shipped 0 Unit Price 120 Payment Terms End next month (cuto) Freight Terms Type Standard Distributions 1	UOM pcs Billed 100 Received 100 Returned 0 Net Received 100 Accepted 100	Number SF23090901 Line Num 1 Qty Invoiced 100 Unit Price

View Receipt Distribute... Invoice Overview Correct

原物料折讓手動立帳

» 檢視進貨折讓科目

Distributions (WPTW_AP_SUPERUSER) - WPTW_OU, SF23090901-1, 鋒銘企業有限公司

Line Number	1	Invoice Total	(200)			
Line Description	變壓器 單相380/220→110V(2組)	Distribution Total	(200)			
Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Invoice Price Variance	(200)	09-SEP-2023	101-51340-0000-00-0000-00000-00		變壓器 單相380/220→110V(2組) 200VA

Organization Parameters (WPY)

Revision, Lot, Serial And LPN ATP, Pick, Item-Sourcing Inter-Org Information Other Accounts

Receiving Accounts

Purchase Price Variance	101-51330-0000-00-0000-00000-0000
Invoice Price Variance	101-51340-0000-00-0000-00000-0000
Inventory AP Accrual	101-21200-0000-00-0000-00000-0000

價差將記在IPV上, 科目來自INV Org上的
Invoice Price Variance的科目設定

Status: Never Validated Distribution Class: Saved
Accounted: Unprocessed Associated Charges:
Account Description: WPTW-發票價差(IPV)-/-/-/-/-

Buttons: Reverse 1, Tax Distributions, View PO, View Receipt

原物料折讓手動立帳

» TW折讓單開立 – 逐筆

The screenshot shows the SAP Fiori interface for creating a manual material discount journal entry (WFTW_AP_MATERIALS).

Invoice Workbench (WFTW_AP_SUPERUSER) - WPTW-Materials-20230908

Batch Control Total: 26470

AIC_INV_HEADER:

- Remit-To Supplier Site
- Remit-To Bank Account Name

Invoice:

- Context Value: TWGV_CM
- 折讓號碼: SF23090901-1
- 格式別: 23 三聯式、電子計算機、三聯式收銀機統一發票及一般
- 課稅別: 1 應稅
- 扣抵代號: 1 進項可扣抵之進貨及費用
- 發票開立對象統一編號: 96874987
- 憑證日期: 09-SEP-2023
- 憑證所屬日期: 09-SEP-2023

Actions: Actions... 1, Calculate Tax, Tax Details, Corrections, Quick M

點開Invoice Header彈性欄位 輸入TWGV_CM Save

點進 Zoom In

進項折讓維護作業 (WPTW_Ledger):

- 稅籍編號: 851201439
- 格式別: 23 三聯式、電子計算機、三聯式收銀機統一發票及一般
- 課稅別: 1 應稅
- 扣抵代號: 1 進項可扣抵之進貨及費用
- 廠商名稱: 鋒銘企業有限公司
- 廠商統一編號: 96874987
- 資料類型:

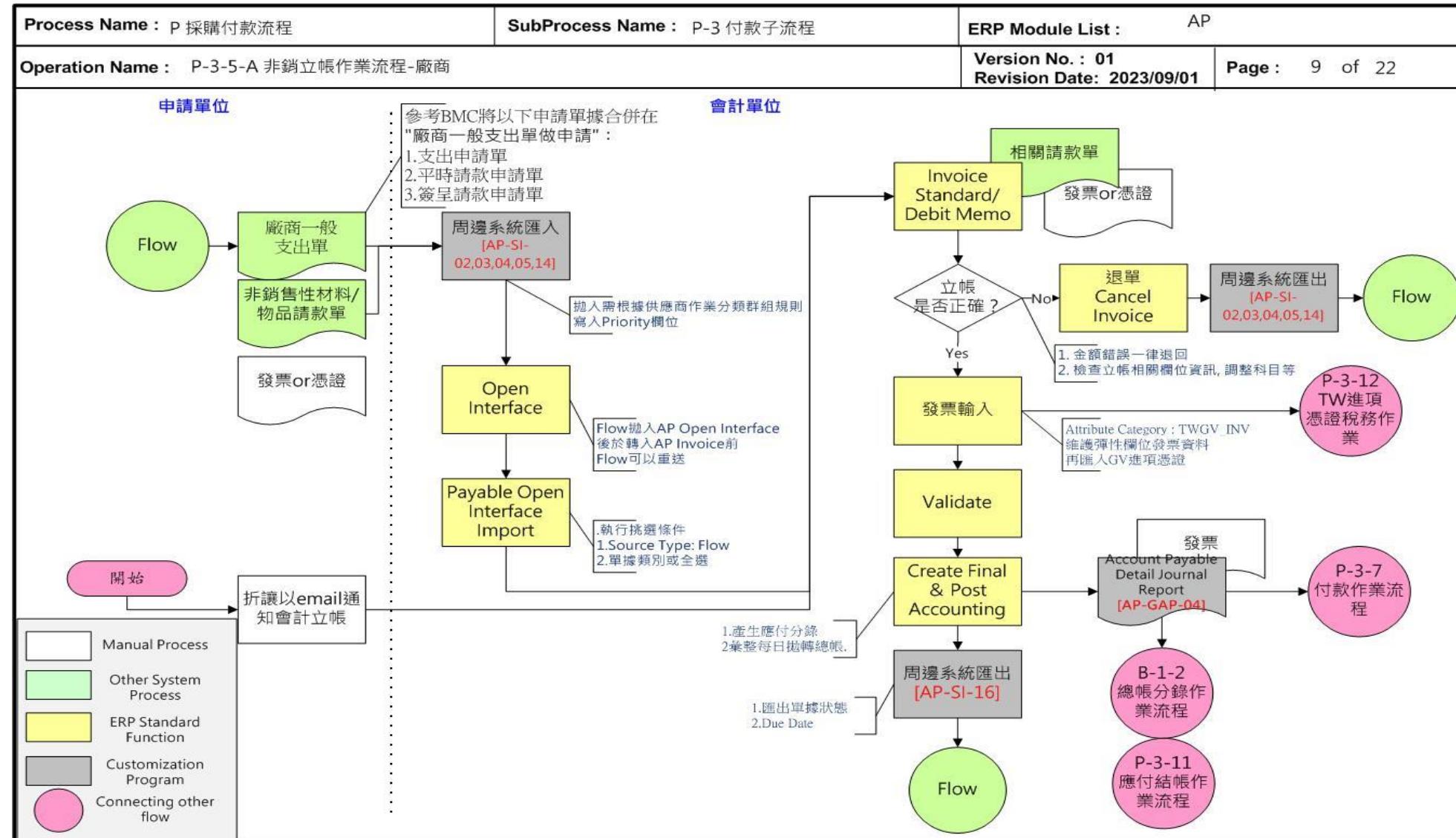
進項折讓明細:

項次	憑證號碼	憑證日期	憑證金額	憑證稅額	已折讓金額	已折讓稅額	折讓金額	折讓稅額
1	SF23090901	09-SEP-2023	12,000	600	0	0	-12,000	-600

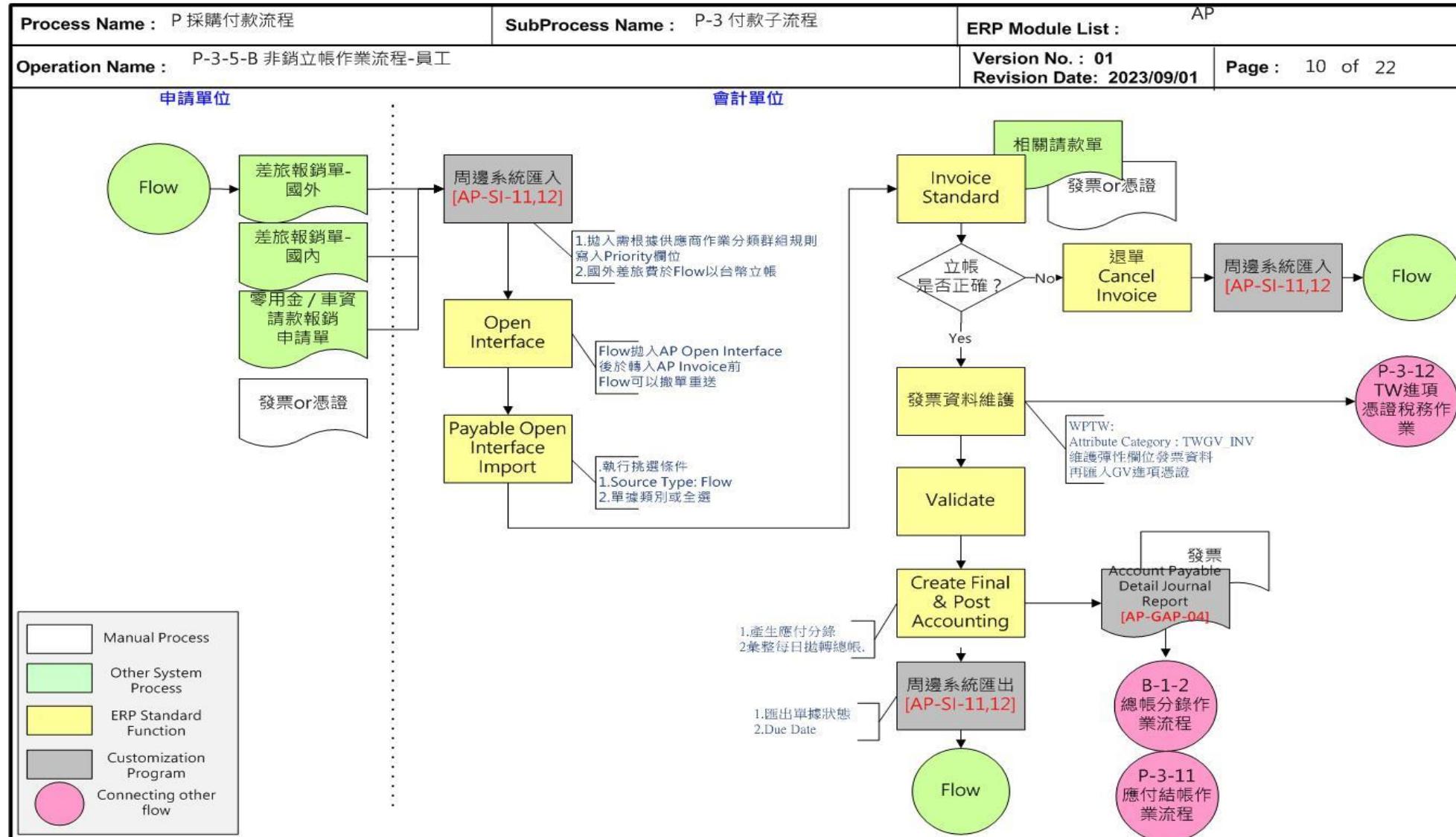
AP CM資料:

項次	AP CM NO	Invoice Date	是否取消	AP CM金額(本幣)	AP CM稅額(本幣)	GV已開金額	GV已開稅額	GV折讓金額	GV折讓稅額
1	SF23090901-1	09-SEP-2023	NO	-200		0	0	-200	-10

非銷立帳申請作業流程-廠商



非銷立帳申請作業流程-員工



非銷應付立帳型態

» 未來外圍 Flow 系統使用的申請單據類型

Type	說明	BRM 會議記錄
支出申請單	<ul style="list-style-type: none">\$5,000以下不經系統採購途程的費用 請款申請	<ul style="list-style-type: none">支出申請單/平時請款單/簽呈 請款單/暫支請款申請單： BMC合併在廠商一般支出單上 申請
平時請款	<ul style="list-style-type: none">每週四即時匯款申請	
簽呈請款		
非銷售性材料/ 物品請款單	<ul style="list-style-type: none">有經系統採購途程之非銷售性材料/物 品採請款申請	
零用金 / 車資請 款報銷申請單	<ul style="list-style-type: none">未來會參考 BMC-蘇州的系統流程	
差旅報銷單 (國外、國內)	<ul style="list-style-type: none">國內、國外差旅報銷申請	

非銷系統立帳作業流程

- Flow 外圍系統完成費用申請程序後拋入 AP Open Interface
- 訂定排程轉入AP Invoice，狀態為“Never validated”
- 轉入規則以一張發票立一筆AP Invoice，無發票以申請單號立一筆AP Invoice
- 申請單位整理好請款單連同廠商發票送交會計單位檢查審核立帳
- 會計單位收到申請單及憑證後，到AP Invoice以發票號碼審核立帳的內容
 - 金額錯誤：一律退單(Cancel Invoice)，更新外圍 Flow 系統已退單
 - 非金額錯誤：修正立帳相關欄位資料，調整科目等
- 進項憑證輸入作業於AP Invoice立帳時輸入
- 審核立帳完成(Validate&Create Final & Post Accounting)更新外圍 Flow 系統已結案
- 非銷折讓申請單位以 Email 通知會計手動立帳扣款

非銷立帳申請作業流程-廠商

» BMC非銷售性材料/物品請款單參考

請款內容

請款方式	總價管控	實際付款日期	2015/03/25
受款人抬頭	44069 東源物流事業股份有限公司	發票金額	138,600
憑證號碼	NR04050973	憑證(發票)日期	2015/01/23
付款方式	電匯	核決類別	一般費用性支出
申購單編號	PR1407024(FlowER申購單號 : 3237)	合約編號	2014301(FlowER合約審核單號 : 2934)
驗收單編號	AC1501432(FlowER驗收單號 : 6322)		
備註	東源201501倉租費		
附加檔案	無上傳附件		
合約Scan檔	東源物流合約.pdf		

請款項目

項目名稱	項目描述	幣別	價格	數量	單位	已請款數量(EPUR)	驗收細項
一般倉倉儲費	保稅區	NTD	350	1	1	7,107.384	
歸屬部門	產品別						本次請款數量
DSM1	PF-偏光片產品共用				396		

- 憑證號碼轉入Invoice Num，彈性欄位發票(憑證)號碼
- �凭證日期轉入Invoice Date，GL Date，Terms Date，彈性欄位憑證日期
- 發票金額轉入Invoice Amount(應稅金額)，因無稅別資訊轉入含稅金額，轉入稅別5%內含稅
- 付款方式及實際付款日期轉入Payment Method及Due Date.
- 備註轉入Description.
- 歸屬部門及產品別轉入立帳科目節段值

非銷系統資料轉入 Oracle 系統

» BMC 申請單執行匯入程式

The screenshot shows a software interface for executing BMC expense invoice imports. On the left, a dialog box titled 'Submit Request' contains fields for 'Name' (highlighted in yellow), 'Operating Unit', and a 'Parameters' section with various configuration options like 'Source', 'Group', 'Batch Name', and 'Purge'. On the right, a report titled 'Payables Open Interface Import Report' displays the imported invoices. The report includes sections for 'Source Name' and 'Group', and lists two invoices with their details: supplier name, invoice number, date, currency, amount, and line items. The report footer shows 'Total Invoices Imported: 2'.

Report Date: 12-MAR-2015 01:21
Page: 1

Report Date: 12-MAR-2015 01:21
Page: 2

Supplier Number	Supplier Name	Invoice Number	Invoice Date	Invoice Currency	Invoice Amount	Line Number	Invoice Line Accounting Amount	Date
10174	台灣眾鑫企業股份有限公司	ERS-14-29	10-MAR-15	NTD	105	1	100	10-MAR-15
						2	5	10-MAR-15
10193	茂沅實業有限公司	ERS-15-28	10-MAR-15	NTD	105	1	100	10-MAR-15
						2	5	10-MAR-15

Total Invoices Imported: 2

Summarize Report

非銷售性材料/物品立帳

» BMC 申請單匯入Invoice 欄位資訊

The screenshot shows the 'Invoice Workbench (BMC_AP_SUPERUSER)' window. The 'Batch Name' field is highlighted with a red box and contains 'BMC-EPUR-20150311-1'. The 'Date' field shows '2015/03/11'. Below the header, there's a summary row: 'Batch Control Total' and 'Batch Actual Total 138600'. The main grid displays a row for 'AIC' with columns: Operating Unit (BMC_OU), Customer (empty), Type (Standard), PO Number (empty), Trading Partner (東源物流), Supplier Num (44069), Supplier Site (44069), Invoice Date (2015/03/11), Invoice Num (NR04050973), Invoice Type (NTD), and Invoice Amount (138,600). A red box highlights the entire row.

The screenshot shows the 'Invoice Workbench' window with a focus on the 'Liability Account' section. The 'Liability Account' field is highlighted with a red box and contains '101-21114-002-00-0000'. The 'Voucher Number' and 'GL Date' fields are also visible. A red box highlights the 'Liability Account' field.

The screenshot shows the 'Invoice Workbench' window with a focus on the 'Payment' section. The 'Terms Date' field is highlighted with a red box and contains '2015/03/11'. Other visible fields include 'Terms' (OA 30), 'Payment Method' (Electronic), and 'Pay Group' (EXPENSE). At the bottom, the 'Due Date' field is highlighted with a red box and contains '15/05/25'. The 'Payment' section also includes fields for 'Gross Amount' (138,600), 'Currency' (NTD), 'Priority' (99), and 'Method' (Electronic). A red box highlights the 'Due Date' field.

需檢視變更欄位：
Batch Name
Liability Account
Terms (Payment Term)
Pay Group

非銷售性材料/物品立帳

» BMC 申請單匯入Invoice 欄位資訊

- Invoice Line : 內含稅

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Total
Gross 138,600 Retained _____ Net 138,600

Num	Type	Amount	Description	Default Distribution Account	Tax Classification	GL Date	PO Num
1	Item	138,600	東源2015倉租費	101-71234-000-00-DSM1-0000000-P1A-000-000	5%(內含)	2015/03/11	

- Invoice Distribution : 未稅及稅額科目

Distributions (BMC_AP_SUPERUSER) - BMC_OU, NR04050973, 東源物流事業股份有限公司

Line Number	Line Description	Invoice Total	Distribution Total
1	東源2015倉租費	138,600	138,600
2	Recoverable Tax	6,600	6,600
3	Nonrecoverable Ta:	0	0

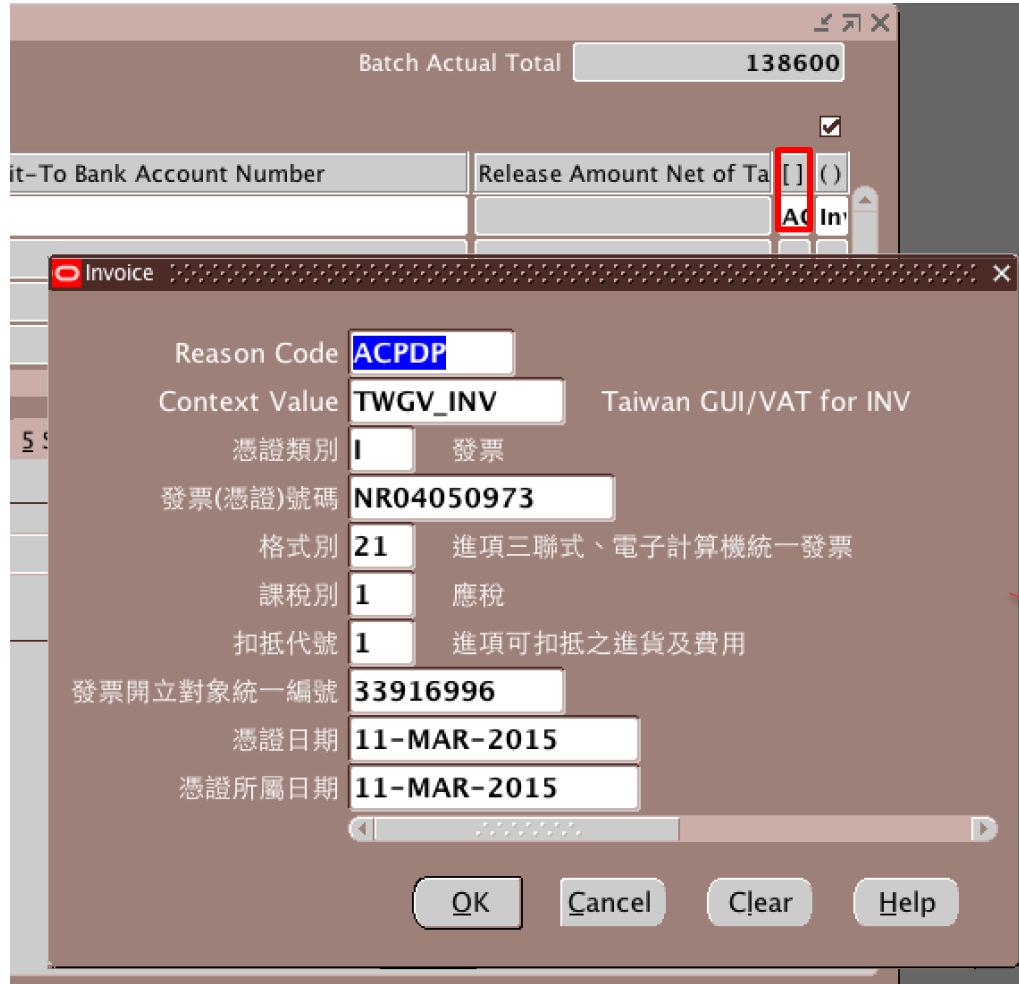
公司別 101 BMC
主科目 71234 其他租金
次科目 000 /
產品別 00 /
部門別 DSM1 資材運籌處桃園廠倉儲課
專案別 0000000 /
分析段 P1A 租金
保留1 000 /
保留2 000 /

OK Cancel Clear Help

科目
產品別
部門別
分析段

非銷售性材料/物品立帳

» BMC 申請單匯入Invoice 後，維護彈性欄位發票(憑證)號碼



點開彈性欄位有發票資訊

非銷售性材料/物品立帳

» BMC 申請單匯入Invoice 後，維護彈性欄位發票(憑證)號碼並 Zoom In 維護發票資訊

非銷售性材料/物品立帳

» Invoice Validation (應付驗證審核)

Invoice Workbench (BMC_AP_SUPERUSER) - BMC-EPUR-20150311-1

Batch Control Total [] Batch Actual Total [] **138600**

AIC

Operating Unit	Customer Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Status	Invoice Amount	Tax Amount
BMC_OU	Standard		東源物流	44069	44069	2015/03/11	NR04050973	NTD	138,600	6,600

General **Lines** **Holds** **View Payments** **Scheduled Payments** **View Prepayment Applications**

Total
Gross **138,600** Retained [] Net **138,600**

AIC-Expense

Num	Type	Amount	Description	Default Distribution Account	Tax Classification	GL Date	PO Num
1	Item	138,600	東源2015倉租費	101-71234-000-00-DSM1-0000000-P1A-000-00	5%(內含)	2015/03/11	

Invoice Actions

- Validate
- Validate Related Invoices
- Cancel Invoices
- Apply/Unapply Prepayment...
- Pay in Full...
- Create Accounting

Draft

Final

Allocations

All Distributions

Actions... 1 **Calculate Tax** **Tax Details**

非銷售性支出申請單-一般請款

» BMC 申請單參考

表單號碼: 110374

填表人: 榮郁萍 分機: 2602 申請日期: 2015/1/23

支出種類	一般請款	支出單號	110374
付款方式	電匯	受款人抬頭	柳松鑽石科技股份有限公司
核決類別	A-一般費用性支出	總金額 (NTD)	2,800 未稅 / 140
權責歸屬單位	RFM1		
附加檔案		合約編號	
付款備註	鑽石刀具維修		

