



Hong Kong Trade Development Council

End User Training – Payables (Payment)

27 AUG 2020

Agenda

- Payment Batch
 - System Printed Cheque
 - Electronic Payment
 - Off-system Payment
 - Remittance Advice
- Payment Process Request Enquiry
- Maintain Payment Process Request Template
- Q&A



Payment Batch

System Printed Cheque

Payment Batch

System Printed Cheque (1/21)

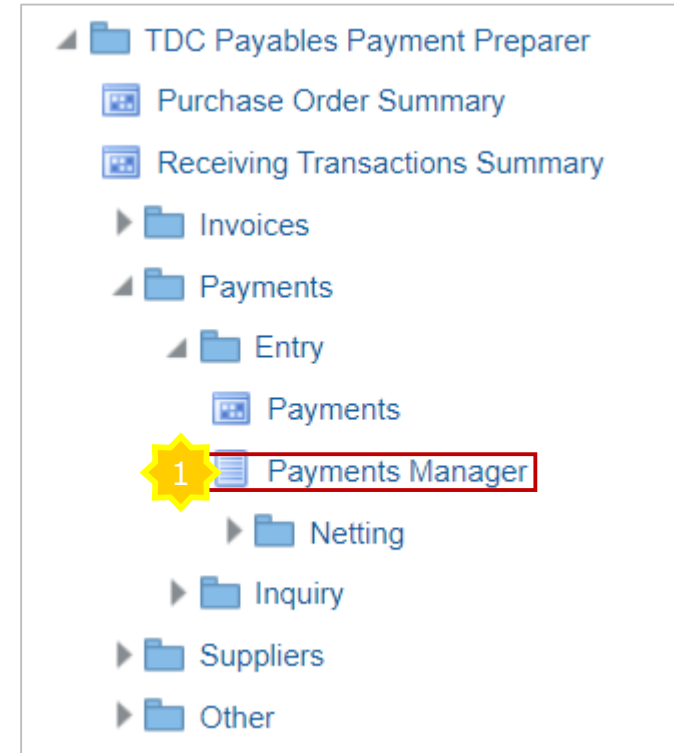
Responsibility:

TDC Payables Payment Preparer

1. Payments > Entry > Payments Manager

Note: This section covers the following payment methods that print a physical cheque from system:

- System Cheque - TDC
- System Cheque - ES
- System Cheque - POS
- System Cheque - JBCC



Payment Batch

System Printed Cheque (2/21)

2. Click on the "Payment Process Requests" tab.
3. Click on the "Submit Single Request" button.

The screenshot shows the 'Payment Process Requests' page. A yellow star with the number '2' is placed over the 'Payment Process Requests' tab in the top navigation bar. A red box highlights this tab. Another yellow star with the number '3' is placed over the 'Submit Single Request' button in the main content area. A red box highlights this button. The interface includes a search section with filters for 'Payment Process Request', 'Status', 'Payment Date', and 'Created Date'. Below the search filters is a table with columns: Details, Payment Process Request, Created Date, Payment Date, Selected Scheduled Payments, Rejected Scheduled Payments, Payments Recorded, Payment Process Request Status, Start Action, and Terminate. The table currently shows 'No search conducted.' in the first row. There are also buttons for 'Save Search', 'Advanced Search', 'Saved Searches', 'Go', 'Clear', 'Refresh Status', 'Table Diagnostics', and 'Diagnostic Console'.

Home **2** Payment Process Requests Payment Instructions Payments

Payment Process Requests

Save Search

Search

Advanced Search Saved Searches

Note that the search is case insensitive

Payment Process Request Status

Payment Date (18-May-2020) Created Date

Go Clear

3 Submit Single Request Schedule Repeating Request | ...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	No search conducted.								

Refresh Status

Table Diagnostics

Diagnostic Console

Payment Batch

System Printed Cheque (3/21)

- 4. Enter a unique Payment Process Request Name
- 5. Choose one of the template in the "Use Template" field.
 - System Cheque - TDC
 - System Cheque - ES
 - System Cheque - POS
 - System Cheque - JBCC

[Home](#) [Templates](#) [Payment Process Requests](#) [Payment Instructions](#) [Payments](#)

Submit Payment Process Request

Cancel

Submit

* Indicates required field

4

5

* Payment Process Request Name

UAT System Cheque

Use Template

System Cheque - TDC

↘ 🔍

(A template will update this page with default values)

Payment Batch

System Printed Cheque (4/21)

6. Click "Payment Attributes" tab.
7. Change the payment date (i.e. payment value date) if the default value is not suitable. The payment date must be in an open AP period.
8. Click "Submit" button.