項次:1	驗收/PO 號碼	0/0	驗收/PO 項次	0/0	驗收數量	0
廠別	DT	產品別	FD	歸屬部門	先進技術研發中心光學膜研發處研發二部研發一課-RFM1	
憑証號碼	NN38085520	會計科目	71280000	科目名稱	間接材料	
憑證(發票)日期	2015/1/15	付款日	2015/7/25	幣別	NTD	
金額	2,800	單價	1,400.00	付款數量	2	
支出內容	MD刀具維修					
支出備註						

- 發票號碼轉入Invoice Num，支出單號轉入彈性欄位
- 發票日期轉入Invoice Date，GL Date，Terms Date，彈性欄位憑證日期
- 總金額加稅額轉入Invoice Amount，轉入稅別5%外加
- 憑證號碼轉入彈性欄位發票號碼(AP GV相關彈性欄位).
- 付款方式及實際付款日期轉入Payment Method及Due Date.
- 備註轉入Description.
- 會計科目轉入Invoice Line Account.
- 歸屬部門及產品別轉入立帳科目節段值

非銷售性支出申請單-一般請款

» Invoice 欄位資訊

Invoice Workbench (BMC_AP_SUPERUSER) - BMC-一般請款-20150310-1

Batch Control Total		Batch Actual Total											
		2940											
<input checked="" type="checkbox"/> AIC													
Operating Unit	Customer Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Type	Invoice Amount	Tax Amount	Tax Code		
BMC_OU	Standard		松钻石科技	42369	42369	2015/03/10	110374	NTD	2,940	140			
1 General		2 Lines		3 Holds		4 View Payments		5 Scheduled Payments		6 View Prepayment Applications			
<input checked="" type="checkbox"/> AIC-Expense				Total Gross 2,940 Retained Net 2,940									
Num	Type	Amount	Description	Default Distribution Account				Tax Classification Code		GL Date			
1	Item	2,800	鑽石刀具維修	101-71280-000-00-RFM1-0000000-P1L-000-000				5%(外加)		2015/03/10			
2	Tax	140	鑽石刀具維修							2015/03/10			
				Discard Line 2		Distributions		Allocations					
Actions... 1		Calculate Tax		Tax Details		Corrections		Quick Match		Match		All Distributions	

非銷售性支出申請單-一般請款

» Invoice 欄位資訊/彈性欄位發票(憑證)號碼

The screenshot displays four windows from the AIC (Accounts Receivable) application:

- AIC Header:** Shows fields like Withheld Amount, Prepaid Amount, Liability Account (101-21114-000-0000), Voucher Number, GL Date (2015/03/10), and Description (鑽石刀具維修).
- AIC Details:** Shows fields like Change Date, Variable Rate, Fixed Rate, Exchange Rate, Terms Date (2015/03/10), Terms (OA 90), Payment Method (Electronic), Pay Group (MATERIAL), and Prepayment T.
- Remit-To Bank Account Number:** Shows fields for Remit-To Supplier Name (松鑽石科技股份有限公司) and Remit-To Bank Account Number (XXXXXXXXXX2795).
- Invoice Dialog Box:** A modal window titled "Invoice" with the following details:
 - Test Context Value: TWGV_INV Taiwan GUI/VAT for INV
 - 憑證類別: I 發票
 - 發票(憑證)號碼: NN380520
 - 格式別: 21 進項三聯式、電子計算機統一發票
 - 課稅別: 1 應稅
 - 扣抵代號: 1 進項可扣抵之進貨及費用
 - 發票開立對象統一編號: 36115478
 - 憑證日期: 10-MAR-2015
 - 憑證所屬日期: 10-MAR-2015

非銷售性支出申請單-一般請款

» Invoice 欄位資訊

Invoice Workbench (BMC_AP_SUPERUSER) - BMC-一般請款-20150310-1

Batch Control Total Batch Actual Total **2940**

AIC

Variable Rate	Fixed Rate	Exchange Rate	Terms Date	Terms	Payment Method	Pay Group	Prepayment Type	Settlement Date
			2015/03/10	OA 90	Electronic	MATERIAL		

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

System Hold		Payment				Remit-To Supplier		Remit-To E	
Hold Reason	Due Date	Gross Amount	Currency	Priority	Method	Name	Site	Number	
	15/07/25	2,940	NTD	99	Electronic			XXXXX	

Payment Schedule
Amount Remaining **2,940**
Discount Amount Remaining **0**
Gross Amount **NTD 2,940**

Invoice
Amount Paid **0**
Invoice Amount **NTD 2,940**
Gross Amount Total **2,940**

Split Schedule (G) **Pay... 1**

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

非銷售性支出申請單-一般請款

» 檢視會計分錄

Subledger Journal Entry

Ledger Journal Entry Status Balance Type GL Date	BMC_Ledger Draft Actual 2015/03/10	Category Completion Date Journal Entry Type Description	Purchase Invoices 2015/03/10 23:16:54 Standard Invoice Validated , Invoice Number: 110374 , Date: 10-MAR-15 , Document Sequence Category: STD INV , Document Sequence Name: BMC_AP2015_I , Invoice Voucher Number: 115100019 , Invoice Description: 鑽石刀具維修	View T-Account	View Supporting References
---	---	--	---	--------------------------------	--

Transaction Information

Party Name Invoice Number Invoice Currency Invoice Type Cancelled Date Document Sequence Name Document Sequence Number	松钻石科技股份有限公司 110374 NTD STANDARD BMC_AP2015_I 115100019	Party Site Name Invoice Amount Invoice Ledger Amount Invoice Date Invoice Description	TW 2940 2940 2015/03/10 00:00:00 鑽石刀具維修
--	--	---	--

[Show Additional Information](#)

Lines

Export	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (NTD)	Accounted CR (NTD)	Supporting References
▶	1	101-71280-000-00-RFM1-0000000-P1L-000-000	Item Expense	NTD	2,800		2,800		...
▶	2	101-15033-100-00-00000-0000000-000-000-000	Recoverable Tax	NTD	140		140		...
▶	3	101-21114-000-00-00000-0000000-000-000-000	Liability	NTD		2,940		2,940	...

Accounted Amounts

Accounted DR (NTD) 2,940	Accounted CR (NTD) 2,940
---------------------------------	---------------------------------

[Return to Accounting Events](#)

非銷售性零用金 / 車資請款報銷申請單

» BMC 申請單參考

[BUY]-零用金/車資申請單

填表人:DCM2/許閔謹/Daniel Hsu/0

表單號:49623 申請日期:2022/03/24

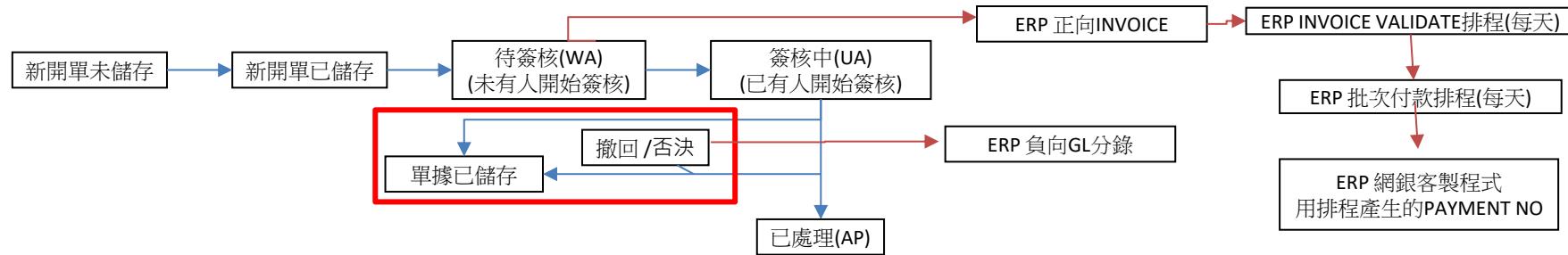
主表資訊

Operating Unit*	BMC_OU	Business Unit*	-請選擇-
申請部門*	DCM2-資訊技術處軟體開發二課	申請人*	Daniel Hsu-許閔謹
區域*	亞洲-台灣		
支出種類*	零用金請款	財務處理人*	Nora Syu - 許芳萍
付款方式	隔天撥款	受款人抬头*	Daniel Hsu,許閔謹
核決類別*	A-一般費用性支出	總金額*	
權責歸屬單位	-請選擇權責歸屬單位--		
附加檔案	(電子憑證：ETC、Uber、行動支付等等其它電子支付方式，皆可提供付款截取畫面夾帶電子檔，進行請款。)		
付款備註	付款備註最多可輸入500個字。		

- 未來會參考 BMC-蘇州的系統流程
- BMC 程式代碼 : BMC.FORM.AP008
- 用途 : 車資、罰款等等要申請時使用

非銷售性零用金 / 車資請款報銷申請單

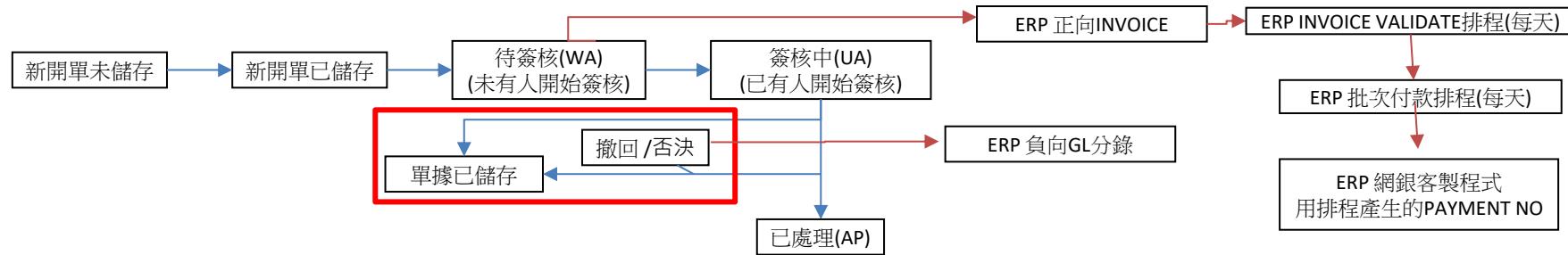
» 系統流程



- 主管否決應該會收到申請人會收系統信，請您將款項協助匯回，隨後在申請一張新的請款單即可
- 財務月結執行產生零用金負帳的分錄「QAPP1001_2: 零用金Reject - Transfer to GL」

非銷售性零用金 / 車資請款報銷申請單

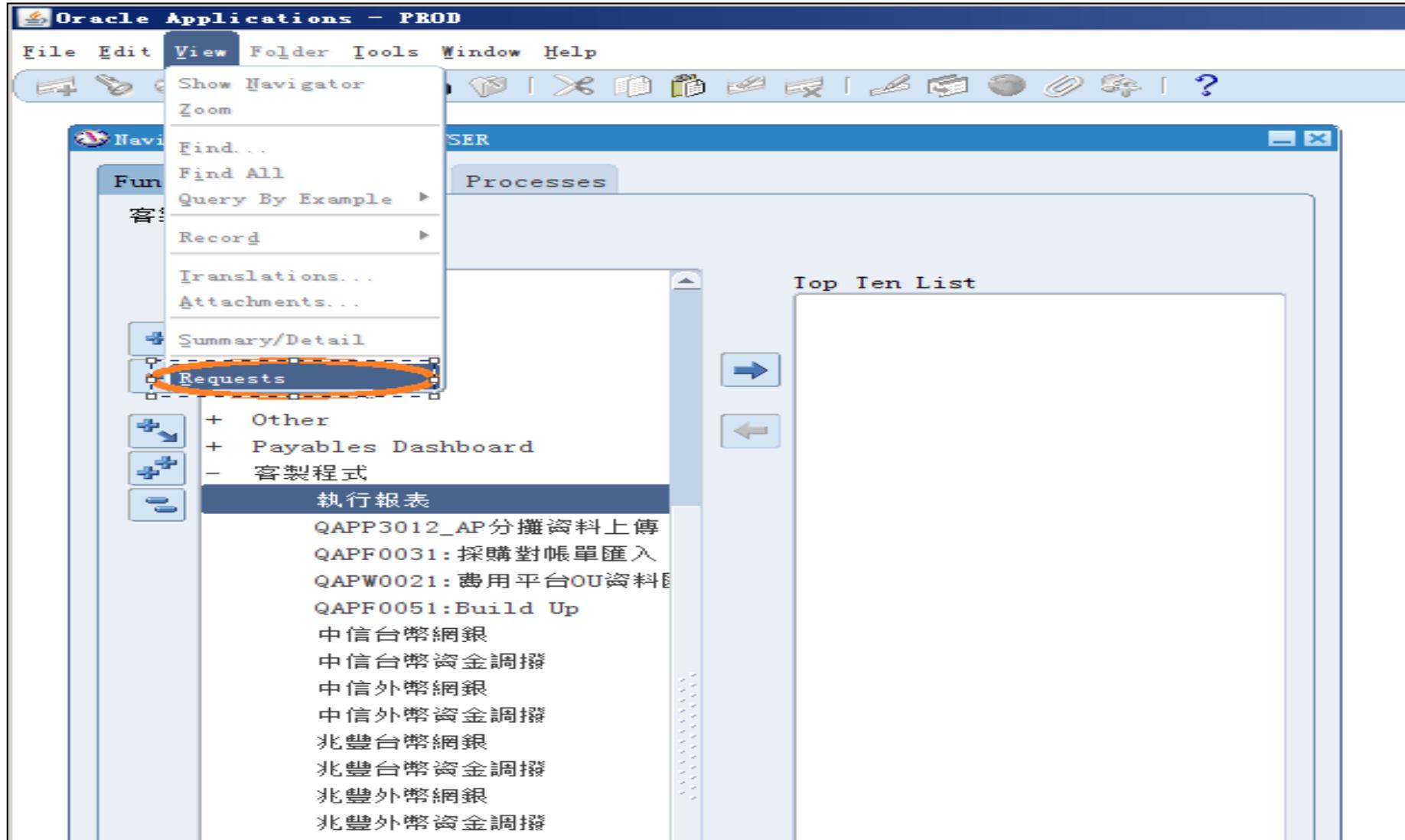
» 系統流程



- 新開單已儲存待簽核(未有人開始簽核) 就直接匯入 Oracle ERP產生 Standard Invoice 。
- Oracle ERP排程(每天)啟動 Validate , Oracle ERP 批次付款排程(每天) 。
- ERP 網銀客製程式排程產生的PAYMENT NO 。
- 主管申請單簽核否決，申請人會收到系統發出 Email 請您將款項協助匯回
- 財務月結執行產生零用金負帳的分錄 「QAPP1001_2: 零用金Reject - Transfer to GL

非銷售性零用金 / 車資申請單

» 零用金自動Validation作業（客製程式）



非銷售性零用金 / 車資申請單

» 零用金自動Validation作業（客製程式）

The screenshot shows a software interface for managing requests. The main window title is "Find Requests". On the left, there's a sidebar with buttons for "Refund Requests", "Hold Requests", and "Cancel Requests". The main panel contains several search filters:

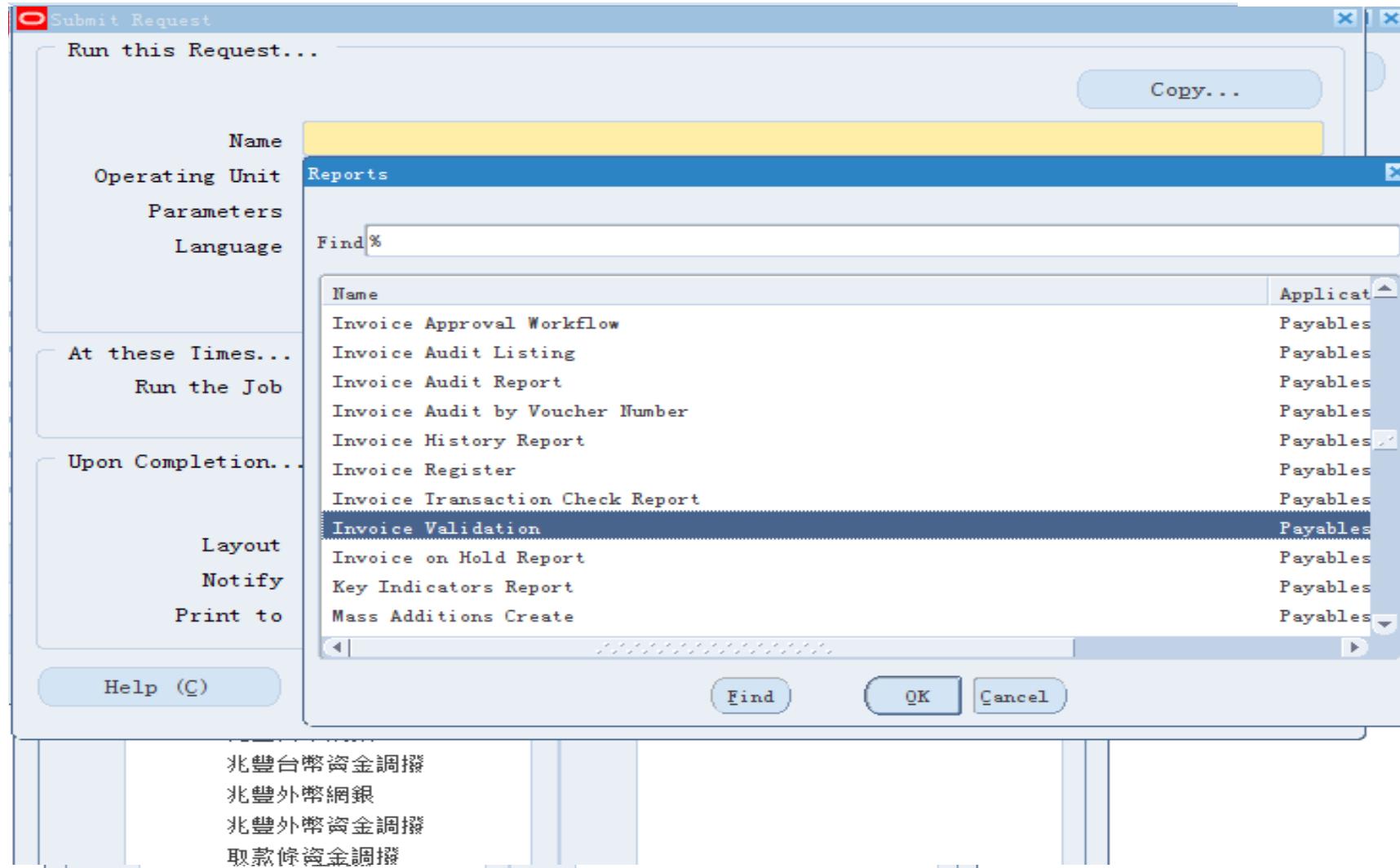
- Radio buttons for: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests".
- Text input fields for: Request ID, Name, Date Submitted, Date Completed, Status, Phase, and Requestor.
- A checkbox for "Include Request Set Stages in Query".
- A dropdown menu for "Order By" set to "Request ID".
- A text input field for "Select the Number of Days to View" with the value "3".
- A button at the bottom labeled "Submit a New Request..." which is circled in orange.
- Buttons for "Clear" and "Find".

At the bottom of the main panel, there's a footer with some text in Chinese and English:

兆豐台幣網銀
兆豐台幣資金調撥
兆豐外幣網銀
兆豐外幣資金調撥
取款條資金調撥

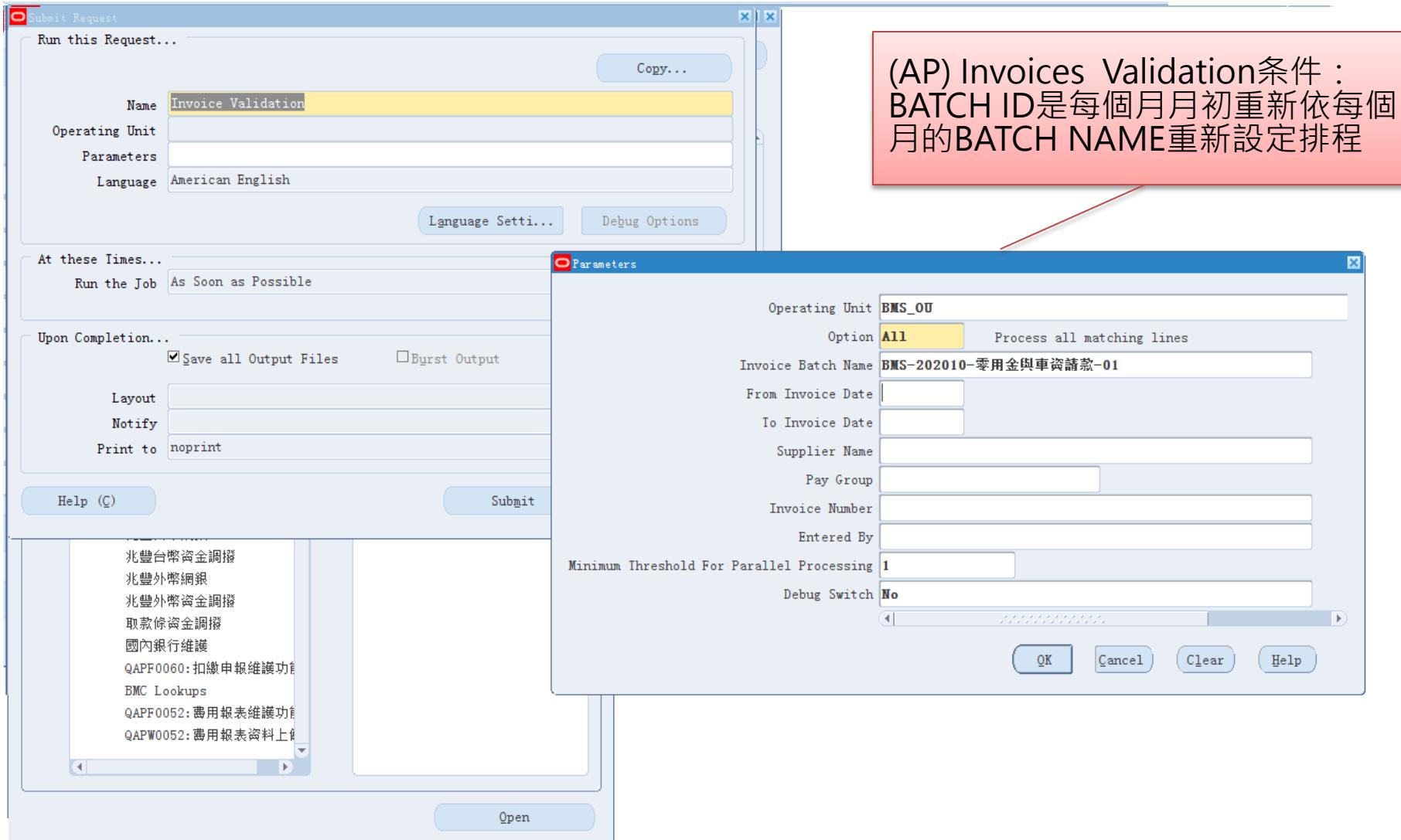
非銷售性零用金 / 車資申請單

» 零用金自动Validation作業（客制程式）



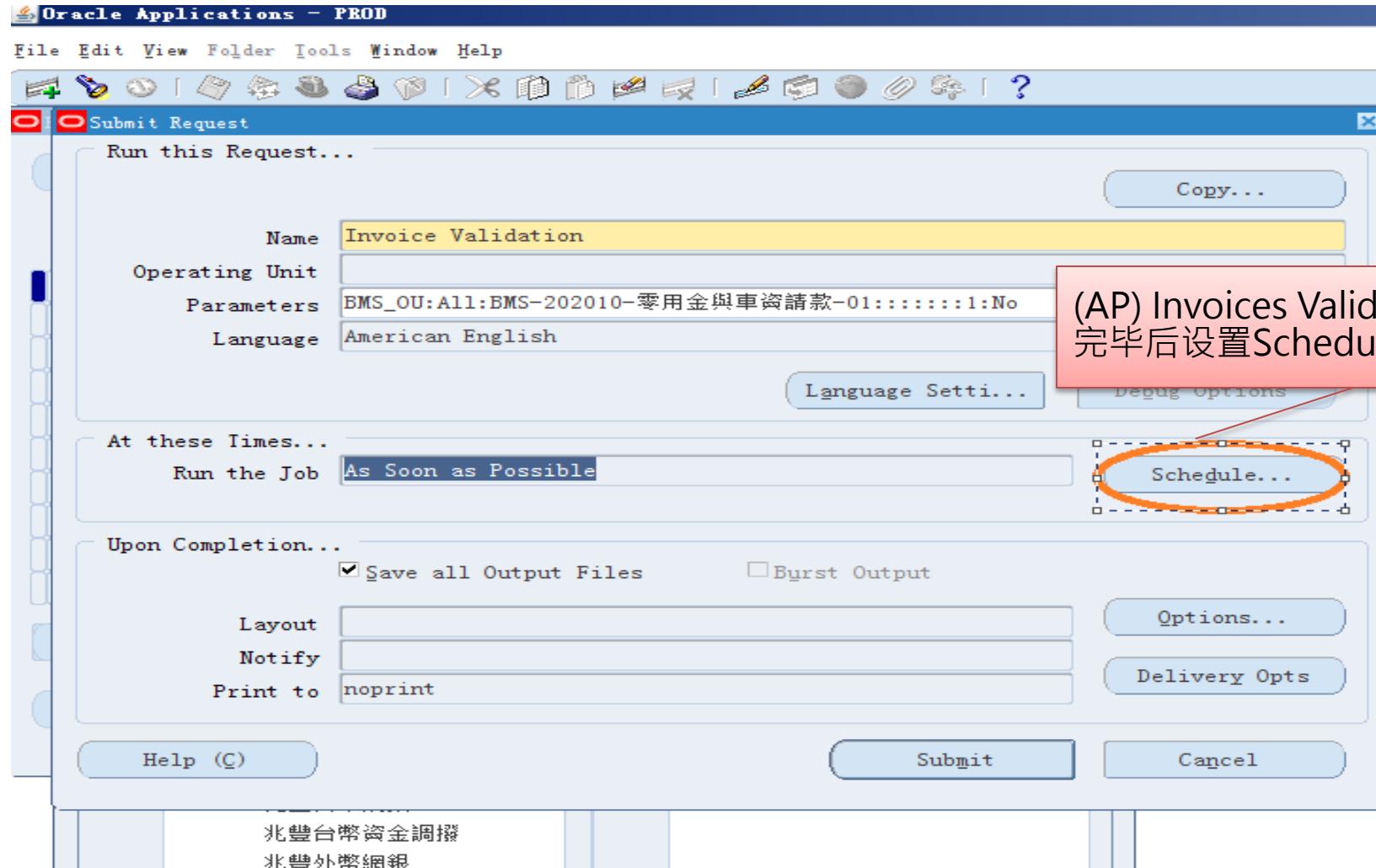
非銷售性零用金 / 車資申請單

» 零用金自動Validation作業（客制程式）



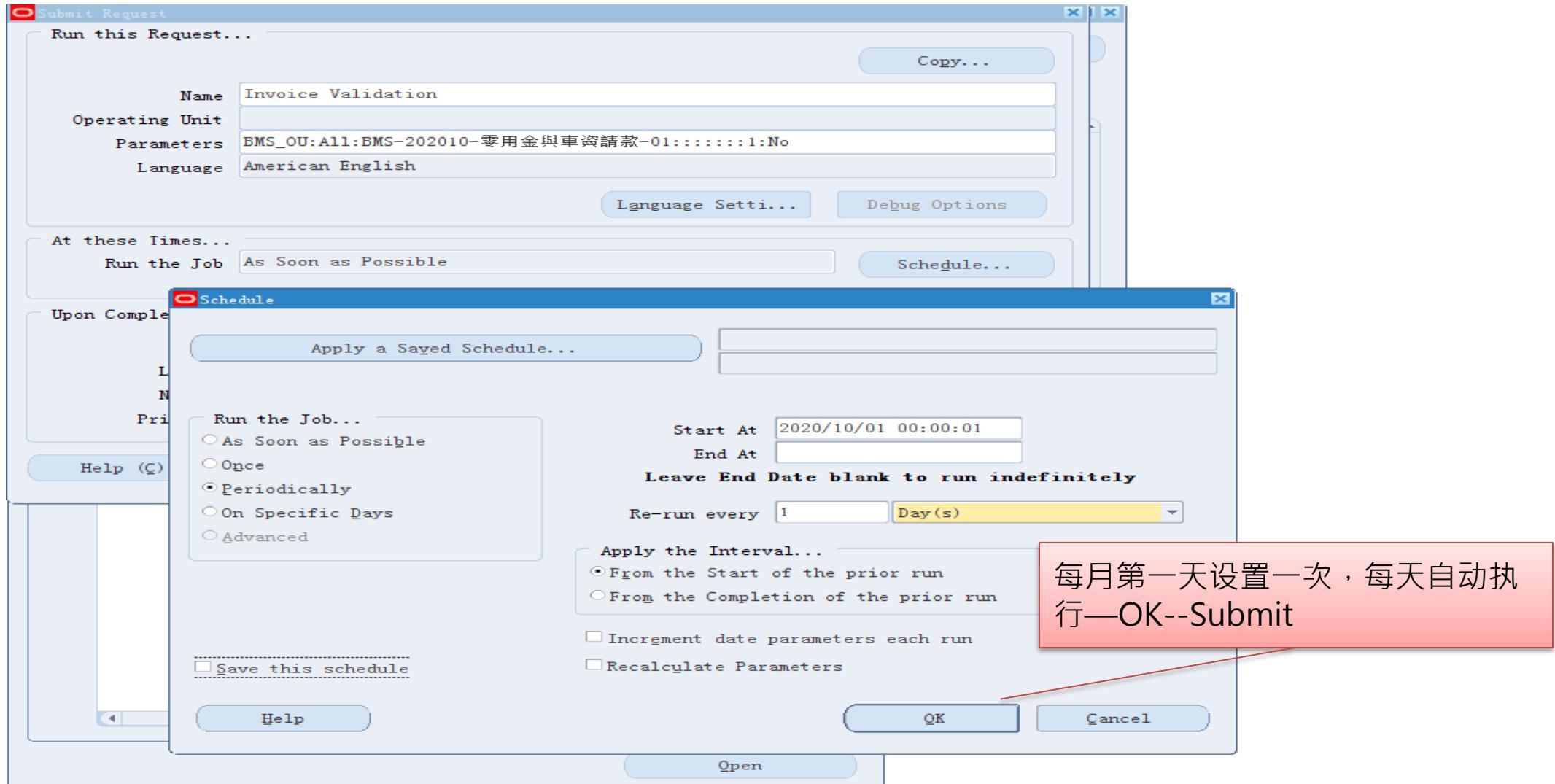
非銷售性零用金 / 車資申請單

» 零用金自动Validation作業（客制程式）



非銷售性零用金 / 車資申請單

» 零用金自动Validation作業（客制程式）



非銷售性零用金 / 車資申請單

» 零用金自动Validation作業 (客制程式)

41097595	Invoice Validation	Pending	Scheduled	184, All, 2487214, , , , , 2166, N, 1
41097553	Invoice Validation	Pending	Scheduled	81, All, 2487176, , , , , 2021, N, 10

非銷售性零用金 / 車資申請單

» 付款排程

Home **Templates** Payment Process Requests Payment Instructions Payments
Templates >

Update Payment Process Request Template: BMW_零用金_AUTO
* Indicates required field Cancel Apply

Name: BMW_零用金_AUTO
Description: BMW_零用金_AUTO
User: MINDY CHIEN

Template Type:
End Date: (example: 2020/01/26)

Scheduled Payment Selection Criteria Number of Pay From Days: 1 Additional Pay Through Days: 11 Payment Priority High: 11 Payment Priority Low: 11 Include Only Due

新增 Template 條件
指定 Priority 為 11

Supplier Type:
Payee:
Payment Method:
Document Exchange Rate Type:
 Include Zero Amount

Pay Groups
Values: All Specify

Legal Entities
Values: All Specify
Add |    
Legal Entity Name: BMW_LE Remove 

Operating Units
Values: All Specify
Add |    
Operating Unit: Remove 

Payment Currencies
Values: All Specify
Add |    
Code: Currency Name: Remove

非銷售性零用金 / 車資申請單

» 付款排程

Home Templates Payment Process Requests Payment Instructions Payments

Templates >

Update Payment Process Request Template: BMW_零用金_AUTO

* Indicates required field

Name: BMW_零用金_AUTO
Description: BMW_零用金_AUTO
User: MINDY CHIEN

Template Type:
End Date:
(example: 2020/01/26)

Scheduled Payment Selection Criteria **Payment Attributes** Process Automation Validation Failure Results Additional Information

Payment Date	<input checked="" type="radio"/> Same as Request Date <input type="radio"/> Extra Days <input type="text"/>	Override Settlement Priority <input type="text"/>
Disbursement Bank Account	交行-CNY7144 <input type="text"/>	Override Bank Charge Bearer <input type="text"/>
Payment Document	<input type="text"/>	Transfer Priority <input type="text"/>
Payment Process Profile	BMCG <input type="text"/>	Starting Voucher Number <input type="text"/>
* Payment Exchange Rate Type	BMCG_Accounting Rate <input type="text"/>	

Cancel Apply

Template設定排程的操作如上

非銷售性零用金 / 車資申請單

» 付款排程

Home Templates Payment Process Requests Payment Instructions Payments

Templates >

Update Payment Process Request Template: BMW_零用金_AUTO

* Indicates required field

Name: BMW_零用金_AUTO
Description: BMW_零用金_AUTO
User: MINDY CHIEN

Template Type:
End Date:
(example: 2020/01/26)

Scheduled Payment Selection Criteria Payment Attributes **Process Automation** Validation Failure Results Additional Information

不要勾選需停止檢視

Maximize Credits
 Stop Process for Review After Scheduled Payment Selection
 Calculate Payment Withholding and Interest During Scheduled Payment Selection
 Stop Process for Review After Creation of Proposed Payments
Create Payment Instructions Initiate When Payment Process Request is Complete

Cancel Apply



非銷售性零用金 / 車資申請單

» 付款排程

The screenshot shows the 'Schedule Request: Define' screen in the Oracle Payables application. The 'Notification' tab is selected. A red box highlights the 'Notification' tab and the row for recipient 'Mindy Chien DCB1'. Another red box highlights the 'Continue' button at the bottom right.

Program Name: Payment Process Request Program
Request Name: The name can later be used to search for this request

NLS Settings Parameters **Notification** Print Options Delivery Options ScheduleOptions

Select Recipients: Select All | Select None

Select	Recipients	Normal	Warning	Error
<input type="checkbox"/>	簡淑嬪 Mindy Chien DCB1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Manage Schedule Cancel Continue

可設定排程成功、失敗、
warning的收件人

零用金 / 車資申請單

» 付款排程

Schedule Request: Define

* Indicates required field

Program Name **Payment Process Request Program**
Request Name The name can later be used to search for this request

NLS Settings Parameters Notification Print Options Delivery Options **ScheduleOptions**

Program Name **Payment Process Request Program**
Request Name

New Schedule Saved Schedule

Schedule

Specify when you would like your request to run. [Advanced Schedule](#)

As soon as possible
 Start at specific date and time

Start Date **2020/02/09**
(example: 2020/01/26)

End Date

Start Time **08**
 AM PM End Time **00**
 AM PM

Recurrence

Never repeat
 Repeat
Every **1** Days

Interval

From the completion of the Prior run
 From the start of the Prior run

Date Parameters

Increment Date Parameters

Manage Schedule **Cancel** **Continue**

選擇收件人時前後加%

Start at specific date and time

給排程開始的因期和時間，頻率設定每天一次

非銷售性零用金 / 車資申請單

» 付款排程

	Name		Phase	Status	Parameters
41094107	Payment Process Request Program		Pending	Scheduled	, 10962, , 2023/08/10 00:00:00,
41094104	Payment Process Request Program		Pending	Scheduled	, 10963, , 2023/08/10 00:00:00,
41094101	Payment Process Request Program		Pending	Scheduled	, 10964, , 2023/08/10 00:00:00,
41094094	Payment Process Request Program		Pending	Scheduled	, 10982, , ,
41091285	Payment Process Request Program		Pending	Scheduled	, 10502, , ,
41091282	Payment Process Request Program		Pending	Scheduled	, 10623, , ,

產生付款排程

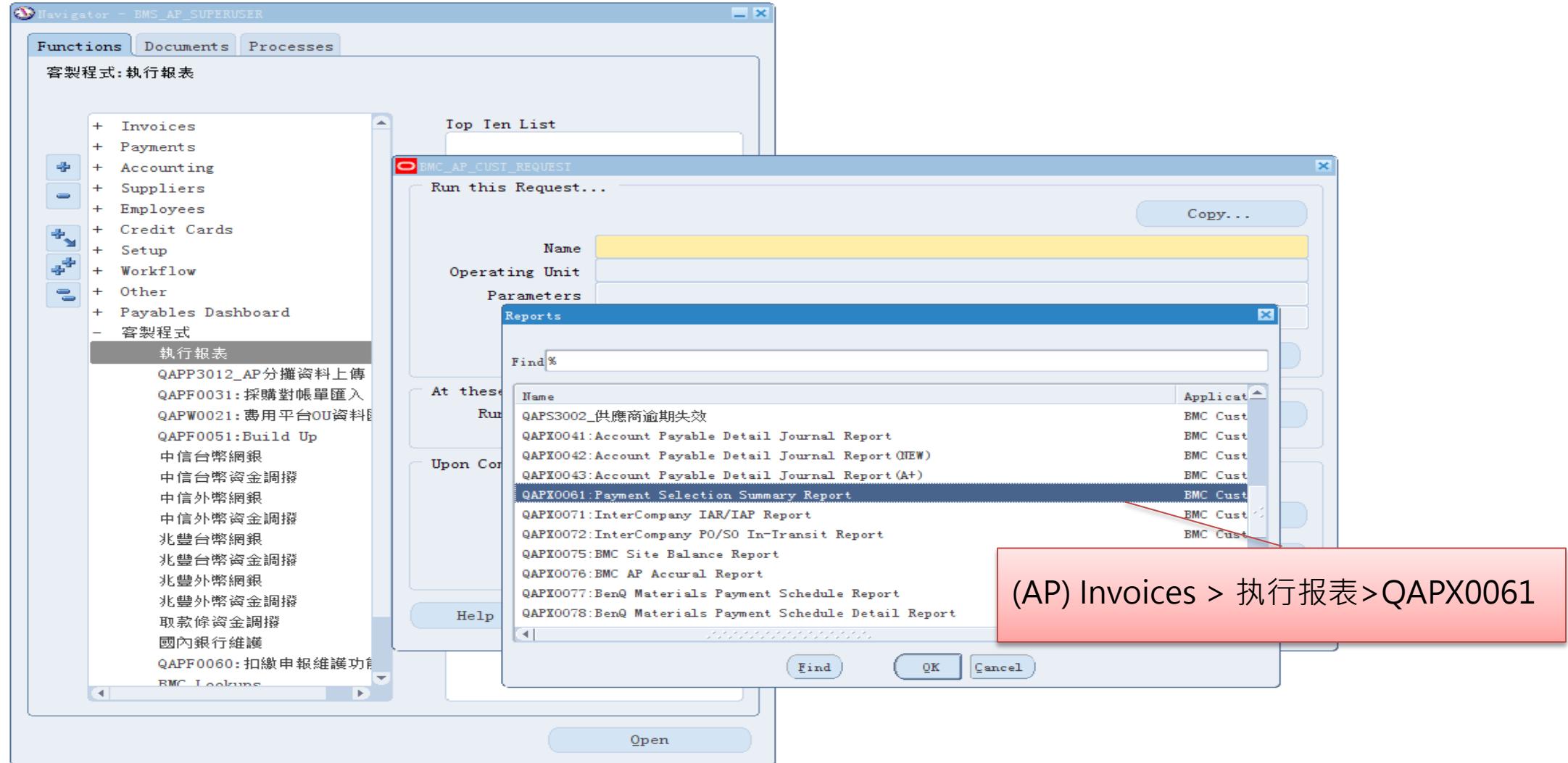
非銷售性零用金 / 車資申請單

» 財務月結作業

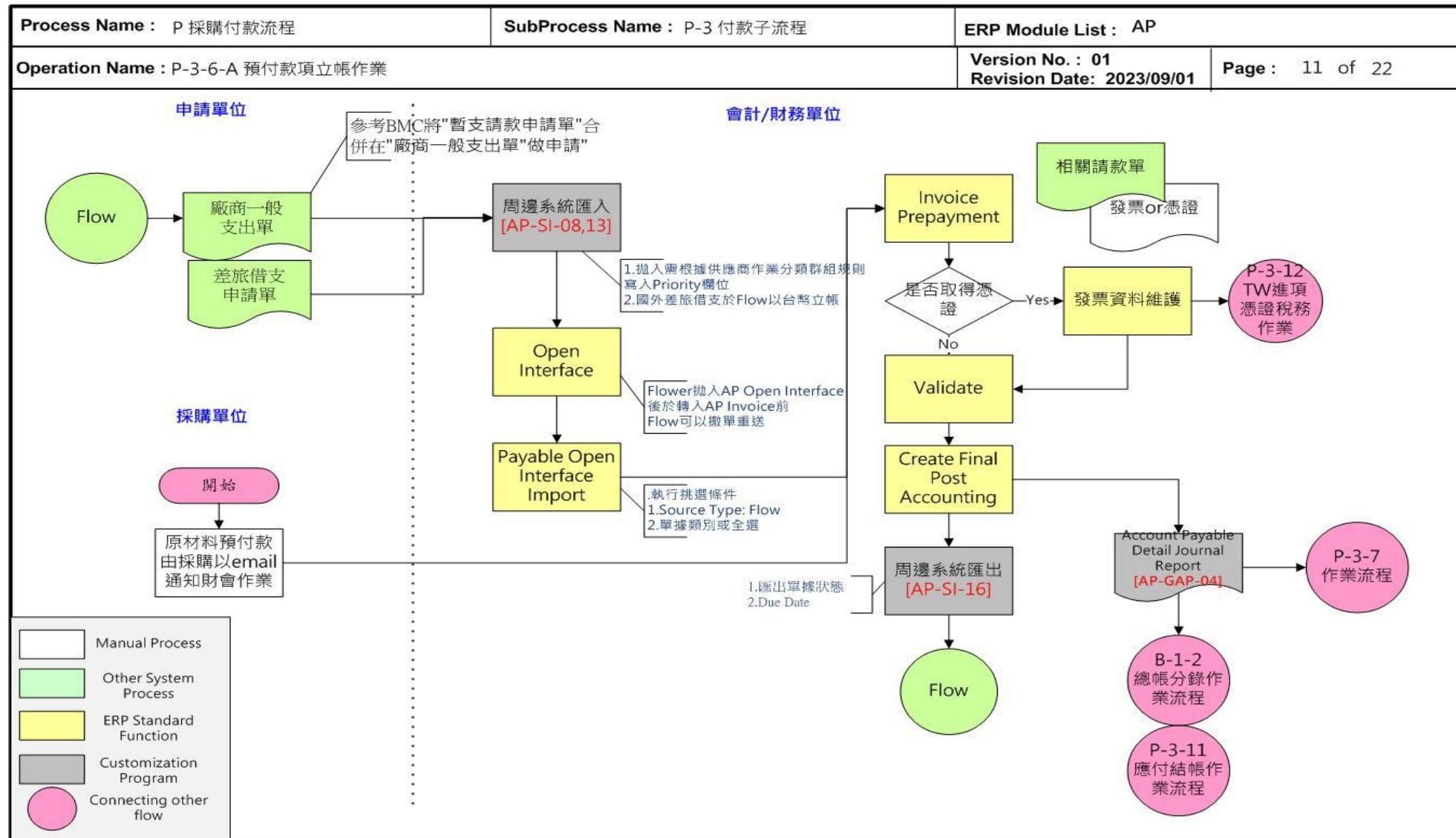
- 財務月結執行BMC客製「QAPP1001_2: 零用金Reject
- Transfer to GL」

非銷售性零用金 / 車資申請單

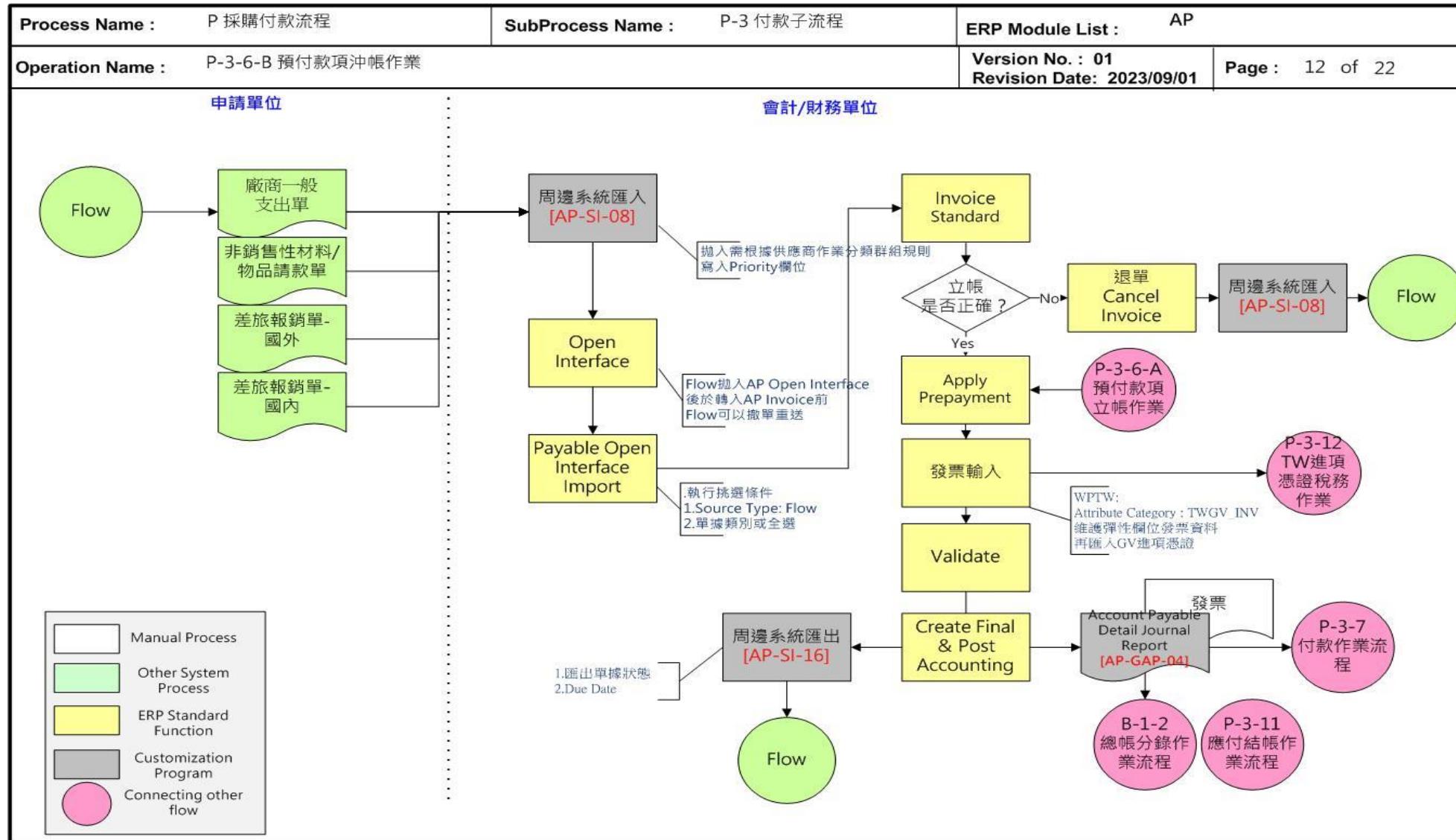
» 零用金每日匯出付款資料作業 (客制程式)