Submit Payment Process Request

8 Submit

* Indicates required field

* Payment Process Request Name

UAT System Cheque

Use Template

System Cheque - TDC

(A template will update this page with default values)

Scheduled Payment Selection

6

Payment Attributes

User Rates

Processing

Validation Failure Results

Additional Information

7

* Payment Date

18-May-2020

Override Settlement Priority

▼

Disbursement Bank Account

HKB-HKD-C1

Override Bank Charge Bearer

▼

Payment Document

TDC System Cheque 2

Transfer Priority

▼

Payment Process Profile

TDC HKD Cheque

Starting Voucher Number

* Payment Exchange Rate Type

Book

Diagnostic Console

Payment Batch

System Printed Cheque (5/21)

- 9. Enter the payment process request name in "Payment Process Request" field.
- 10. Click "Go" button.
- 11. Click "Refresh Status" button until the "Payment Process Request Status" become Pending Proposed Payment Review.
- 12. Click "Start Action" icon.

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

9Payment Process RequestUAT System Cheque

Status

Payment Date(18-May-2020)

Created Date

10GoClear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT System Cheque	18-May-2020	18-May-2020	3		No	Pending Proposed Payment Review12	12	

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
No search conducted.					

11Refresh Status

Payment Batch

System Printed Cheque (6/21)

- 13. Review the selected invoices, select and remove invoices from this payment process request if needed.
- 14. Click “Go” button after finished reviewing the invoices selected.

Payment Process Requests >

Review Proposed Payments: Payment Process Request UAT System Cheque

Cancel

Actions

Run Payment Process

14

Go

Submission Details

Payment Summary

Product Payables

User LALEE

Total 1

Rejected 0

Date 18-May-2020

Created 1

Removed 0

Search

Show

Select Payment

Remove

Organization			Payment					
Name ^	Type	Trading Partner ^	Payee ^	Amount ^	Curr ^	Date ^	Internal Bank Account	Payee Bank Account
TDC Operating Unit	Operating Unit	DE-A Paper Products	DE-A Paper Products	2,323.00	HKD	18-May-2020	HKB-HKD-C1	00023132

Additional Information

DE-A Paper Products Payment: Documents

Select Documents

Remove

Reference Number ^	Document Date ^	Amount To Be Paid ^	Payment Curr ^	Document Amount ^	Document Curr ^	Type ^
<input type="checkbox"/> UATSC001	18-May-2020	100.00	HKD	100.00	HKD	Standard
<input type="checkbox"/> UATSC002	18-May-2020	1,989.00	HKD	1,989.00	HKD	Standard
<input type="checkbox"/> UATSC003	18-May-2020	234.00	HKD	234.00	HKD	Standard

Payment Batch

System Printed Cheque (7/21)

15. Click "Refresh Status" button until the "Payment Process Request Status" become **Formatting** and the child payment instruction record status become **Formatted – Ready for Printing**.
16. Click "Take Action" icon.

Note: you can now generate the "TDC Preliminary Payment Register" with payment document number

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

UAT System Cheque

Status

Payment Date

(18-May-2020)

Created Date

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT System Cheque	18-May-2020	18-May-2020	3		No	Formatting		

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
97644	UAT System Cheque	18-May-2020	Formatted - Ready for Printing		

Refresh Status

Payment Batch

System Printed Cheque (8/21)

- 17. Choose the printer for printing the cheque.
- 18. Click the "Print" button to start the printing of the cheque in printer.

Note: This is the last chance for you to terminate the payment process without reserving the physical cheque numbers for the payments in this payment process request

[Payment Process Requests](#) >
Print Payment Documents: Payment Instruction 97644

Cancel

Terminate Payment Process

18

Format and Print

Payment Document

TDC System Cheque 2

Total Documents

Paper Stock Type

Prenumbered Stock

Last Available Document Number

141000

Print Details

* Indicates required field

17

* Printer

noprint

↕

🔍

Payment Batch

System Printed Cheque (9/21)

- 19. Click "Refresh Status" button until the "Payment Process Request Status" become **Formatting** and the child payment instruction record status become **Submitted for Printing**.
- 20. Click "Take Action" icon.

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

Status

Formatting

Payment Date

18-May-2020

Created Date

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT System Cheque	18-May-2020	18-May-2020	3		No	Formatting		

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
97644	UAT System Cheque	18-May-2020	Submitted for Printing		

19

Refresh Status

20

Payment Batch

System Printed Cheque (10/21)

- 21. (Optional) In case there is problem in printing and reprint is needed, click "Reprint" button.
- 22. Click the "Record Print Status" button and go to step 17.

Payment Process Requests >

Payment Instruction: 97644

21

22

Reprint

Record Print Status

Reference

97644

Processing Type

Printed

Reference Assigned by Administrator

UAT System Cheque

Status

Submitted for Printing

Creation Date

18-May-2020

Comments

Payment Summary

...

Currency Code	Currency Name	Payments	Total Amount
HKD	Hong Kong Dollar	1	2,323.00
Total		1	

Table Diagnostics

Process Information

Process Type

Standard

Payments Complete

No

Reporting

Separate Remittance Advice Created

Positive Pay File Created

No

Regulatory Report Created

No

Creation Details

Payment Process Profile

TDC HKD Cheque

Payment Currency

HKD

Processing Type

Printed

Internal Bank Account

HKB-HKD-C1

Payment Instruction Format

TDC Print Cheque (Custom)

Payment Process Request

UAT System Cheque

Payment System

Source Product

Payables

Payment Batch

System Printed Cheque (11/21) – Optional/ For Reprint Only

- 23. Choose the "Reprint Complete Payment Instruction" reprint option to reprint all cheques with the same number.
- 24. Choose the printer for printing the cheque
- 25. Click "Continue".