預付款項立帳作業流程



預付款項沖帳作業流程



預付款項立帳作業流程

- 原物料預付款申請：
 - 採購單位以Email通知會計手動立帳
- 差旅借支申請：
 - 申請單位在外圍 Flow 系統完成"差旅借支單"的申請流程後，會計單位手動輸入借支傳票
- 非銷預付：
 - Flow 外圍系統完成"廠商一般支出單-暫支請款申請單"申請程序後拋入 AP Open Interface
- 訂定排程轉入AP Invoice，狀態為"Never Validated"
- 轉入規則以一張發票立一筆AP Invoice，無發票以申請單號立一筆AP Invoice
- 申請單位整理好請款單連同廠商發票送交會計單位檢查審核立帳
- 會計單位收到申請單及憑證後，到AP Invoice以發票號碼審核立帳的內容
- 進項憑證輸入作業於AP Invoice立帳時輸入
- 審核立帳完成(Validate & Create Final & Post Accounting)更新外圍 Flow 系統已結案

預付款項手動立帳

» Invoice 欄位資訊

Invoice Workbench (WPTW_AP_SUPERUSER) - WPTW-Materials-20230910

Batch Control Total		Batch Actual Total	
		105000	

AIC_INV_HEADER

Operating Unit	Type	PO Number	Trading Part	Supplier Num	Supplier Site N	Invoice Date	Invoice Num	Invoice C	Invoice Amount	Voucher Number	T
WPTW_OU	Prepayment		鋒銘企業有限公司	FM003	M-NTD	06-SEP-2023	SF23090601	NTD	105,000	112300017	

[1 General](#) [2 Lines](#) [3 Holds](#) [4 View Payments](#) [5 Scheduled Payments](#) [6 View Prepayment Applications](#)

Total											
		Gross		Retained		Net					
		100,000				100,000					
Num	Type	Amount	PO Number	PO Release N	PO Line N	PO Shipment N	Match Basis	PO Distribution N	Receipt Number	Receipt Line N	Quant
1	Item	100,000									

Discard Date Discard Line Distributions Allocations

[Actions... 1](#) [Calculate Tax](#) [Tax Details](#) [Corrections](#) [Quick Match](#) [Match](#) [All Distributions](#)

預付款項手動立帳

» 檢視預付款項科目

The screenshot displays two overlapping windows from the Oracle Financials module:

- Distributions (WPTW_AP_SUPERUSER) - WPTW_OU, SF23090601, 鋒銘企業有限公司**: A grid-based window for managing distributions. It shows one row with the following data:
 - Line Number: 1
 - Line Description: (empty)
 - Amount: 100,000
 - GL Date: 10-SEP-2023
 - Account: 101-11600-0000-00-00000-00000-00 (highlighted with a red box)
 - Asset Book: (empty)
 - Description: (empty)
- Suppliers > Update 鋒銘企業有限公司 - FM003: Accounting**: An accounting setup window for Supplier Sites.
 - Supplier Sites** tab is selected.
 - Ledger**: WPTW_Ledger
 - Site Status**: Active
 - Site Name**: (empty)
 - Operating Unit**: (empty)
 - Prepayment** tab is selected.
 - Create** button is visible.
 - Table Diagnostic** button is visible.
 - A table lists Prepayment settings:

Site Name	Operating Unit	Prepayment
M-NTD	WPTW_OU	101-11600-0000-00-00000-00000-00
 - The value "101-11600-0000-00-00000-00000-00" in the Prepayment column is also highlighted with a red box.

A large red arrow points from the highlighted Account field in the Distributions window to the highlighted Prepayment value in the Supplier Site table.

預付款項科目來自 Supplier Site 上的 Prepayment 的科目設定

預付款項手動立帳

» 檢視會計分錄

Subledger Journal Entry

Ledger: WPTW_Ledger Category: Purchase Invoices
Journal Entry Status: Final Completion Date: 10-Sep-2023 21:25:38
Balance Type: Actual Journal Entry Type: Standard
GL Date: 10-Sep-2023 Description: Prepayment Validated , Invoice Number: SF23090601 , Date: 06-SEP-23 , Document Sequence Category: PREPAY INV , Document Sequence Name: WPTW_AP2023-INV , Invoice Voucher Number: 112300017 , Invoice Description:

Transaction Information

'Party Name'	鋒銘企業有限公司	'Party Site Name'	M-NTD
'Prepayment Number'	SF23090601	'Prepayment Amount'	105000
'Prepayment Currency'	NTD	'Prepayment Base Amount'	105000
'Invoice Type'	PREPAYMENT	'Prepayment Date'	06-SEP-2023 00:00:00
'Prepayment Cancelled Date'		'Prepayment Description'	
Document Sequence Name	WPTW_AP2023-INV		
Document Sequence Number	112300017		

[Show Additional Information](#)

Lines

Details Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (NTD)	Accounted CR (NTD)	Supporting References
1	101-11600-0000-000000-00000-00000-00000	Prepaid Expense	NTD	100,000		100,000		...
2	101-11530-0000-000000-00000-00000-00000	Recoverable Tax	NTD		5,000		5,000	...
3	101-21210-0000-000000-00000-00000-00000	Liability	NTD			100,000		...
4	101-21210-0000-000000-00000-00000-00000	Liability	NTD			5,000		5,000

Accounted Amounts

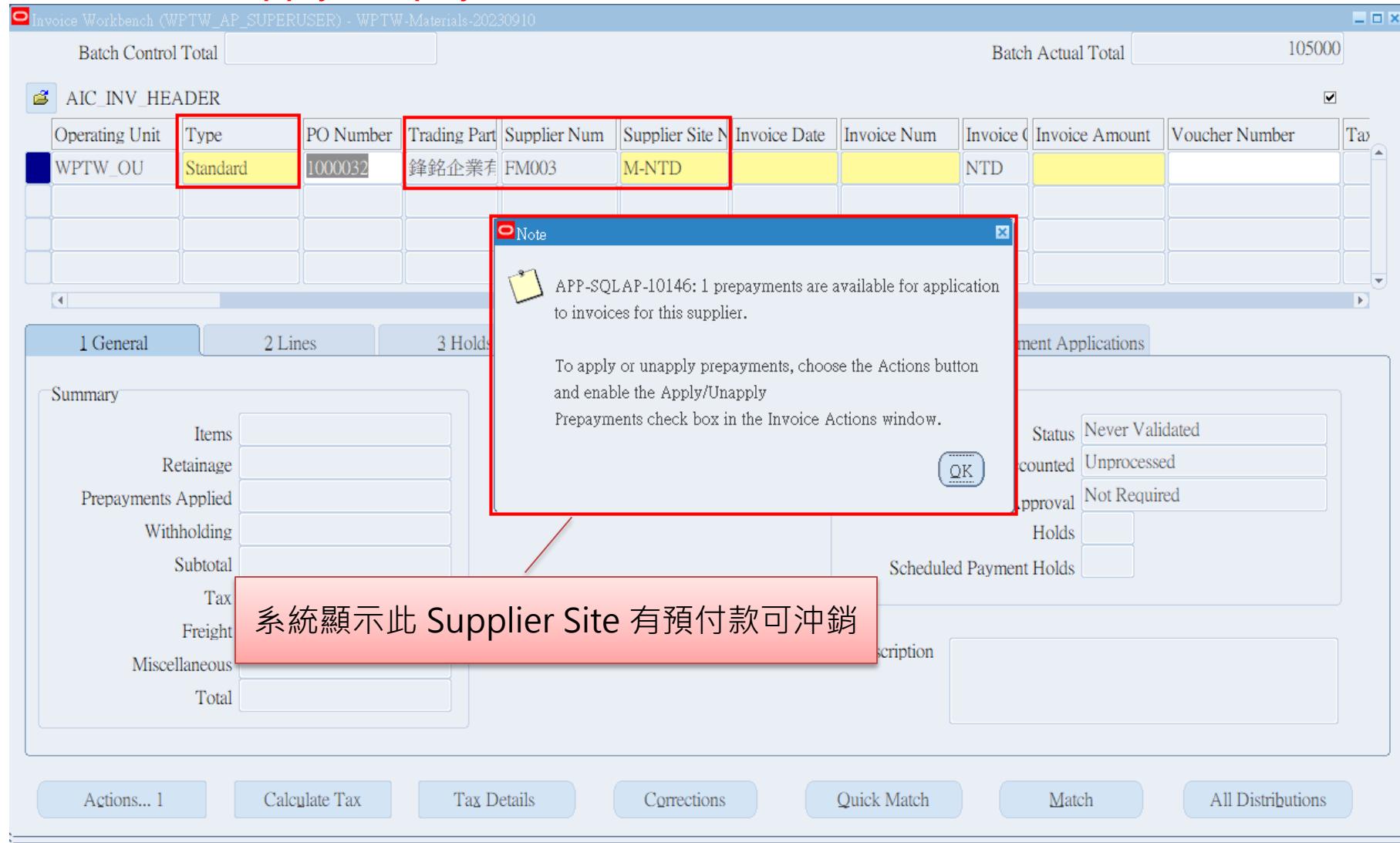
Accounted DR (NTD) 105,000	Accounted CR (NTD) 105,000
----------------------------	----------------------------

[Table Diagnostics](#)

[Return to Subledger Journal Entry Lines](#)

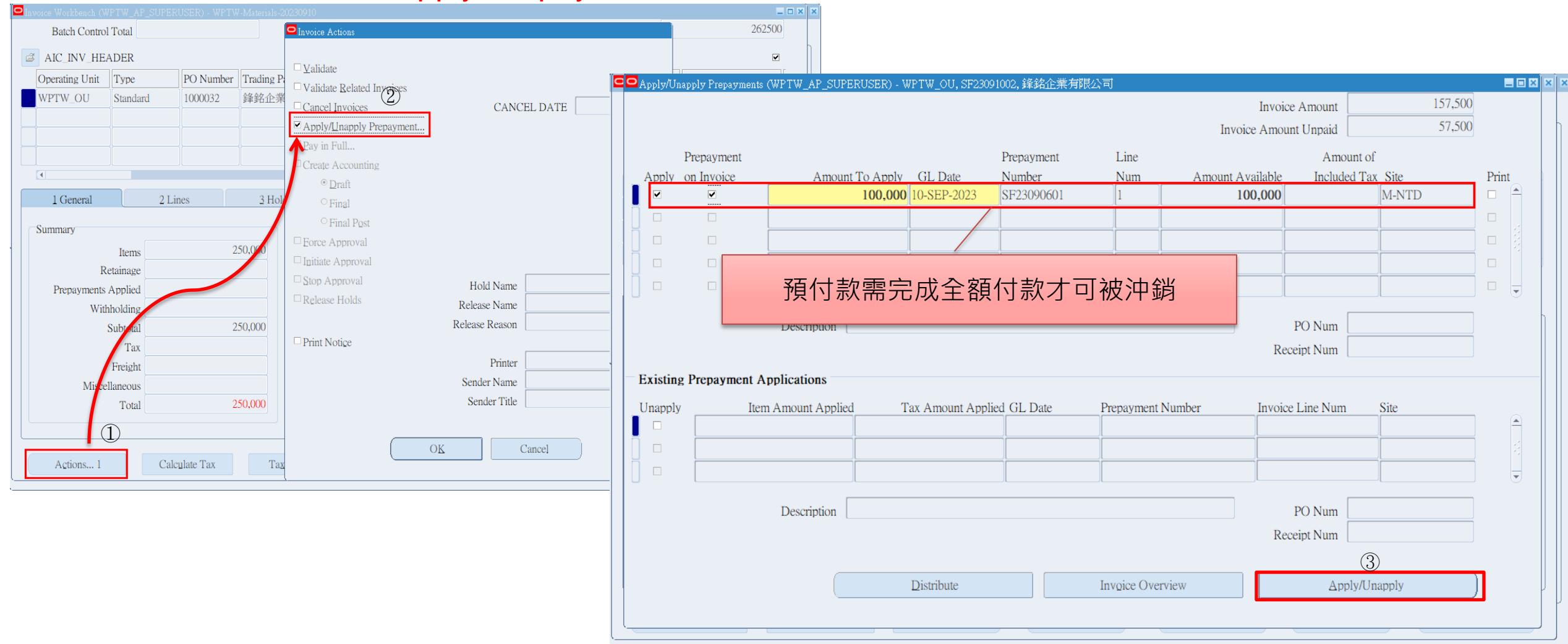
預付款項沖銷

» Standard Invoice Apply Prepayment



預付款項沖銷

» Standard Invoice Apply Prepayment



預付款項沖銷

» 檢視預付款項沖銷科目

Distributions (WPTW_AP_SUPERUSER) - WPTW_OU, SF23091002, 鋒銘企業有限公司

Line Number 2
Line Description
Prepayment

Invoice Total 157,500
Distribution Total 157,500

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Accrual	250,000	10-SEP-2023	101-21200-0000-00-0000-00000-00	WPTW FA CORI	紙管 77mm*9mm*500mm(Recycle)
1	Prepayment	(100,000)	10-SEP-2023	101-11600-0000-00-0000-00000-00		
1	Recoverable Tax	(5,000)	10-SEP-2023	101-11530-0000-00-0000-00000-00		TW VAT - WPTW TAX
1	Recoverable Tax	12,500	10-SEP-2023	101-11530-0000-00-0000-00000-00		TW VAT - WPTW TAX
2	Nonrecoverable Tax	0	10-SEP-2023	101-11600-0000-00-0000-00000-00		TW VAT - WPTW TAX
2	Nonrecoverable Tax	0	10-SEP-2023	101-21200-0000-00-0000-00000-00		TW VAT - WPTW TAX

Status Never Validated
Accounted Unprocessed
Distribution Class Saved
Associated Charges (5,000)
Account Description WPTW-預付材料款-/-/-/-/-

Reverse 1 Tax Distributions View PO View Receipt

預付款沖銷科目

預付款項沖銷

» 檢視會計分錄

Subledger Journal Entry

Ledger: WPTW_Ledger
Journal Entry Status: Final
Balance Type: Actual
GL Date: 10-Sep-2023

Category: Purchase Invoices
Completion Date: 10-Sep-2023 21:25:38
Journal Entry Type: Standard
Description: Prepayment Validated , Invoice Number: SF23090601 , Date: 06-SEP-23 , Document Sequence Category: PREPAY INV , Document Sequence Name: WPTW_AP2023-INV , Invoice Voucher Number: 112300017 , Invoice Description:

Transaction Information

'Party Name'	鋒銘企業有限公司	'Party Site Name'	M-NTD
'Prepayment Number'	SF23090601	'Prepayment Amount'	105000
'Prepayment Currency'	NTD	'Prepayment Base Amount'	105000
'Invoice Type'	PREPAYMENT	'Prepayment Date'	06-SEP-2023 00:00:00
'Prepayment Cancelled Date'		'Prepayment Description'	
Document Sequence Name	WPTW_AP2023-INV		
Document Sequence Number	112300017		

▶ Show Additional Information

Lines

Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (NTD)	Accounted CR (NTD)	Supporting References
▶	1	101-11600-0000-00-0000-00000-00000-00000-00000	Prepaid Expense	NTD	100,000		100,000		...
▶	2	101-11530-0000-00-00000-00000-00000-00000-00000	Recoverable Tax	NTD	5,000		5,000		...
▶	3	101-21210-0000-00-00000-00000-00000-00000-00000	Liability	NTD		100,000		100,000	...
▶	4	101-21210-0000-00-00000-00000-00000-00000-00000	Liability	NTD		5,000		5,000	...

Accounted Amounts

Accounted DR (NTD) 105,000	Accounted CR (NTD) 105,000
----------------------------	----------------------------

Table Diagnostics

[Return to Subledger Journal Entry Lines](#)

扣繳稅款建議處理方式

- 人工請款時請款金額為付款淨額，針對國稅局繳款時由人工立一代扣稅款請款。
- 針對供應商請款(Type=Standard標準)

借：XX費用

貸：應付費用

代扣稅款

- 針對國稅局請款(Type= Standard標準)

借：代扣稅款

貸：應付費用

分期/分割付款的作業

- 利用此功能將一筆應付帳款拆成多筆的到期日來付款，或可直接修改到期日(Due Date)更新應付帳款的到期日
- 此做法通常用於一張供應商發票、一筆應付帳款請款(Invoice)，但有多個付款到期日之情況。若是有多張供應商發票，則需做多筆應付帳款請款，則每筆應付帳款請款有各自的到期日

止付、暫押貨款

- 止付貨款(Hold)之處理方式如下：
 - 預備作業:定義止付/止付還原理由
 - 止付特定應付傳票的貨款：全額暫押
 - 止付特定供應商的貨款
 - 保留所有付款
 - 保留未比對的商業發票
 - 保留未驗證的商業發票

請款作業管理會議紀錄

» BRM Meeting Minutes

- 應付立帳傳票
 - 未來會採用 BMC的客製報表"Account Payable Detail Journal Report"，請 BMC 提供這支 Reuse 程式 (AP-GAP)
- 進貨退回及折讓立帳單號(Invoice Number)
 - Open Issue：請會計提供折讓單立帳單號編碼原則
- 原物料折讓立帳作業
 - UOF 新增「Debit/Credit 申請單」 (AP-SI)
 - UOF 「Debit/Credit 申請單」匯入 AP Debit Memo ，請 BMC 提供這支 Reuse 程式 (AP-SI)
 - UOF 「Debit/Credit 申請單」匯入 AP Debit Memo 被退單(Cancel Invoice)匯出更新 UOF 「Debit/Credit 申請單」狀態，請 BMC 提供這支 Reuse 程式 (AP-SI)
 - UOF 「Debit/Credit 申請單」匯入 AP Debit Memo 完成 Create Final & Post Accounting 汇出更新 UOF 「Debit/Credit 申請單」狀態及 Due Date ，請 BMC 提供這支 Reuse 程式 (AP-SI)

請款作業管理會議紀錄

» BRM Meeting Minutes

- 非銷立帳申請作業
 - UOF 新增「廠商一般支出單(支出申請、平時請款申請、簽呈請款申請)」、「非銷售性材料/物品請款單」、「差旅報銷單-國外」、「差旅報銷單-國內」、「零用金/車資請款報銷申請單」(AP-SI)
 - UOF 非銷立帳申請單匯入 AP Standard Invoice，請 BMC 提供這支 Reuse 程式 (AP-SI)
 - UOF 非銷立帳申請單匯入 AP Standard Invoice 被退單(Cancel Invoice)匯出更新 UOF 非銷立帳申請單狀態，請 BMC 提供這支 Reuse 程式 (AP-SI)
 - UOF 非銷立帳申請單匯入 AP Standard Invoice 完成 Create Final & Post Accounting 汇出更新 UOF 非銷立帳申請單狀態及 Due Date，請 BMC 提供這支 Reuse 程式 (AP-SI)

請款作業管理會議紀錄

» BRM Meeting Minutes

- 預付款項立帳申請作業
 - UOF 新增「廠商一般支出單(暫支請款申請)」、「差旅借支申請單」 (**AP-SI**)
 - UOF 預付款項立帳申請單匯入 AP Prepayment Invoice，請 BMC 提供這支 Reuse 程式 (**AP-SI**)
 - UOF 預付款項立帳申請單匯入 AP Prepayment Invoice 被退單(Cancel Invoice)匯出更新 UOF 預付款項立帳申請單狀態，請 BMC 提供這支 Reuse 程式 (**AP-SI**)
 - UOF 預付款項立帳申請單匯入 AP Prepayment Invoice 完成 Create Final & Post Accounting 汇出更新 UOF 預付款項立帳申請單狀態及 Due Date，請 BMC 提供這支 Reuse 程式 (**AP-SI**)

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ **付款作業管理**
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List



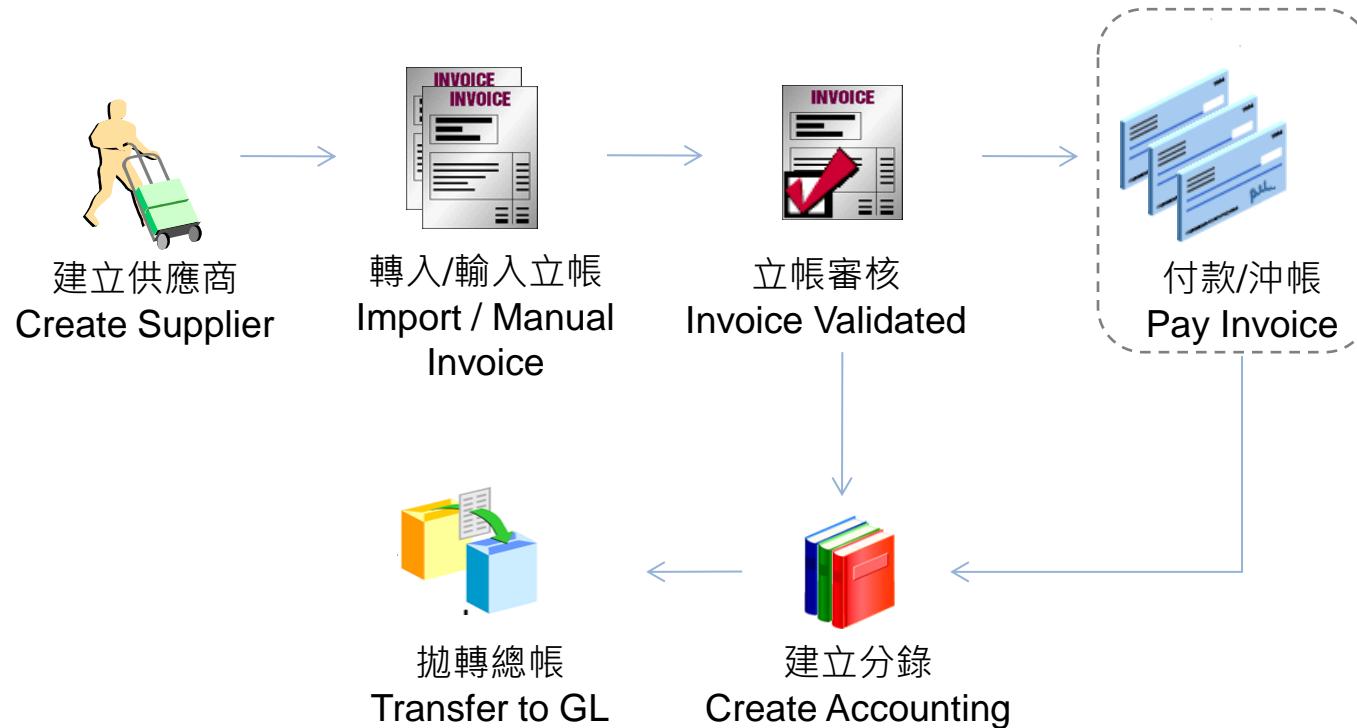
付款作業管理

» Payment Management

- 應付帳款流程-付款作業
- 付款前置作業
- 批次付款作業管理
- 單筆付款作業管理
- 應付票據付款作業管理
- 付款作業管理會議紀錄

應付帳款流程

» 付款作業

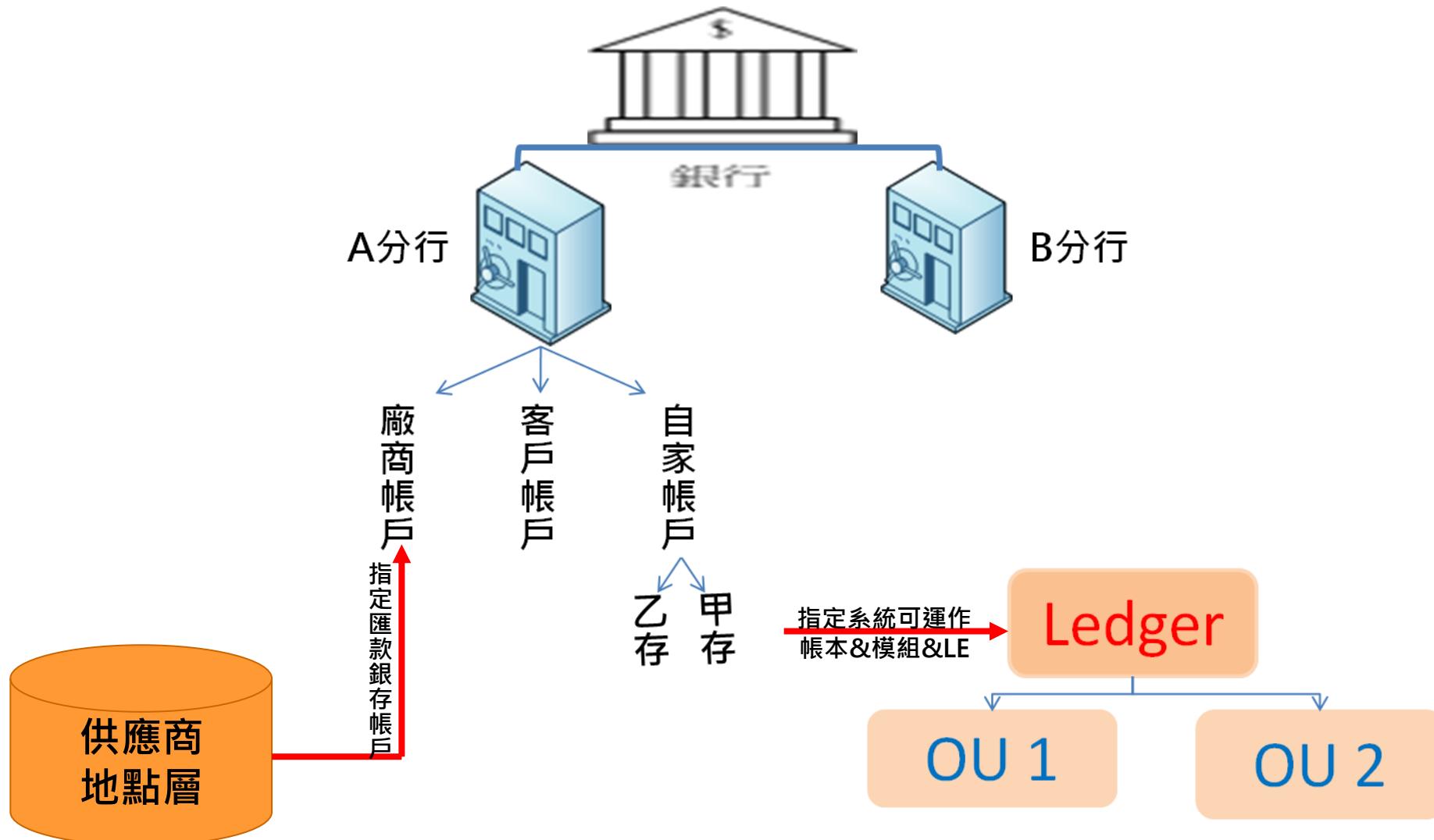


付款前置作業

- 銀行帳戶資料的建置
- 付款處理程序的設定
- 付款方式的設定

付款前置作業-銀行帳戶資料的建置

» 系統銀行架構&與系統關聯



付款前置作業-銀行帳戶資料的建置

» 銀行建置說明



The screenshot shows a software interface for managing bank accounts. At the top, there are navigation icons (refresh, settings, etc.) and links for "Expand All" and "Collapse All". Below this is a tree view with a geographical icon. The tree structure is as follows:

- Focus Country (Country node)
- Taiwan (Country node)
- 彰化商業銀行 (Bank node, Type: Bank, Number: 009, Description: 彰化商業銀行, Total Accounts: 1, Details icon)
- 第一商業銀行 (Bank node, Type: Bank, Number: 007, Description: 第一商業銀行, Total Accounts: 1, Details icon)
- 楠梓分行 (Bank Branch node, Type: Bank Branch, Number: 0707, Description: 楠梓分行, Total Accounts: 1, Details icon)
- 一銀_NTD7666 (Bank Account node, Type: Bank Account, Number: 987657666, Description: 一銀_NTD7666, Total Accounts: 1, Details icon)

- 循序建置
- 銀行→分行→帳戶
- 銀行資訊→銀行地址→銀行聯絡人.....
- 帳戶擁有者→ 帳戶資訊→帳戶控制→帳戶存取....
- 銀行&分行&需在CE完成建置, 帳戶可在AP&/CE建置
- 需經系統授權之權責者始得建立&維護銀存帳戶

付款前置作業-銀行帳戶資料的建置

» 銀行 → 分行 → 帳戶

Manage Banks and Branches

Overview | **Banks** | Bank Branches

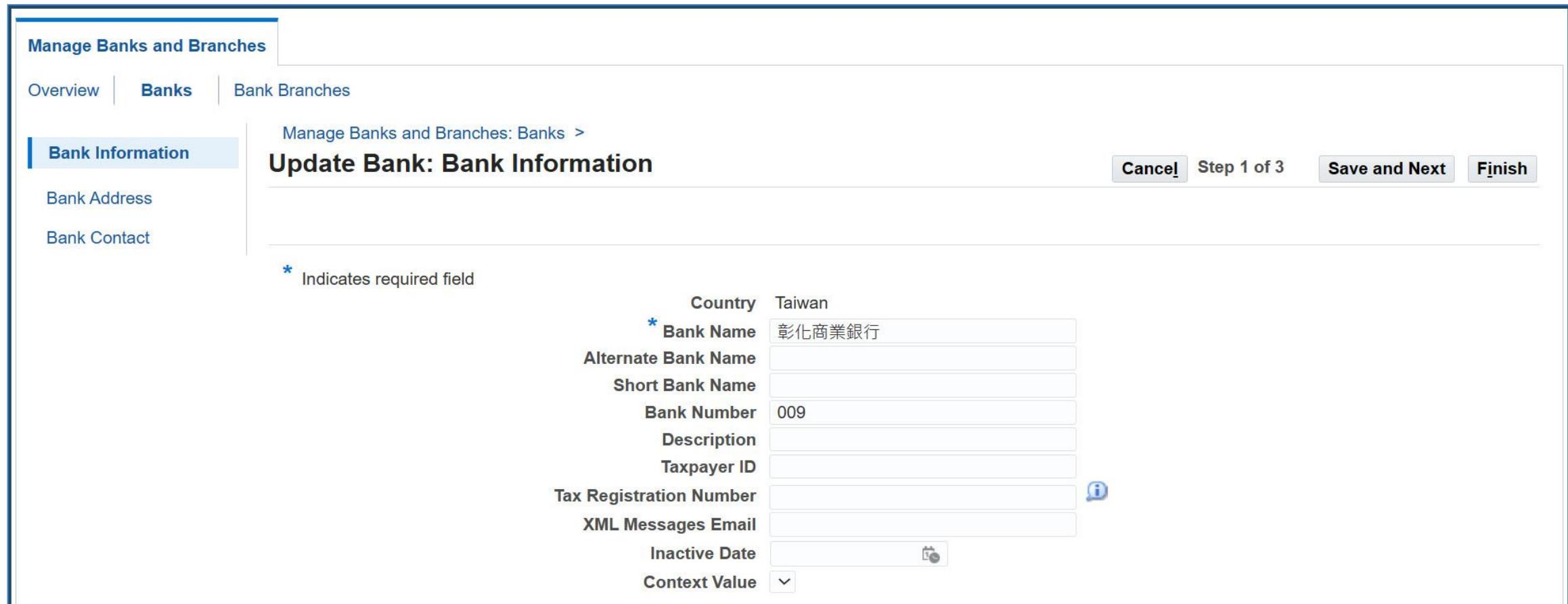
Manage Banks and Branches: Banks >

Update Bank: Bank Information

* Indicates required field

Country	Taiwan
* Bank Name	彰化商業銀行
Alternate Bank Name	
Short Bank Name	
Bank Number	009
Description	
Taxpayer ID	
Tax Registration Number	
XML Messages Email	
Inactive Date	
Context Value	▼

Cancel Step 1 of 3 Save and Next Finish



付款前置作業-銀行帳戶資料的建置

» 銀行 → 分行 → 帳戶

Manage Banks and Branches

Overview | Banks | **Bank Branches**

Branch Information Update Bank Branch: Bank Branch Information Cancel Step 1 of 3 Save and Next Finish

Branch Address
Branch Contact

Bank Name 彰化商業銀行 Bank Number 009
Country Taiwan

* Indicates required field

* Branch Name 北高雄分行
Alternate Branch Name
Branch Number 8164
BIC
* Branch Type Other
EDI Location
EFT Number
Description
RFC Identifier
Inactive Date

付款前置作業-銀行帳戶資料的建置

» 銀行 → 分行 → 帳戶

Manage Banks and Branches

Overview | Banks | **Bank Branches**

Branch Information

Branch Address
Branch Contact

Update Bank Branch: Bank Branch Information

Cancel Step 1 of 3 Save and Next Finish

Bank Name 第一商業銀行 Bank Number 007
Country Taiwan

* Indicates required field

* Branch Name 楠梓分行
Alternate Branch Name
Branch Number 0707
BIC
* Branch Type Other
EDI Location
EFT Number
Description
RFC Identifier
Inactive Date

付款前置作業-銀行帳戶資料的建置

» 銀行→分行→帳戶

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Account Access

Account Contact

Update Bank Account: Account Information

Bank Name 第一商業銀行 Bank Number 007
Branch Name 楠梓分行 Branch Number 0707
Country Taiwan

* Indicates required field

* Account Name 一銀_NTD7666

Alternate Account Name

Legal Account Name

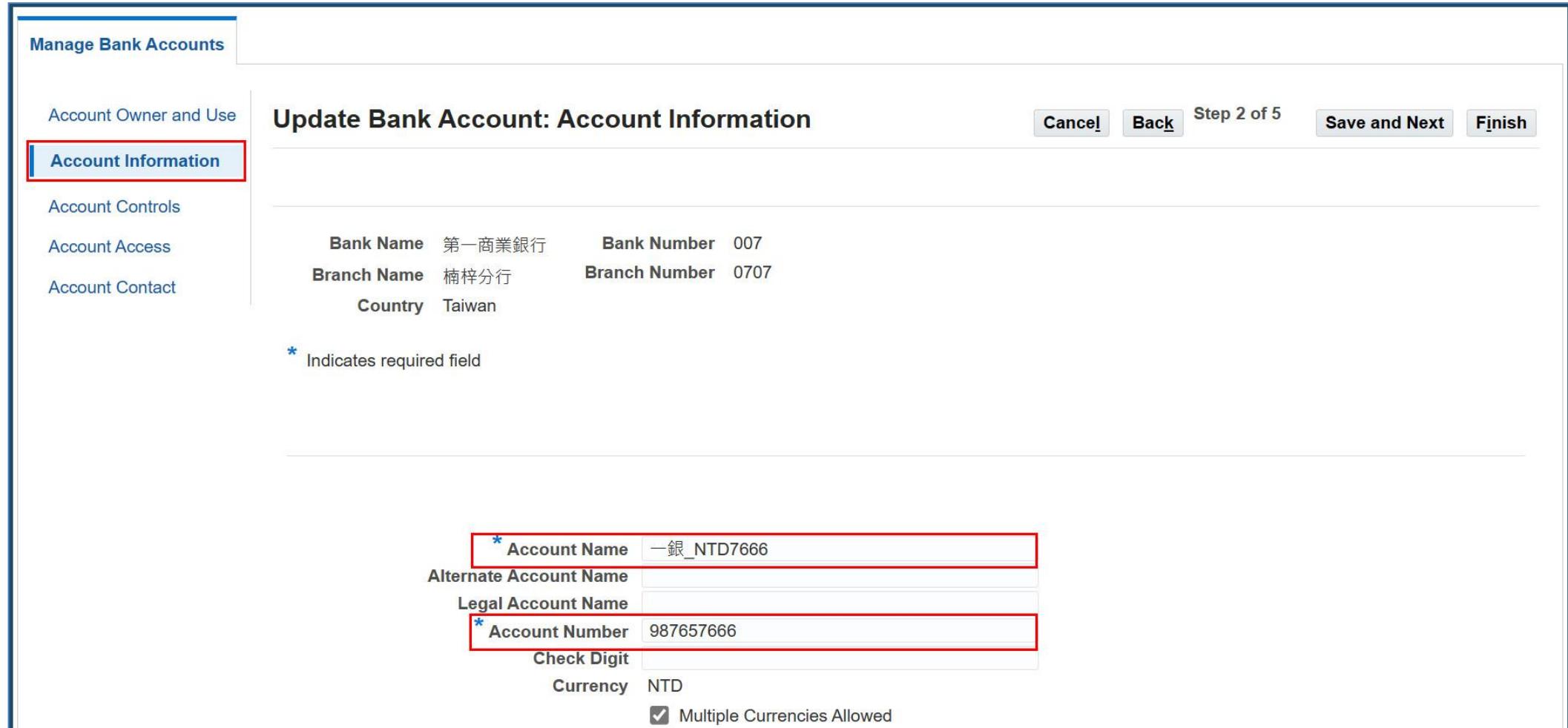
* Account Number 987657666

Check Digit

Currency NTD

Multiple Currencies Allowed

Cancel Back Step 2 of 5 Save and Next Finish



付款前置作業-銀行帳戶資料的建置

» 帳戶擁有者→ 帳戶資訊→ 帳戶控制→ 帳戶存取

Manage Bank Accounts

Account Owner and Use

Update Bank Account: Account Owner and Use

Cancel Step 1 of 5 Next Finish

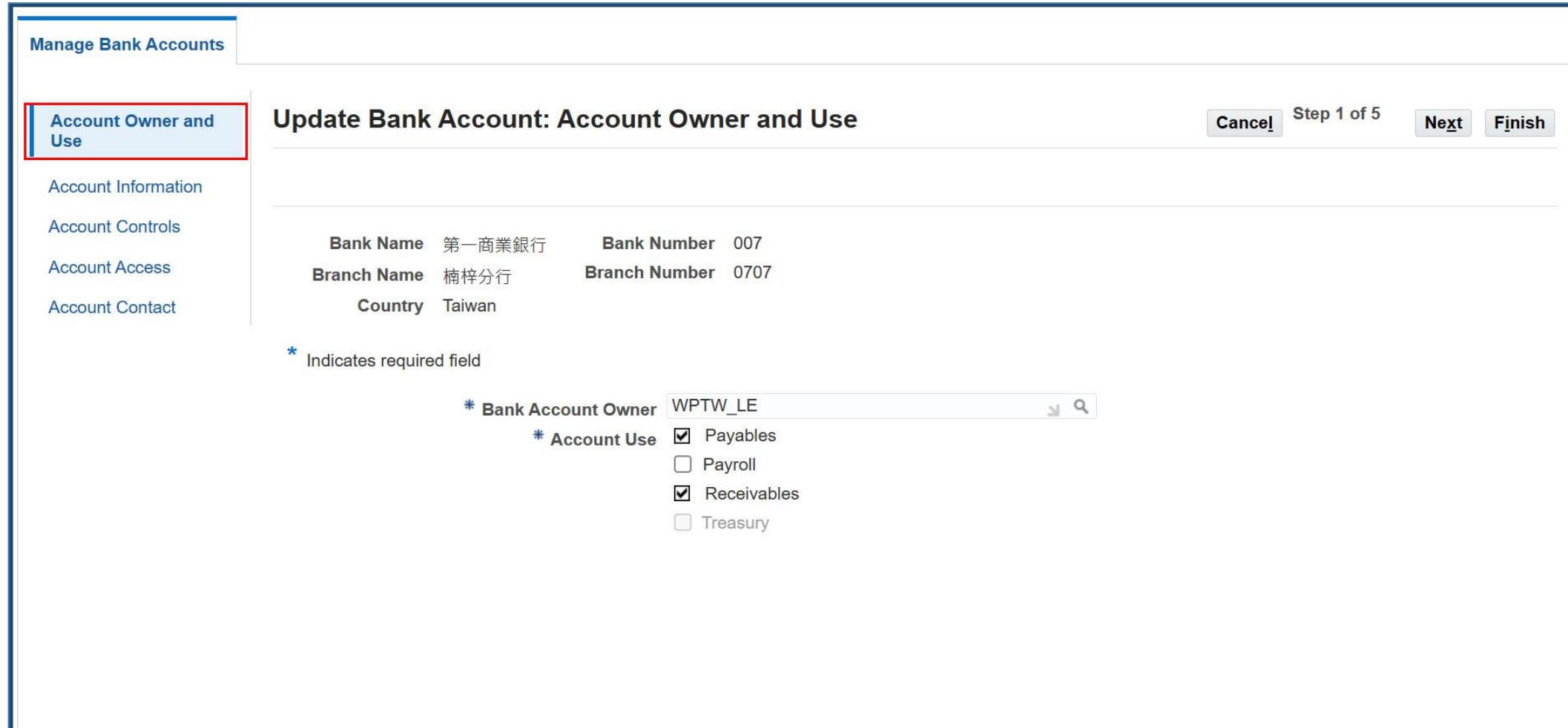
Account Information

Bank Name 第一商業銀行 Bank Number 007
Branch Name 楠梓分行 Branch Number 0707
Country Taiwan

* Indicates required field

* Bank Account Owner WPTW_LE

* Account Use Payables
 Payroll
 Receivables
 Treasury



付款前置作業-銀行帳戶資料的建置

» 帳戶擁有者→帳戶資訊→帳戶控制→帳戶存取

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Bank Name 第一商業銀行 Bank Number 007
Branch Name 楠梓分行 Branch Number 0707
Country Taiwan

* Indicates required field

General Controls

* Cash 101-11031-070-00-00000-00000-00000	Cash Clearing 101-11599-0000-00-00000-00000-00000
公司別-主科目-次科目-產品別-部門別-專案 別-分析段-保留1-保留2	
Bank Charges	Bank Errors
公司別-主科目-次科目-產品別-部門別-專案 別-分析段-保留1-保留2	
Realized Gain	Realized Loss
公司別-主科目-次科目-產品別-部門別-專案 別-分析段-保留1-保留2	
Foreign Exchange Charges	Netting Account No

付款前置作業-銀行帳戶資料的建置

» 帳戶擁有者→帳戶資訊→帳戶控制→帳戶存取

Manage Bank Accounts

Manage Banks and Branches: Account Access >

Update Bank Account: Organization Access

Bank Name	第一商業銀行	Bank Number	007
Branch Name	楠梓分行	Branch Number	0707
Country	Taiwan		

Grant Access to Organization

Enter the Account Access Options for this organization.

* Indicates required field

* Account Use Payables
 Payroll
 Receivables
 Treasury

* Organization WPTW_OU

End Date

付款前置作業-銀行帳戶資料的建置

» 帳戶擁有者→帳戶資訊→帳戶控制→帳戶存取

Manage Bank Accounts >

Update Bank Account: Account Access Options

Bank Name	第一商業銀行	Bank Number	007
Branch Name	楠梓分行	Branch Number	0707
Country	Taiwan		

* Indicates required field

Payables Options

Cash	101-11031-070-00-00000-00000-00000	<input type="button" value="🔍"/>
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2		
Bank Charges	<input type="text"/>	<input type="button" value="🔍"/>
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2		
Realized Gain	101-81110-0000-00-00000-00000-00000	<input type="button" value="🔍"/>
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2		
Future Dated Payment	101-23500-0000-00-00000-00000-00000	<input type="button" value="🔍"/>
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2		
Payment Document Category	EFT PAY	<input type="button" value="🔍"/>

Cash Clearing 101-11599-0000-00-00000-00000-00000
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1-
保留2

Bank Errors
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1-
保留2

Default Settlement Account

付款匯兌差異科目

▶ Payment Document Categories by Payment Method

付款前置作業-銀行帳戶資料的建置

» 帳戶擁有者→帳戶資訊→帳戶控制→帳戶存取

Manage Bank Accounts >

Update Bank Account: Account Access Options

Bank Name 第一商業銀行 Bank Number 007
Branch Name 楠梓分行 Branch Number 0707
Country Taiwan

* Indicates required field

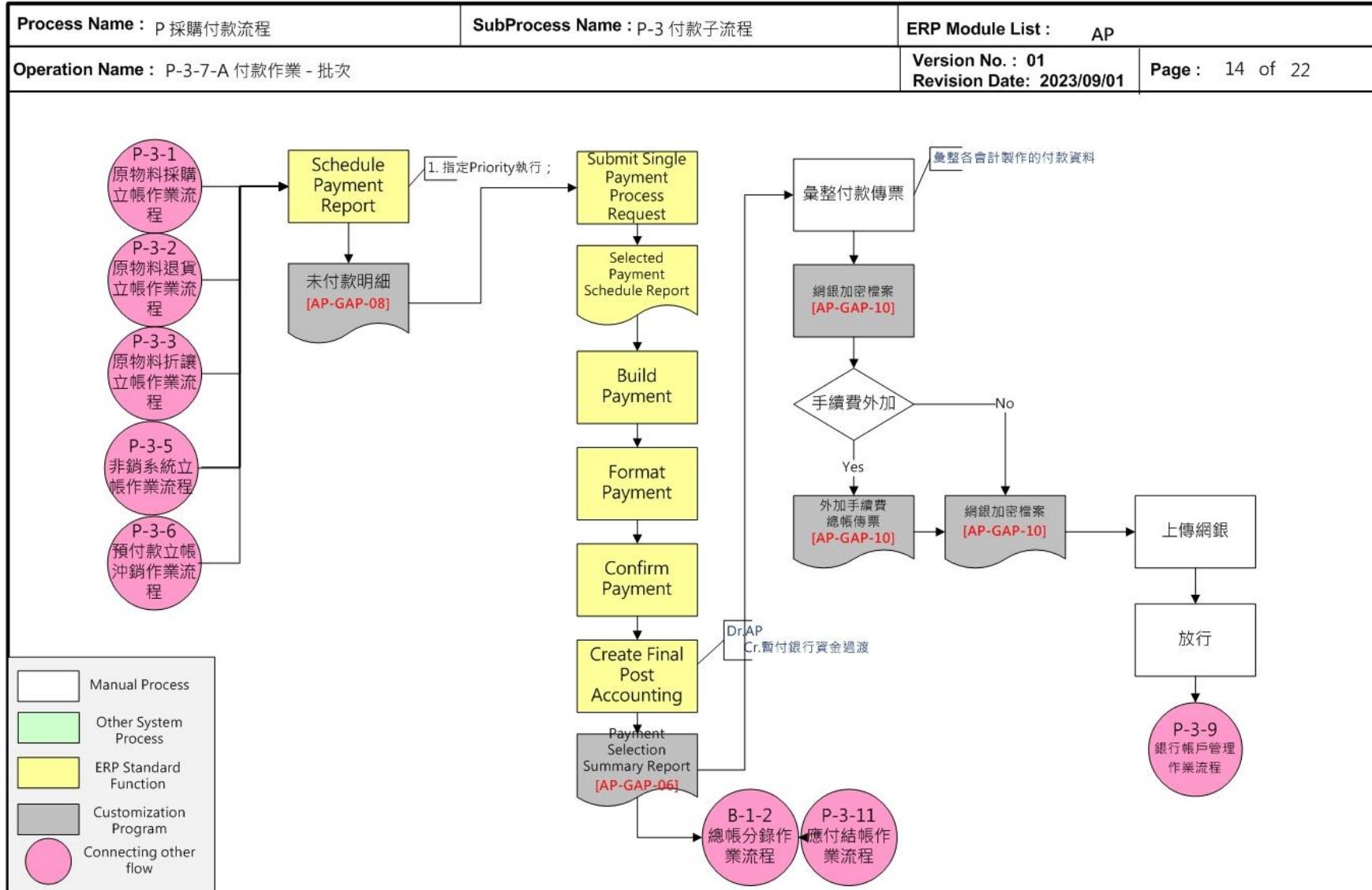
Payables Options

Cash 101-11031-070-00-00000-00000-00000	Cash Clearing 101-11599-0000-00-00000-00000-00000
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2	
Bank Charges	Bank Errors
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2	
Realized Gain 101-81110-0000-00-00000-00000-00000	Realized Loss 101-81110-0000-00-00000-00000-00000
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2	
Future Dated Payment 101-23500-0000-00-00000-00000-00000	<input type="checkbox"/> Default Settlement Account
公司別-主科目-次科目-產品別-部門別-專案別-分析段-保留1- 保留2	
Payment Document Category EFT PAY	

▶ Payment Document Categories by Payment Method

付款匯兌差異科目

批次付款作業管理-作業流程



批次付款作業管理

» 作業步驟

- 列印"QAPX0077:BenQ Materials Payment Schedule Report"：擷取應付帳款餘額
 - 請 BMC 提供這支 Reuse 程式 (AP-GAP)
- 至"QAPF0051:Build Up" Form : Build up Payment
 - 請 BMC 提供這支 Reuse 程式 (AP-GAP)
- Build Payment後Create Report
 - QAPX052A : Build Up Summary Report by due date總表
 - 請 BMC 提供這支 Reuse 程式 (AP-GAP)
 - QAPX052D : Build Up Summary Report by Supplier Summary
 - 請 BMC 提供這支 Reuse 程式 (AP-GAP)
 - QAPX052C : Build Up Summary Report by Supplier Detail
 - 請 BMC 提供這支 Reuse 程式 (AP-GAP)
- 會計單位於系統完成批次付款作業，人工核對需與Build up Payment一致

批次付款作業管理

» Build up Payment 完成後，執行系統批次付款程序

- 付款樣版建置
- 提交現金需求報表(optional)
- 提交付款處理請求
- 商業發票複查(optional)
- 付款複查(optional)
- 列印支票
- 付款確認
- 建立會計分錄&過帳

批次付款作業管理

» 付款樣版建置

- 透過設定付款處理請求樣版篩選欲付款之商業發票，提昇作業效率
- 因為付款處理請求樣版跨組織共用，可透過樣版型態妥善分類，方便日後查詢使用
- 列印現金需求報表用以預測現金需求，進行批次付款

批次付款作業管理

» 樣版中定義-排定付款選取條件(Scheduled Payment Selection Criteria)

Templates >
Create Payment Process Request Template

* Indicates required field

Name: WPGTW_每月25號台幣付款
Description:
User: AIC

Template Type:
End Date: (27-Aug-2023)

Scheduled Payment Selection Criteria

Payment Attributes Process Automation Validation Failure Results Additional Information

Number of Pay From Days: 0
Additional Pay Through Days: 1
Payment Priority High: 1
Payment Priority Low: 99
(1 is highest priority, and 99 is lowest)
 Include Only Due

Supplier Type:
Payee:
Payment Method: Electronic
Document Exchange Rate Type:
 Include Zero Amount

Pay Groups

Values: All Specify
Add | ...

Pay Group	Remove
月結付款	<input type="button"/>

Legal Entities

Values: All Specify
Add | ...

Legal Entity Name	Remove
WPTW_LE	<input type="button"/>

Payment Currencies

Values: All Specify
Add | ...

Code	Currency Name	Remove
NTD	New Taiwan Dollars	<input type="button"/>

Operating Units

Values: All Specify
Table Diagnostics

批次付款作業管理

» 樣版中定義-Payment Attributes (付款屬性)

Templates >

Create Payment Process Request Template

* Indicates required field

Name	WPGTW_每月25號台幣付款	Template Type	<input type="text"/>
Description	<input type="text"/>		
User	AIC	End Date	(27-Aug-2023) <input type="button"/>
Scheduled Payment Selection Criteria	Payment Attributes	Process Automation	Validation Failure Results
Payment Date <input checked="" type="radio"/> Same as Request Date <input type="radio"/> Extra Days		Override Settlement Priority	<input type="text"/>
Disbursement Bank Account	一銀_NTD7666 <input type="text"/> <input type="button"/>	Override Bank Charge Bearer	<input type="text"/>
Payment Document	EFT_7666 <input type="text"/> <input type="button"/>	Transfer Priority	<input type="text"/>
Payment Process Profile	WPTW <input type="text"/> <input type="button"/>	Starting Voucher Number	<input type="text"/>
* Payment Exchange Rate Type	WP_Accounting Rate <input type="text"/> <input type="button"/>		

Cancel Apply

批次付款作業管理

» 樣版中定義-處理自動化(Process Automation)

Templates >

Update Payment Process Request Template: WPGTW_每月25號台幣付款

* Indicates required field

Name: WPGTW_每月25號台幣付款	Description:	Template Type:
Description:	User: AIC	End Date: (27-Aug-2023)

Scheduled Payment Selection Criteria Payment Attributes **Process Automation** Validation Failure Results Additional Information

Maximize Credits
 Stop Process for Review After Scheduled Payment Selection
 Calculate Payment Withholding and Interest During Scheduled Payment Selection
 Stop Process for Review After Creation of Proposed Payments

Create Payment Instructions: Initiate When Payment Process Request is Complete ▾

**選取排定付款後，
停止處理以進行複查**

批次付款作業管理

» 樣版中定義-驗證失敗結果(Validation Failure Results)

Templates >

Update Payment Process Request Template: WPGTW_每月25號台幣付款

* Indicates required field

Name: WPGTW_每月25號台幣付款 Description: User: AIC Template Type: End Date: (28-Aug-2023)

Scheduled Payment Selection Criteria Payment Attributes Process Automation **Validation Failure Results** Additional Information

When withholding at payment time is on, the system rejects all the invoices for a payee in the request or rejects the entire request if there is any validation failure based on payment option.

Document: Reject all Documents for Payee when any Document Fails

Payment: Reject Only Payments with Errors

僅拒絕有錯誤的付款

**有任何文件失敗時，
拒絕受款人的所有文件**

批次付款作業管理

» 批次付款資料面板(Payments Dashboard)

The screenshot displays the Oracle Payables Payments Dashboard. On the left, there is a sidebar with a 'Search' section containing a dropdown menu for 'Template' and a 'Go' button. Below it is a 'Shortcuts' section listing various tasks:

- Submit Cash Requirements Report
- Create Template
- Schedule Payment Process Request
- Submit Single Payment Process Request
- Create Printed Payment Instructions
- Create Electronic Payment Instructions
- Review Completed Payments
- Stop or Void Payments

The main content area features a title 'Payments Dashboard' and a section titled 'Today's Payment Process Requests'. This section includes a table with the following data:

Need Action	Program Errors	Processing	User Terminated	Completed	Total
3	0	58	0	0	61

A 'Refresh Status' button is located at the bottom of this section. To the right, there is a pie chart titled 'Today's Payment Process Requests' showing the distribution of requests:

- Processing: 95.08%
- Need Action: 4.92%

Legend: Green for Processing, Purple for Need Action.

批次付款作業管理

» 批次付款執行程序-查詢付款樣版，提交現金需求報表

ORACLE Payables

Logged In As AIC 49

Home Templates Payment Process Requests Payment Instructions Payments

Payment Process Request Templates

Search

Note that the search is case insensitive

Template Name: WPGTW%
Type:
Status: Active

Go Clear

Template Name	Description	Type	Status	Run Cash Requirements Report	Submit Single Request	Schedule Repeating Requests	Update
WPGTW_每月25號台幣付款			Active				

Create | ...

Table Diagnostics

批次付款作業管理

» 批次付款執行程序-檢視現金需求報表

Cash Requirement Report

Report Date: 12-SEP-2023 12:42

Page: 1

Template:WPGTW_每月25號台幣付款
Pay Through Date:12-SEP-23
Payment Date:12-SEP-23

Include Unvalidated Invoices:No
Include Unapproved Invoices:No
Summary Option:No

WPTW_OU
Currency:NTD

Date	Trading Partner	Invoice Number	Invoice Date	Pay Amount	Group	Validated	Approved	Cumulative Total
12-SEP-23	鋒銘企業有限公司	SF23090901	09-SEP-23	12,600	月結付款	Yes	Yes	
	鋒銘企業有限公司	SF23091002	10-SEP-23	157,500	月結付款	Yes	Yes	
	鋒銘企業有限公司	SS23090101	01-SEP-23	1,050	月結付款	Yes	Yes	
	鋒銘企業有限公司	SS23090501	05-SEP-23	2,100	月結付款	Yes	Yes	
	南亞塑膠工業股份有限	ST23090801	08-SEP-23	3,000	月結付款	Yes	Yes	
Total for 南亞塑膠工業股份有限:				176,250				
=====								
Total for 12-SEP-23				176,250			176,250	
=====								
Currency total for NTD:				176,250				

Total in NTD: 176,250
Number of non-functional invoices : 0 *
with no rate

批次付款作業管理

» 提交付款處理請求-套用付款樣版

The screenshot shows the 'Submit Payment Process Request' page in Oracle Payables. The top navigation bar includes links for Home, Templates, Payment Process Requests (which is highlighted with a red box), Payment Instructions, and Payments. The status bar indicates 'Logged In As AIC'.

The main form is titled 'Submit Payment Process Request' and contains the following fields:

- Payment Process Request Name:** WPGTW_每月25號台幣付款-20230912 (highlighted with a red box)
- Use Template:** WPGTW_每月25號台幣付款 (A template will update this page with default values)

Below these fields are several tabs: Scheduled Payment Selection Criteria, Payment Attributes, User Rates, Processing, Validation Failure Results, and Additional Information. The 'Scheduled Payment Selection Criteria' tab is active.

Under 'Scheduled Payment Selection Criteria', the following parameters are set:

- Pay From Date: 28-Aug-2023
- * Pay Through Date: 12-Sep-2023
- Payment Priority High: 1
- Payment Priority Low: 99 (Note: 1 is highest priority, and 99 is lowest)
 - Include Only Due
 - Include Zero Amount

On the right side of this section, there are fields for Supplier Type, Payee, Payment Method, Invoice Batch Name, and Invoice Exchange Rate Type.

The page also includes sections for Pay Groups, Legal Entities, Payment Currencies, and Operating Units, each with their own 'Add' and 'Remove' buttons and 'Table Diagnostics' links.

批次付款作業管理

» 提交付款處理請求-暫停for商業發票複查

The screenshot shows the Oracle Payables interface for managing payment process requests. The top navigation bar includes links for Home, Templates, Payment Process Requests (which is selected), Payment Instructions, and Payments. The main title is "Payment Process Requests". Below the title, there is a search section with fields for "Payment Process Request" (containing "WPGTW_每月25號台幣付款-2023"), "Status", and "Created Date". There are also "Go" and "Clear" buttons, along with "Save Search", "Advanced Search", and "Saved Searches" options. The main content area displays a grid of payment process requests. The columns include: Details, Payment Process Request, Created Date, Payment Date, Selected Scheduled Payments, Rejected Scheduled Payments, Payments Recorded, Payment Process Request Status, Start Action, and Terminate. One row in the grid is highlighted with a red box around the "Start Action" column, which contains icons for starting and terminating the action. The status of this request is listed as "Invoices Pending Review". At the bottom left of the grid, there is a "Refresh Status" button. The bottom of the page includes copyright information, a footer with links to About this Page and Privacy Statement, and a navigation bar with icons for star, gear, and notifications.

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
▶	WPGTW_每月25號台幣付款-20230912	12-Sep-2023	12-Sep-2023	5	No	Invoices Pending Review			

批次付款作業管理

» 批次付款執行程序-暫停for商業發票複查

The screenshot shows the Oracle Payables software interface. The top navigation bar includes links for Home, Templates, Payment Process Requests (which is selected), Payment Instructions, and Payments. The top right corner shows a user is logged in as AIC with a notification count of 49.

The main title is "Payment Process Request: Selected Scheduled Payments". Below it, a message says "Click the Calculate button to see new calculations and totals." The payment details are: Payment Process Request WPGTW_每月25號台幣付款-20230912, Payment Date 12-Sep-2023, User AIC. The status shows 5 Selected Scheduled Payments and 0 Scheduled Payments Missing Rates. Buttons for View Unselected and Update Rates are available.

A section titled "Current Estimated Currency Totals" displays a table:

Payment Currency	Selected Scheduled Payments	Amounts Remaining	Withheld Amounts	Discounts	Payment Amounts	Interest Due	Total Amounts Payable
NTD	5	176,250	0	0	176,250		176,250

Below this is a "Table Diagnostics" section.

The "Search Selected Scheduled Payments" section includes fields for Payee, Pay Curr, Document Number, and Amount Remaining, along with Go and Clear buttons. It also has an Advanced Search link.

The main content area shows a table of selected scheduled payments:

Select Scheduled Payments	Remove from Request	Add Scheduled Payments	Details	Trading Partner	Payee	Document Number	Due Date	Payment Currency	Amount Remaining	Withheld Amount	Discount Taken	Payment Amount	Interest Due	Total Amount Payable
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SS23090501	12-Sep-2023	NTD	2,100	0	0	2,100		2,100
<input type="checkbox"/>				▶ 南亞塑膠工業股份有限公司	南亞塑膠工業股份有限公司	ST23090801	12-Sep-2023	NTD	3,000	0	0	3,000		3,000
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SS23090101	12-Sep-2023	NTD	1,050	0	0	1,050		1,050
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SF23090901	12-Sep-2023	NTD	12,600	0	0	12,600		12,600
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SF23091002	12-Sep-2023	NTD	157,500	0	0	157,500		157,500

Below the table is another "Table Diagnostics" section.

At the bottom, copyright information reads "Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved." and links for "About this Page" and "Privacy Statement".

批次付款作業管理

» 批次付款執行程序-暫停for商業發票複查

The screenshot shows the Oracle Payables software interface. The top navigation bar includes links for Home, Templates, Payment Process Requests (which is selected), Payment Instructions, and Payments. The top right corner shows a user is logged in as AIC with a notification count of 49.

The main title is "Payment Process Request: Selected Scheduled Payments". Below it, a message says "Click the Calculate button to see new calculations and totals." The payment details are: Payment Process Request WPGTW_每月25號台幣付款-20230912, Payment Date 12-Sep-2023, User AIC. The status shows 5 Selected Scheduled Payments and 0 Scheduled Payments Missing Rates. Buttons for View Unselected and Update Rates are available.

A section titled "Current Estimated Currency Totals" displays a table:

Payment Currency	Selected Scheduled Payments	Amounts Remaining	Withheld Amounts	Discounts	Payment Amounts	Interest Due	Total Amounts Payable
NTD	5	176,250	0	0	176,250		176,250

Below this is a "Table Diagnostics" section.

The "Search Selected Scheduled Payments" section includes fields for Payee, Pay Curr, Document Number, and Amount Remaining, along with Go and Clear buttons. It also has an Advanced Search link.

The main content area shows a table of selected scheduled payments:

Select Scheduled Payments	Remove from Request	Add Scheduled Payments	Details	Trading Partner	Payee	Document Number	Due Date	Payment Currency	Amount Remaining	Withheld Amount	Discount Taken	Payment Amount	Interest Due	Total Amount Payable
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SS23090501	12-Sep-2023	NTD	2,100	0	0	2,100		2,100
<input type="checkbox"/>				▶ 南亞塑膠工業股份有限公司	南亞塑膠工業股份有限公司	ST23090801	12-Sep-2023	NTD	3,000	0	0	3,000		3,000
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SS23090101	12-Sep-2023	NTD	1,050	0	0	1,050		1,050
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SF23090901	12-Sep-2023	NTD	12,600	0	0	12,600		12,600
<input type="checkbox"/>				▶ 鋒銘企業有限公司	鋒銘企業有限公司	SF23091002	12-Sep-2023	NTD	157,500	0	0	157,500		157,500

Below the table is another "Table Diagnostics" section.

At the bottom, copyright information reads "Copyright (c) 1998, 2022, Oracle and/or its affiliates. All rights reserved." and links for "About this Page" and "Privacy Statement".

批次付款作業管理

» 批次付款執行程序-付款完成

The screenshot shows the Oracle Payables interface for managing payment process requests. The top navigation bar includes links for Home, Templates, Payment Process Requests (which is selected), Payment Instructions, and Payments. The title bar indicates the user is logged in as AIC.

The main content area is titled "Payment Process Requests" and features a search section with fields for "Payment Process Request" (containing "WPGTW_每月25號台幣付款-20230912") and "Payment Date" (set to "28-Aug-2023"). There are also filters for "Status" and "Created Date".

A red circle highlights the "Payment Process Request Status" column header, and a red arrow points down to the corresponding row in the table below. The table displays the following data:

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
▶	WPGTW_每月25號台幣付款-20230912	12-Sep-2023	12-Sep-2023	5		Yes	Confirmed		

Below the table, there is a "Refresh Status" button and a "Table Diagnostics" link.

At the bottom of the page, copyright information and links for "About this Page" and "Privacy Statement" are visible.

批次付款作業管理

» 批次付款執行程序-付款完成

The screenshot displays the Oracle Payments interface for managing payment processes. The main title is "Payment Process Request: WPGTW_每月25號台幣付款-20230912". Key details include:

- Source Product Reference: WPGTW_每月25號台幣付款-20230912
- Status: Completed
- Failed Payments: 0
- Product: Payables
- Date: 12-Sep-2023
- User: AIC
- Payment Process Profile: WPTW
- Internal Bank Account: 一銀_NTD7666
- Process Type: Standard

Additional sections shown include:

- Submission Details**: Shows the product, date, user, and payment profile.
- Additional Information**: A collapsed section.
- Payment and Document Summary**: A table showing the breakdown of payments and documents. Total amount: 176,250 NTD.

Currency Code	Currency Name	Payments	Documents	Total Amount
NTD	New Taiwan Dollars	2	5	176,250
		Total	2	5

- Table Diagnostics**: A button for viewing table diagnostics.
- Payments**: A table showing payment details for two operating units. Total amount: 173,250 NTD.

Select	Name	Type	Organization	Trading Partner	Payee	Payment Reference Number	Payment	Paper Document Number	Amount Curr	Date
<input type="radio"/>	WPTW_OU	Operating Unit	峰銘企業有限公司	峰銘企業有限公司	峰銘企業有限公司	5	2		173,250	NTD 12-Sep-2023
<input type="radio"/>	WPTW_OU	Operating Unit	南亞塑膠工業股份有限公司	南亞塑膠工業股份有限公司	南亞塑膠工業股份有限公司	6	3		3,000	NTD 12-Sep-2023

- Table Diagnostics**: A button for viewing table diagnostics.
- Reference Number**, **Document Date**, **Payment Amount**, **Payment Currency**, **Document Amount**, **Document Currency**, **Type**: A table showing document details. No results found.

Reference Number	Document Date	Payment Amount	Payment Currency	Document Amount	Document Currency	Type
No results found.						

- Table Diagnostics**: A button for viewing table diagnostics.

批次付款作業管理

» 付款資料匯出

- 銀行電匯轉檔格式(一銀、彰銀)
- 未來會參考 BMC的客製網銀功能，請 BMC 提供相關 Reuse 程式 (**AP-GAP**)
- 一銀支票套印(**AP-GAP**)

批次付款作業管理

» 查詢提交付款處理請求完成付款交易

批次付款作業管理

» 提交付款處理請求查詢完成付款交易

Payments (WPTW_AP_SUPERUSER)

AIC Payment

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Payment Date	Payment Amount	Bank Account	Payment Currency
Payment	WPTW_OU	南亞塑膠工業股份有限公司	NE001	M-NTD	12-SEP-2023	3,000	一銀 NTD7666	NTD
Payment	WPTW_OU	鋒銘企業有限公司	FM003	M-NTD	12-SEP-2023	173,250	一銀 NTD7666	NTD

Number Date Amount GL Date Payment Amount []

ST23090801	08-SEP-2023	3,000	12-SEP-2023	3,000

Description

Invoice Overview

Accounting Unprocessed

Actions... 1 Enter/Adjust Invoices Payment Overview

批次付款作業管理

» Create Accounting (交易分錄建立)

- 2種作業建立交易分錄
 - 線上逐筆產生分錄
 - 後台批次產生分錄

批次付款作業管理

» 檢視建立會計分錄

ORA
CLE

Subledger Journal Entry Lines

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Balancing Segment: is
Natural Account Segment: is
GL Date: is

Select Subledger Journal Entry Line:

Select Ledger ▲	Account ▲	AccountDescription ▲	GL Date ▲	Accounting Class ▲	Accounted DR ▲	Accounted CR ▲	Supporting References
<input checked="" type="radio"/> WPTW_Ledger	101-11599-0000-00-0000-00000-00000-00000	WPTW-過渡科目\暫付資金-/-/-/-/-	12-Sep-2023	Cash Clearing		3,000	par
<input type="radio"/> WPTW_Ledger	101-21210-0000-00-0000-00000-00000-00000	WPTW-應付帳款\材料\外 -/-/-/-/-	12-Sep-2023	Liability	3,000		par

Table Diagnostics

批次付款作業管理-付款作廢

- » 將Payment作廢後，已產生分錄的Payment需再Create Accounting一次，以產生迴轉分錄
- » 作廢後之付款交易將回覆為未付款狀態

Action



Payment Actions

- Create Accounting
- Draft
- Final
- Final Post

Print Remittance Advice

Program

Reissue

Payment Date

Payment Rate

New Paper Document Num

Voucher Num

Initiate Stop

Date

② Void

Date

GL Date

Invoice Action

③

Payments (WPTW_AP_SUPERUSER)

AIC Payment

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Payment Date	Payment Amount	Status	Bank Account	Pay
Payment	WPTW_OU	南亞塑膠工業股份有限公司	NE001	M-NTD	12-SEP-2023	3,000	Voided	一銀 NTD7666	NT
Payment	WPTW_OU	鋒銘企業有限公司	FM003	M-NTD	12-SEP-2023	173,250	Negotiable	一銀 NTD7666	NT

Number Date Amount GL Date Payment Amount

ST23090801	08-SEP-2023	3,000	12-SEP-2023	3,000
ST23090801	08-SEP-2023	3,000	12-SEP-2023	(3,000)

Description

①

Invoice Overview

Accounting Partial

Enter/Adjust Invoices

Payment Overview

批次付款作業管理-放行付款

» Oracle CE 完成 Clear Transaction，確認放行付款

批次付款作業管理-放行付款

» Payment確認放行後，已產生分錄的Payment需再Create Accounting一次，以產生放行分錄

Action



②

Create Accounting

Draft
 Final
 Final Post

Print Remittance Advice

Program

Reissue

Payment Date

Payment Rate

New Paper Document Num

Voucher Num

Initiate/Release Stop

Date

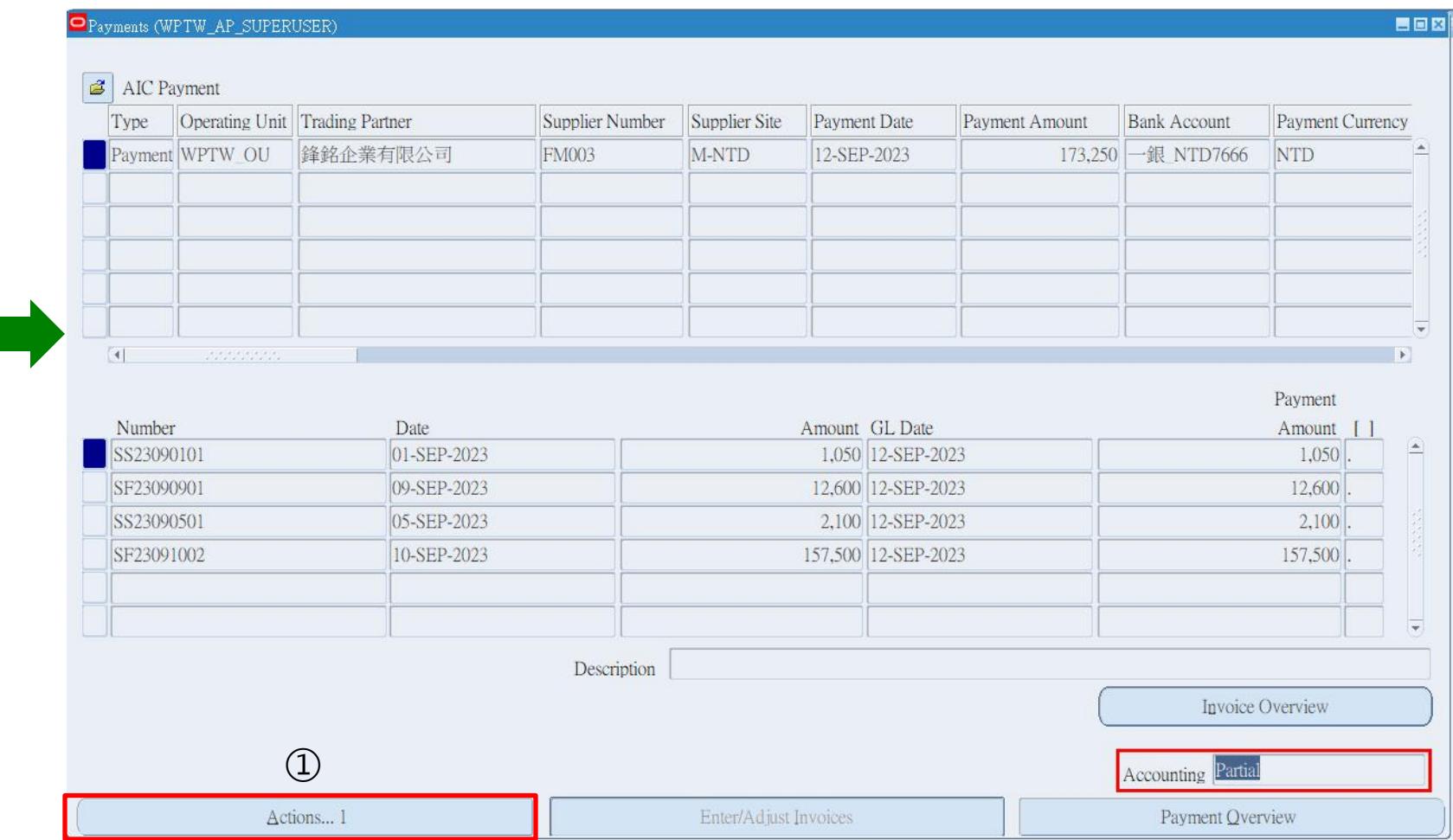
Void

Date

GL Date

Invoice Action

③



批次付款作業管理-放行付款

» 檢視建立會計分錄

單筆付款作業管理

» 付款資料建立&選取商業發票

Payments (WPTW_AP_SUPERUSER)

AIC Payment

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Payment Date	Payment Amount	Bank Account	Payment Currency
Manual	WPTW_OU	南亞塑膠工業股份有限公司	NE001	M-NTD	11-SEP-2023	7,875	一銀 NTD7666	NTD

Select Invoices (WPTW_AP_SUPERUSER) - WPTW_OU, 1, 南亞塑膠工業股份有限公司

Invoice Number	Payment Amount	Discount Amount	Unpaid Amount	Discount Available []
SF87654321	13,755	0	13,755	0
SF87654321-1	(5,880)	0	(5,880)	0

1> 付款廠商&銀行
2> 沖銷立帳發票

Payment Amount: 7,875
Total: 7,875

Interest Invoice
Number: _____
Amount: _____

Invoice Overview
Payment Overview

Actions... 1 Enter/Adjust Invoices

單筆付款作業管理

» 建立會計分錄&拋轉總帳

The screenshot displays three overlapping SAP Fiori screens:

- Payments (WPTW_AP_SUPERUSER) - Left Panel (①):** Shows a grid of payment documents. One document is selected, highlighted with a red box, showing details: Type (Manual), Operating Unit (WPTW_OU), Trading Partner (南亞塑膠工業股份有限公司), Number (SF87654321), and Date (07-SEP-2022).
- Payment Actions - Center Panel (②):** A modal dialog box. It contains a section titled "Create Accounting" with three radio button options: Draft, Final, and Final Post. The "Final Post" option is selected and highlighted with a red box. Other sections include "Print Remittance Advice" (unchecked), "Reissue" (unchecked), "Initiate Stop" (unchecked), and "Void" (unchecked). Buttons at the bottom are "OK" and "Cancel".
- Right Panel (③):** A summary view of the payment transaction. It shows:
 - Amount:** 7,875
 - Bank Account:** 一銀 NTD7666
 - Payment Currency:** NTD
 - Payment:** Amount [] 13,755 . (5,880) .
 - Invoice Overview:** Unprocessed
 - Payment Overview:**

單筆付款作業管理

» 檢視建立會計分錄

Subledger Journal Entry Lines

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

Balancing Segment: is
Natural Account Segment: is
GL Date: is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction View Journal Entry Export ...

Select	Ledger ▲	Account ▲	AccountDescription ▲	GL Date ▲	Accounting Class ▲	Accounted DR ▲	Accounted CR ▲	Supporting References
<input checked="" type="radio"/>	WPTW_Ledger	101-11599-0000-00-0000-00000-00000-00000	WPTW-過渡科目\暫付資金-/-/-/-/-/-	11-Sep-2023	Cash Clearing		7,875	<input type="button"/>
<input type="radio"/>	WPTW_Ledger	101-21460-P00-00-00000-00000-00000-00000	WPTW-應付其他\外部-應付其他-/-/-/-/-/-	11-Sep-2023	Liability		300	<input type="button"/>
<input type="radio"/>	WPTW_Ledger	101-21460-P00-00-00000-00000-00000-00000	WPTW-應付其他\外部-應付其他-/-/-/-/-/-	11-Sep-2023	Liability	14,055		<input type="button"/>
<input type="radio"/>	WPTW_Ledger	101-21210-0000-00-00000-00000-00000-00000	WPTW-應付帳款-材料\外-/-/-/-/-/-	11-Sep-2023	Liability		5,880	<input type="button"/>

Table Diagnostics Save Search

付款作業管理會議紀錄

» BRM Meeting Minutes

- 付款傳票
 - 未來會採用 BMC的客製報表"Payment Selection Summary Report "，請 BMC 提供這支 Reuse 程式 (AP-GAP)
- 批次付款作業
 - 未來會採用 BMC的客製報表"QAPX0077:BenQ Materials Payment Schedule Report"，請 BMC 提供這支 Reuse 程式 (AP-GAP)
 - 未來會採用BMC的客製 Form " QAPF0051:Build Up" ，請 BMC 提供這支 Reuse 程式 (AP-GAP)
 - 未來會採用 BMC的客製報表"QAPX052A : Build Up Summary Report by due date 總表"，請 BMC 提供這支 Reuse 程式 (AP-GAP)
 - 未來會採用 BMC的客製報表"QAPX052D : Build Up Summary Report by Supplier Summary"，請 BMC 提供這支 Reuse 程式 (AP-GAP)
 - 未來會採用 BMC的客製報表"QAPX052C : Build Up Summary Report by Supplier Detail"，請 BMC 提供這支 Reuse 程式 (AP-GAP)

付款作業管理會議紀錄

» BRM Meeting Minutes

- 付款資料匯出
 - 未來會參考BMC的客製中信台幣網銀功能，請 BMC 提供相關 Reuse 程式 (AP-GAP)
 - 客製一銀支票套表 (AP-GAP)

應付票據付款作業

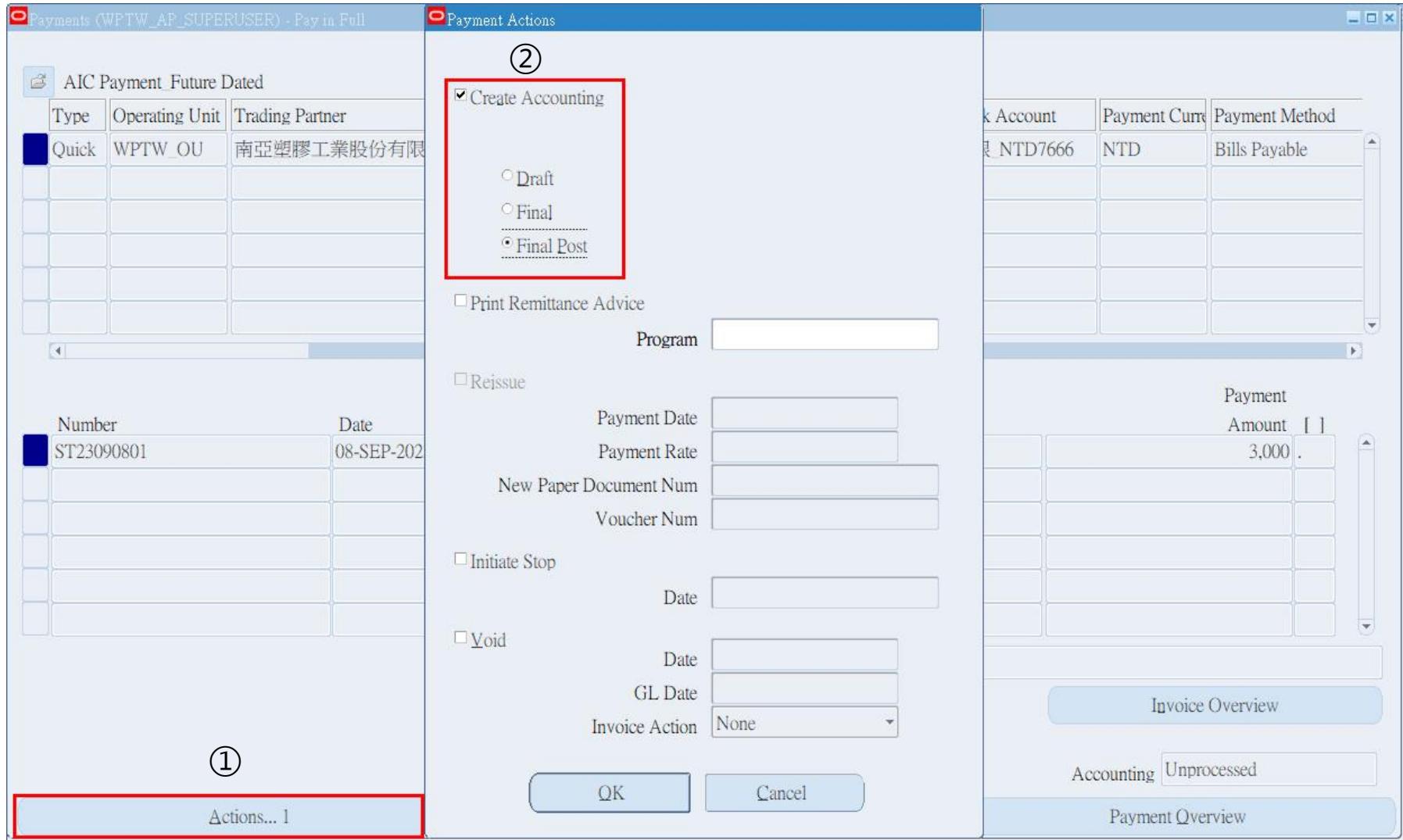
- 付款資料建立
- 執行應付票據到期兌現作業
- 實際票據到期兌現作業

應付票據付款作業

» 付款資料建立

應付票據付款作業

» 付款資料-建立會計分錄&拋轉總帳



應付票據付款作業

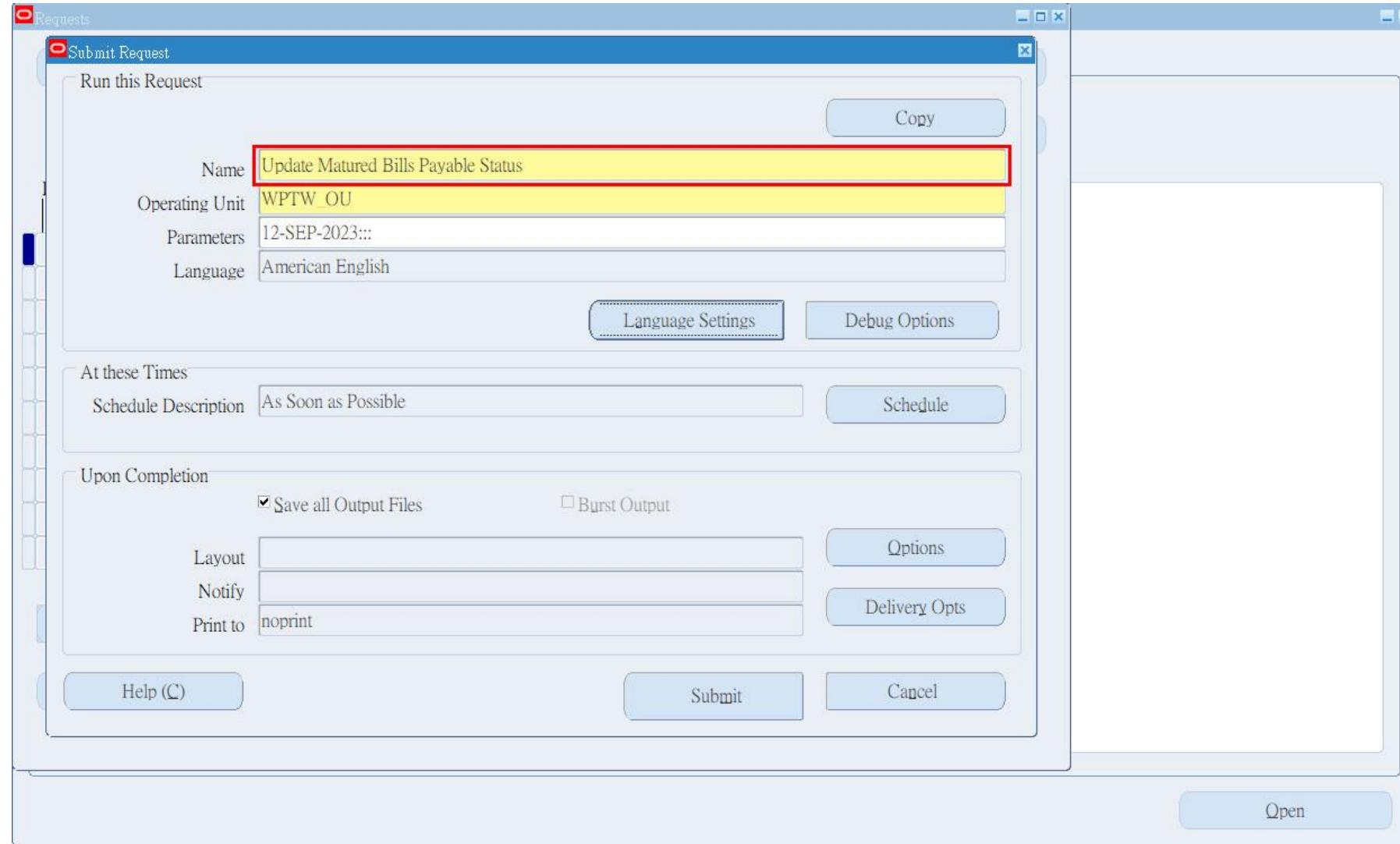
» 付款資料-檢視建立會計分錄

The screenshot shows the Oracle Subledger Journal Entry Lines interface. At the top, there is an Advanced Search section with fields for Balancing Segment, Natural Account Segment, and GL Date, along with buttons for Go, Clear, Add Another, Accounted CR, and Add. Below this is a table titled "Select Subledger Journal Entry Line:" with columns for Select, Ledger, Account, AccountDescription, GL Date, Accounting Class, Accounted DR, Accounted CR, and Supporting References. Two rows are visible: one for WPTW_Ledger with account 101-23500-0000-00-0000-00000-00000-00000-00000 and another for WPTW_Ledger with account 101-21210-0000-00-0000-00000-00000-00000-00000. The bottom right corner of the table row has a small icon. At the bottom of the page, there are links for Table Diagnostics, Save Search, About this Page, and Privacy Statement.

Select	Ledger △	Account △	AccountDescription △	GL Date △	Accounting Class △	Accounted DR △	Accounted CR △	Supporting References
<input checked="" type="radio"/>	WPTW_Ledger	101-23500-0000-00-0000-00000-00000-00000-00000	WPTW-應付保證票據-/-/-/-/-/-	12-Sep-2023	Future Dated Payments		3,000	10Q
<input type="radio"/>	WPTW_Ledger	101-21210-0000-00-0000-00000-00000-00000-00000	WPTW-應付帳款\材料\外 -/-/-/-/-/-	12-Sep-2023	Liability	3,000		10Q

應付票據付款作業

» 執行票據到期兌現作業



應付票據付款作業

» 票據到期兌現作業-產生已到期應付票據報表

WPTW_Ledger		Report Date: 12-SEP-2023 18:09 Page: 1										
Matured Bills Payable												
Maturity Date: 12-SEP-23 Bank account: All			Payee: All Supplier Site: All			Bank Name	Bank Account	Payment Document	Document Number	Payment Date	Maturity Date	
					Currency					Payment Amount	Payee Name	Supplier Site
第一商業銀行	一銀_NTD7666	EFT_7666	4	12-SEP-23	12-SEP-23	NTD				3,000	南亞塑膠工業 股份有限公司	M-NTD

*** End of Report ***

應付票據付款作業

» 應付票據兌現

應付票據付款作業

» 檢視應付票據實際兌現會計分錄

The screenshot shows the Oracle Subledger Journal Entry Lines interface. At the top, there are search filters for Balancing Segment, Natural Account Segment, and GL Date, along with buttons for Go, Clear, Add Another, Accounted CR, and Add. Below the filters is a table titled "Select Subledger Journal Entry Line" with columns: Select Ledger ▲, Account ▲, AccountDescription ▲, GL Date ▲, Accounting Class ▲, Accounted DR ▲, Accounted CR ▲, and Supporting References. The table displays several rows of transaction data, with the first row highlighted in blue. At the bottom left is a "Table Diagnostics" button, and at the bottom right is a "Save Search" button.

Select Ledger ▲	Account ▲	AccountDescription ▲	GL Date ▲	Accounting Class ▲	Accounted DR ▲	Accounted CR ▲	Supporting References
WPTW_Ledger	101-23500-0000-00000-00000-00000-00000-00000	WPTW-應付保證票據-/-/-/-/-/-	12-Sep-2023	Future Dated Payments		3,000	○○
WPTW_Ledger	101-21210-0000-00000-00000-00000-00000-00000	WPTW-應付帳款\材料\外 -/-/-/-/-/-	12-Sep-2023	Liability	3,000		○○
WPTW_Ledger	101-11599-0000-00000-00000-00000-00000-00000	WPTW-過渡科目\暫付資金-/-/-/-/-/-	12-Sep-2023	Cash Clearing		3,000	○○
WPTW_Ledger	101-23500-0000-00000-00000-00000-00000-00000	WPTW-應付保證票據-/-/-/-/-/-	12-Sep-2023	Future Dated Payments	3,000		○○
WPTW_Ledger	101-11031-070-00-00000-00000-00000-00000-00000	WPTW-活期存款\本幣-一銀_NTD7666-/-/-/-/-/-	12-Sep-2023	Cash		3,000	○○
WPTW_Ledger	101-11599-0000-00000-00000-00000-00000-00000	WPTW-過渡科目\暫付資金-/-/-/-/-/-	12-Sep-2023	Cash Clearing	3,000		○○

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ 付款作業管理
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List



資金調撥作業管理

» 作業步驟

- 未來會參考BMC的客製資金調撥功能，請 BMC 提供相關 Reuse 程式 (AP-GAP)：
 - 執行“資金調撥單”Form
 - 列印資金調撥單主管紙本簽核
 - 產生網銀匯款檔案
- 會計單位收到完成簽核的資金調撥單，到總帳系統手動輸入資金調撥傳票

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ 付款作業管理
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List



信用狀作業管理

» 作業步驟

- 將開狀銀行建立為供應商
- 建立L/C付款的虛擬銀行帳戶
- UOF 新增 "L/C Request" 開狀表單申請(AP-SI)
- 人工線外維護開狀、到單
- 財務單位在"QAPF0085:LC Maintain" Form 輸入 L/C 資料
 - 請 BMC 提供這支 Reuse 程式 (AP-GAP)
- 銀行臨櫃贖單付款給銀行
- Oracle 進貨收貨作業
- Oracle 進貨請款作業，執行後產生會計分錄：

立帳分錄: 向ABC廠商進貨, L/C付款	付款分錄:
Dr. AP Accrual - ABC廠商 Cr. AP(L/C) - ABC廠商	Dr. AP(L/C) – ABC廠商 Cr. L/C (虛擬銀行cash account)

信用狀作業管理

» 作業步驟

- Oracle 還款給開狀銀行，執行後產生會計分錄：

立帳分錄:	付款分錄 :
Dr. L/C	Dr. AP – 開狀行
Dr. 相關費用	Cr. Bank
Cr. AP – 開狀行	

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ 付款作業管理
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List



現金預測作業管理

» 作業步驟

- 設定現金預測樣版
- 利用現金預測樣版產生現金預測資料
- 檢視、調整現金預測資料

現金預測作業管理

» 設定現金預測樣版

The screenshot displays three windows related to creating a forecast template:

- Top Left Window:** Shows the "Forecast Templates" screen with a "Create Template" button highlighted by a red box.
- Top Right Window:** Shows the configuration of a new template named "6個月資金需求". It includes fields for "Forecast By" (set to "GL Periods"), "Overdue Transactions", and search parameters for "Business Calendar", "Project Number From", and "Project Number To".
- Bottom Left Window:** Shows the source details for the template, including "Source Type" set to "Supplier Invoices", "Row Number" set to 1, and various operating unit and ledger settings.
- Bottom Right Window:** Shows the "GL Periods" configuration table, listing periods from 1 to 6. The period "6" is currently selected.

現金預測作業管理

» 利用現金預測樣版產生現金預測資料

Create Template		Forecast By	Description	Update	Duplicate	Delete	View Forecasts	Run Forecast
Template Name	6個月資金需求	Forecast By	GL Periods					

Submission Parameters

* Indicates required field

Forecast By	GL Periods	* Template Name	6個月資金需求
Forecast Name		* Factor	Unit
Start Project Number		End Project Number	
* Calendar Name	BMC_GL Calendar	* Start Period	2015-03
* Forecast Currency	NTD	* Source Currency Type	All
Source Currency	NTD	Exchange Date	2015/03/13 (example: 2015/02/25)
Exchange Type	BMCG_Accounting Rate	Exchange Rate	
Row Number From		Row Number To	
Amount Threshold		* Request By Row	No

現金預測作業管理

» 檢視、調整現金預測資料

Forecast Results

Forecast Name	6個月資金需求/2015/03/12 23:20:06	Forecast Currency	NTD
Template Name	6個月資金需求	Factor	Unit

[Printable Page](#)

Display Source and Description

Forecast Results By Transaction Source

TIP To exclude a row, uncheck the Include checkbox and click the Recalculate Summary Cashflows button.

[Export](#)

Add Row or Column		View in Discoverer Workbook								
Include	Row Number	Source	Description	2015-03	2015-ADJ1	2015-04	2015-05	2015-06	2015-ADJ2	
<input checked="" type="checkbox"/>	1	Supplier Invoices	Material	-1,386	0	0	0	-572	0	
<input checked="" type="checkbox"/>	2	Supplier Invoices	Equipment	0	0	0	0	0	0	
<input checked="" type="checkbox"/>	3	Supplier Invoices	Expense	0	0	0	0	0	0	
<input checked="" type="checkbox"/>	4	Supplier Invoices	Employee	0	0	0	0	0	0	

Summary Cashflows		2015-03	2015-ADJ1	2015-04	2015-05	2015-06	2015-ADJ2
Cash Inflow		0	0	0	0	0	0
Cash Outflow		-1,386	0	0	0	-572	0
Net Cashflow		-1,386	0	0	0	-572	0

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ 付款作業管理
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List

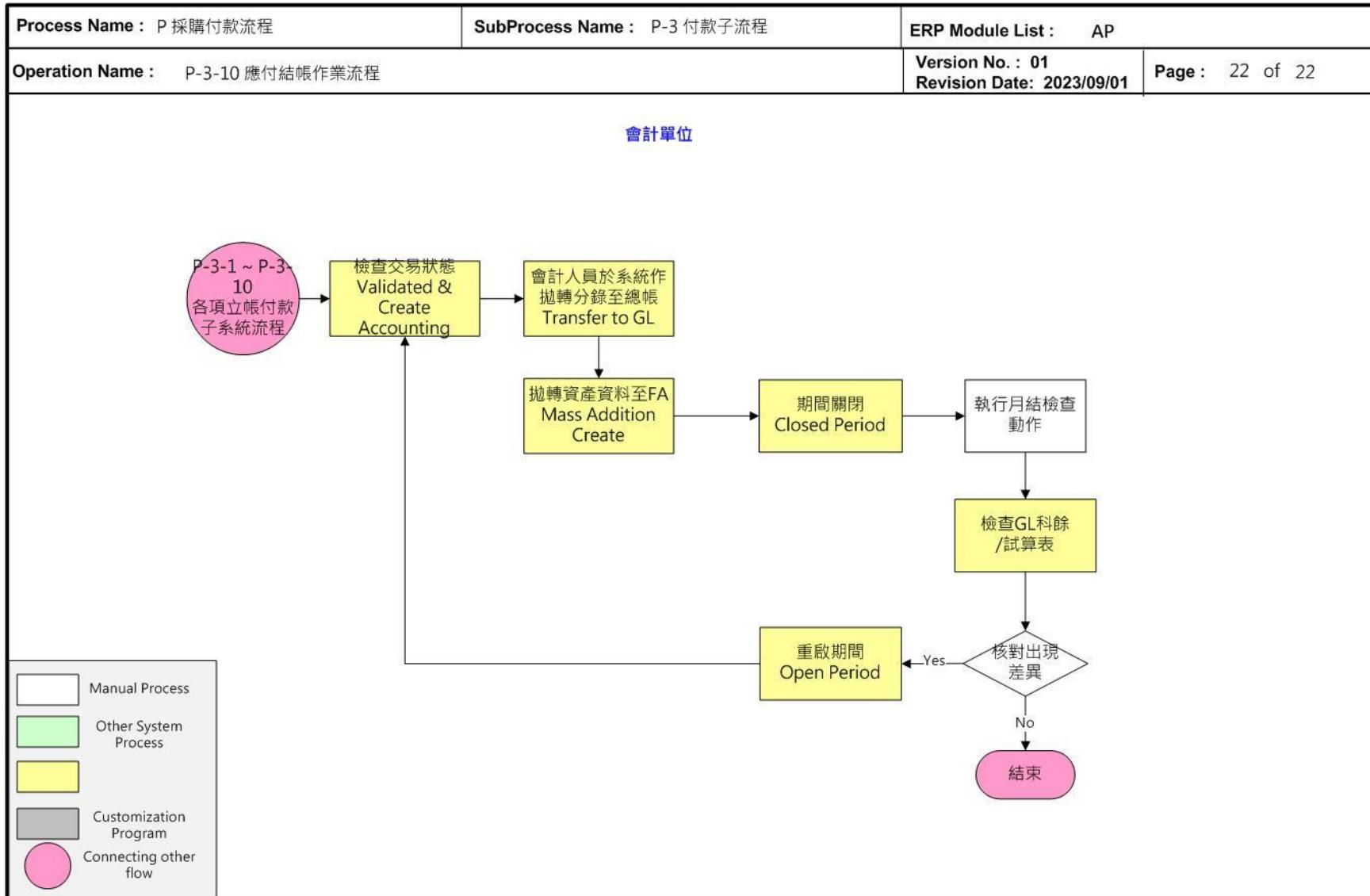


應付結帳作業管理

» Payable Period Management

- 應付結帳作業流程
- 應付結帳作業程序
- 應付帳款期間控制

應付結帳作業流程



應付結帳作業管理

» 應付結帳作業程序

- 完成所有交易
- 針對當期已立帳未確認之應付帳款，需完成驗證作業
- 檢查被保留的商業發票、未產生分錄之商業發票
- 確認所有批次付款已完成確認(Confirm)或取消(Cancel)
- 將本期已到期的應付票據執行兌現作業
- 產生會計分錄
- 分錄拋轉總帳
- Sweep，若還有交易未產生會計分錄或拋轉總帳，導致無法關閉應付帳款期間，可選擇性的執行此作業，將當期末產生會計分錄的交易 移至下期期初日

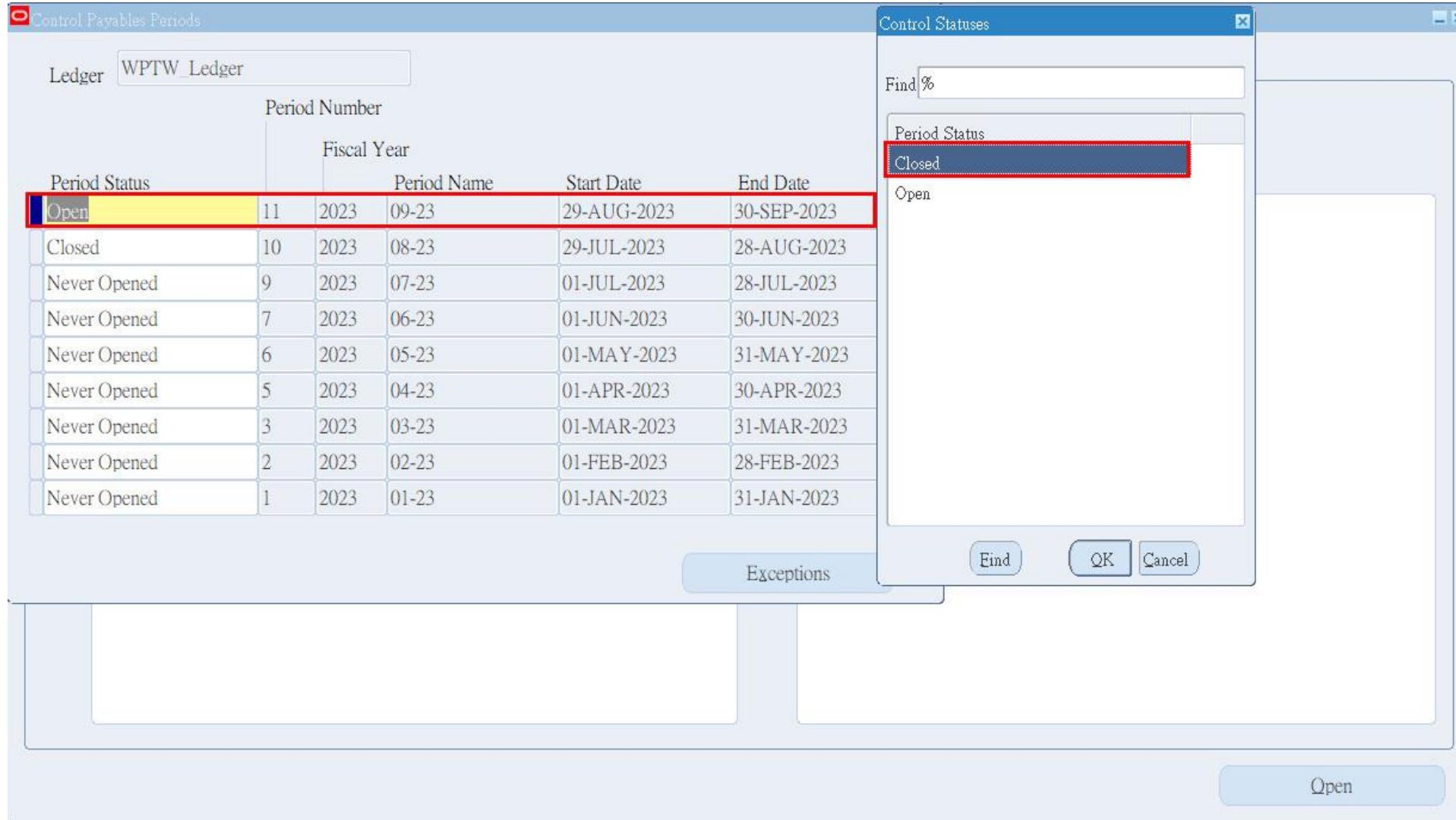
應付結帳作業管理

» 應付結帳作業程序

- 關閉期間
- 費用性收料期末暫估(Optional)
- 檢視當期應付帳款餘額
- 總帳針對應付帳款相關分錄執行過帳, 透過科目分析報表與AP模組核對應付帳款餘額
- 執行Mass Additions Create將相關發票明細拋轉至固定資產系統
- 開啟次期

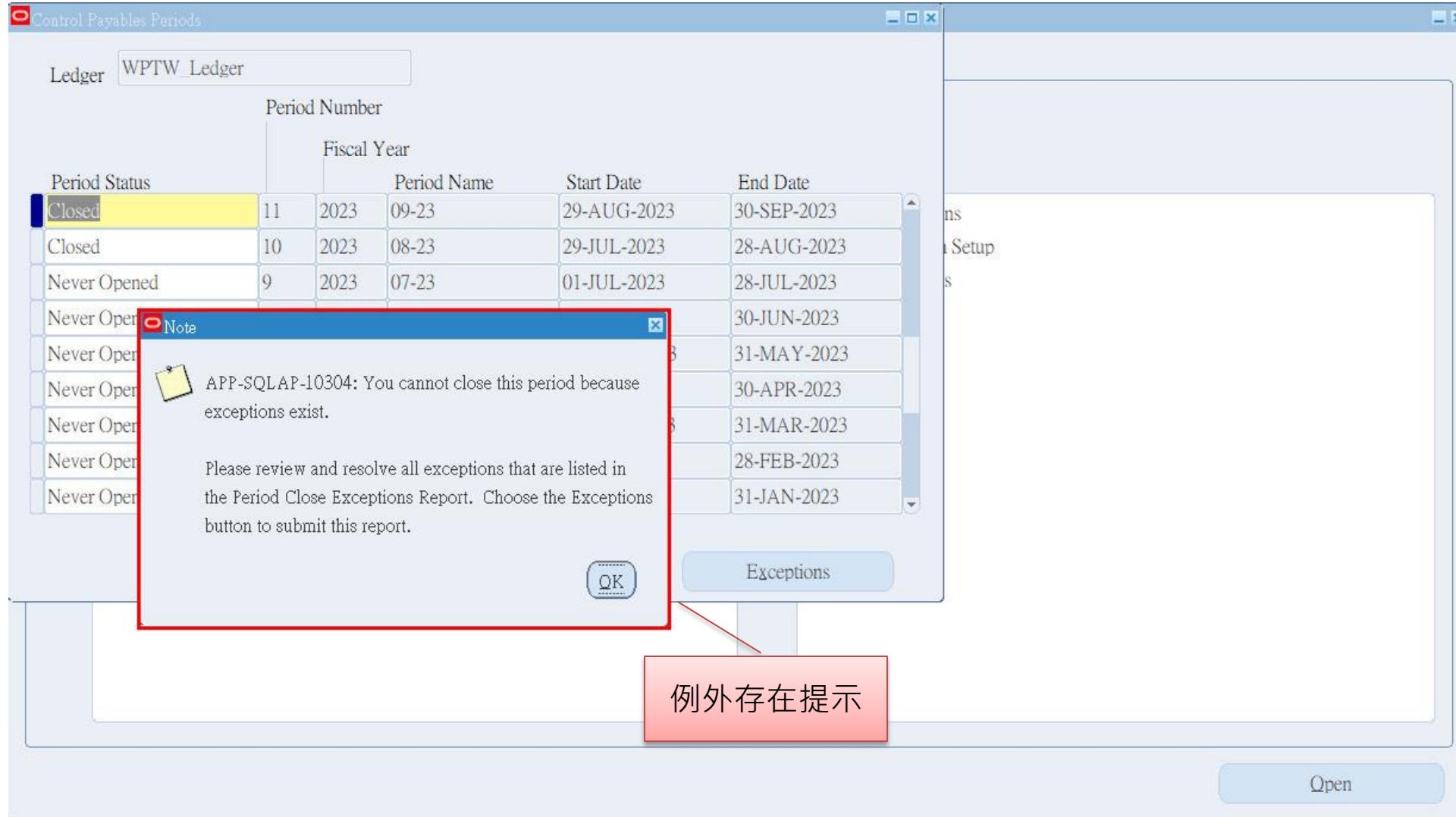
應付結帳作業管理

» 應付帳款期間控制



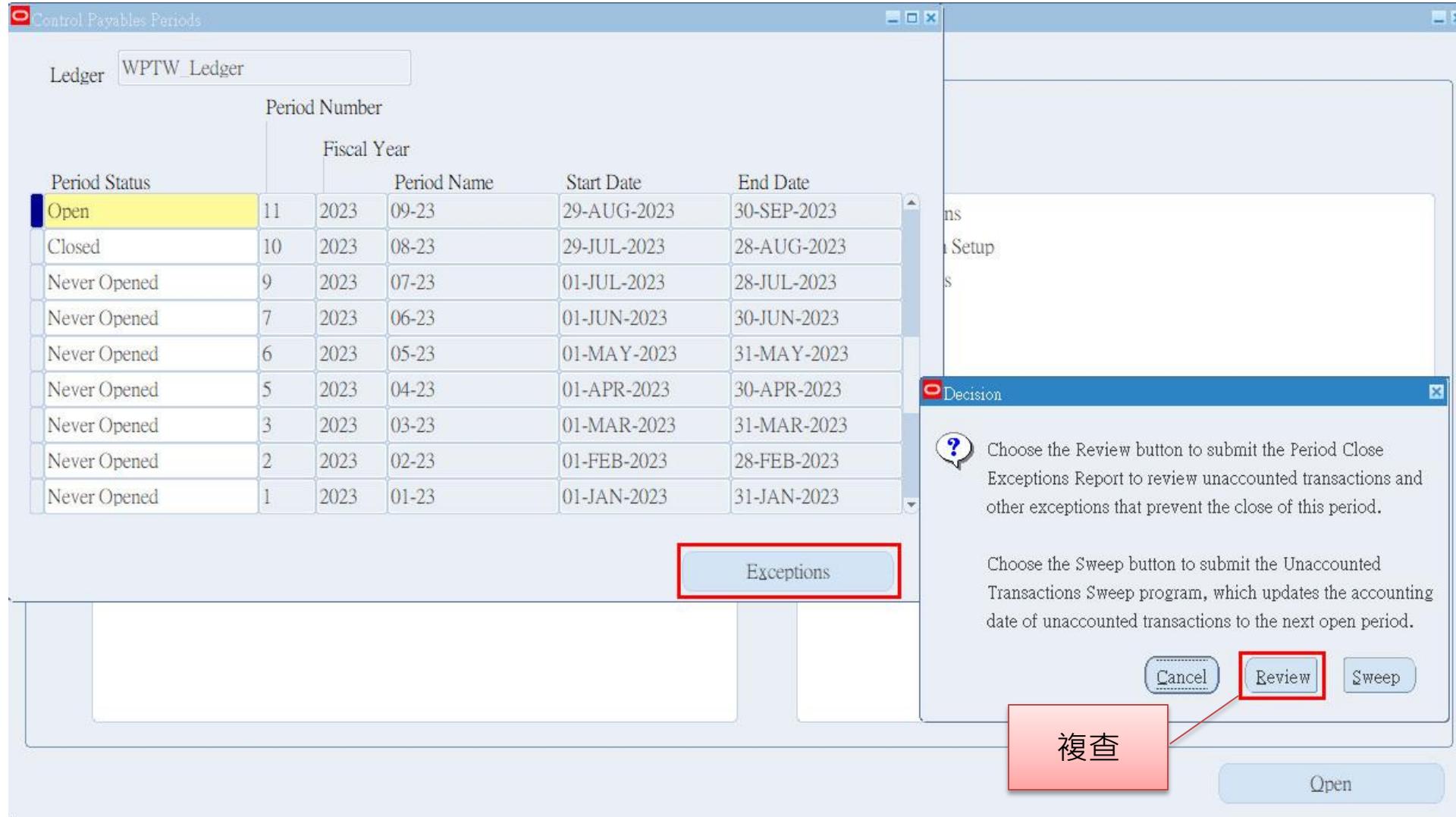
應付結帳作業管理

» 應付帳款期間控制



應付結帳作業管理

» 應付帳款期間控制



應付結帳作業管理

» 應付帳款期間控制

ORACLE Payables
Company: WPTW_Ledger

Period Close Exception Report

Report Date: 12-SEP-2023
Page: 2 of 3

Operating Unit: WPTW_OU

Unaccounted Invoices					
Supplier Name	Supplier Number	Invoice Number	Accounting Date	Currency	Invoice Amount
Web-Pro	Web-Pro	10001-122	07-Sep-2023	USD	2.00
Web-Pro	Web-Pro	10002-122	09-Sep-2023	USD	20.00
Web-Pro	Web-Pro	10003-122	09-Sep-2023	USD	24.00
Web-Pro	Web-Pro	10004-122	11-Sep-2023	USD	20.00
南亞塑膠工業股份有限公司	NE001	SF23090801	10-Sep-2023	NTD	0.00
鋒銘企業有限公司	FM003	SF23090901-1	09-Sep-2023	NTD	-210.00

Unaccounted Payment Activity						
Payee Name	Bank Account Name	Payment Number	Accounting Date	Currency	Payment Amount	Transaction Type
南亞塑膠工業股份有限公司	一銀_NTD7666	3	12-Sep-2023	NTD	-3,000.00	Cancelled

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ 付款作業管理
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List



Open Issue

項次	內容	負責人	期限
1	請會計提供折讓單立帳單號編碼原則	會計	正式環境設定前
2	請會計提供付款條件及其付款條件內容	會計	正式環境設定前

Agenda

- ➔ 應付立帳結構
- ➔ 請款作業管理
- ➔ 付款作業管理
- ➔ 資金調撥作業管理
- ➔ 信用狀作業管理
- ➔ 現金預測作業管理
- ➔ 應付結帳作業管理
- ➔ Open Issue
- ➔ GAP List



GAP List

Gap #	Type	Description	上線前完成
AP-GAP-01	Reuse	供應商自動失效	No
AP-GAP-02	Reuse	採購對帳單匯入	No
AP-GAP-03	Reuse	Account Payable Detail Journal Report(應付立帳傳票)	Yes
AP-GAP-04	Reuse	Payment Selection Summary Report(付款傳票)	Yes
AP-GAP-05	Reuse	APP未拋明細：原材料未立帳檢核報表	No
AP-GAP-06	Reuse	Payment Schedule Report	Yes
AP-GAP-07	Reuse	扣繳申報資料	No
AP-GAP-08	Reuse	網銀功能	Yes
AP-GAP-09	Reuse	匯評明細表	No
AP-GAP-10	Reuse	BMC-蘇州零用金 / 車資請款報銷申請作業流程	Yes
AP-GAP-11	Reuse	批次付款-Build Up	Yes

GAP List

Gap #	Type	Description	上線前完成
AP-GAP-12	Reuse	LC Maintain	Yes
AP-GAP-13	Reuse	應收票據自動兌現作業	No
AP-GAP-14	Reuse	Cash Detail Report	No
AP-GAP-15	Reuse	原物料抓取"驗收入庫日"為起算日	Yes
AP-GAP-16	Reuse	資金調撥功能	Yes
AP-GAP-17	New	一銀支票套表	Yes

GAP List – System Integration

SI #	Type	Description	上線前完成
AP-SI-01	Reference	<p>1. UOF 「Debit/Credit 申請單」</p> <p>2. UOF 「Debit/Credit 申請單」匯入 AP Debit Memo</p> <p>3. UOF 「Debit/Credit 申請單」匯入 AP Debit Memo 被退單(Cancel Invoice)匯出更新UOF 「Debit/Credit 申請單」狀態</p> <p>4. UOF 「Debit/Credit 申請單」匯入 AP Debit Memo 完成 Create Final & Post Accounting 匯出更新 UOF 「Debit/Credit 申請單」狀態及 Due Date</p>	Yes
AP-SI-02	Reference	<p>1. UOF 非銷立帳申請單：廠商一般支出單、非銷售性材料/物品請款單、差旅報銷單-國外、差旅報銷單-國內、零用金 / 車資請款報銷申請單</p> <p>2. UOF 非銷立帳申請單匯入 AP Standard Invoice</p> <p>3. UOF 非銷立帳申請單匯入 AP Standard Invoice 被退單(Cancel Invoice)匯出更新UOF 非銷立帳申請單狀態</p> <p>4. UOF 非銷立帳申請單匯入 AP Standard Invoice 完成 Create Final & Post Accounting 匯出更新 UOF 非銷立帳申請單狀態及 Due Date</p>	Yes

GAP List – System Integration

SI #	Type	Description	上線前完成
AP-SI-03	Reference	<ol style="list-style-type: none">1. UOF 預付款項申請單：廠商一般支出單(暫支請款申請)、差旅借支申請單2. UOF 預付款項立帳申請單匯入 AP Prepayment Invoice3. UOF 預付款項立帳申請單匯入 AP Prepayment Invoice 被退單 (Cancel Invoice) 汇出更新 UOF 預付款項立帳申請單狀態4. UOF 預付款項立帳申請單匯入 AP Prepayment Invoice 完成 Create Final & Post Accounting 汇出更新 UOF 預付款項立帳申請單狀態及 Due Date	Yes
AP-SI-04	Reference	UOF "L/C Request"開狀申請單	Yes



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