Payment Process Requests > Payment Instruction: 97644 >

Reprint Payment Documents: Payment Instruction 97644

Cancel

Continue

Payment Document

TDC System Cheque 2

Last Available Document Number

141000

Paper Stock Type

Prenumbered Stock

TIP

The complete payment instruction should only be reprinted if printing never started. If any payment documents have been printed, then you should choose to reprint individual documents or ranges of documents as needed.

23

* Action

Reprint Complete Payment Instruction

Reprint Payment Documents

Reprint Details

...

Position in Instruction	Document Number	Payee	Amount
First Document	140637	DE-A Paper Products	2323
Last Document	140637	DE-A Paper Products	2323

* Indicates required field

24

* Printer

noprint

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Payment Batch

System Printed Cheque (12/21) – Optional/ For Reprint Only

27. Click “Reprint” to confirm to reprint

Payment Process Requests > Payment Instruction: 97644 > Reprint Payment Documents: Payment Instruction 97644 >

Review Reprint Payment Documents: Payment Instruction 97644

Cancel

Back

26Reprint

Payment DocumentTDC System Cheque 2

Last Available Document Number141000

Paper Stock TypePrenumbered Stock

ActionReprint Complete Payment Instruction

Reprint Payment Documents

Reprint Details

...

Position in Instruction	Document Number	Payee	Amount
First Document	140637	DE-A Paper Products	2323
Last Document	140637	DE-A Paper Products	2323

Printer noprint

Payment Batch

System Printed Cheque (13/21) – Optional/ For Reprint Only

- 28. Choose the "Reprint Individual Payment Documents" reprint option to reprint individual cheques with new numbers and mark the original cheques spoiled.
- 29. Enter the number of the first cheque that was spoiled. If more than one cheque was spoiled, use the Add Another Row button to add a new row for each additional cheque number.
- 30. Enter the Start Reprint at Document Number (the next cheque in your printer).
- 31. Choose the printer for printing the cheque
- 32. Click "Continue".

Payment Process Requests > Payment Instruction: 97644 >

Reprint Payment Documents: Payment Instruction 97644

Cancel

Continue

Payment Document TDC System Cheque 2

Last Available Document Number 141000

Paper Stock Type Prenumbered Stock

TIP

The complete payment instruction should only be reprinted if printing never started. If any payment documents have been printed, then you should choose to reprint individual documents or ranges of documents as needed.

28

* Action Reprint Individual Payment Documents

Reprint Payment Documents

Reprint Details

+ ...

Document Number	Reason
29140637	Spoiled

30

* Start Reprint at Document Number 140638

31

* Printer noprint

Table Disposition

Payment Batch

System Printed Cheque (14/21) – Optional/ For Reprint Only

33. Click “Reprint”.

Payment Process Requests > Payment Instruction: 97644 > Reprint Payment Documents: Payment Instruction 97644 >

Review Reprint Payment Documents: Payment Instruction 97644

Cancel

Back

Reprint

Payment Document

TDC System Cheque 2

Paper Stock Type

Prenumbered Stock

Last Available Document Number

141000

Action

Reprint Individual Payment Documents

Reprint Payment Documents

Reprint Details

...

Original Document Number	New Document Number	Payee	Amount
140637	140638	DE-A Paper Products	2323

Start Reprint at Document Number

140638

Printer

C_PRINT_CHEQUE

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17

Payment Batch

System Printed Cheque (15/21) – Optional/ For Reprint Only

- 34. Choose the "Reprint Ranges of Payment Documents" reprint option to reprint ranges of cheques with new numbers and mark the original cheques spoiled.
- 35. Enter the first range of cheques that were spoiled. If more than one range of cheques were spoiled, use the Add Another Row button to add a new row for each additional range of cheque numbers.
- 36. Enter the Start Reprint at Document Number (the next cheque in your printer)
- 37. Choose the printer for printing the cheque
- 38. Click "Continue".

Payment Process Requests > Payment Instruction: 97644 >

Reprint Payment Documents: Payment Instruction 97644

CancelContinue

Payment DocumentTDC System Cheque 2

Last Available Document Number141000

Paper Stock TypePrenumbered Stock

TIP

The complete payment instruction should only be reprinted if printing never started. If any payment documents have been printed, then you should choose to reprint individual documents or ranges of documents as needed.

34

* ActionReprint Ranges of Payment Documents

Reprint Payment Documents

Reprint Details

+ ...

Document Number Range		Reason
From	To	
140636	140637	Spoiled

35

36

* Indicates required field

* Start Reprint at Document Number140638

* PrinterC_PRINT_CHEQUE

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18

Payment Batch

System Printed Cheque (16/21) – Optional/ For Reprint Only

39. Click “Reprint” to confirm to reprint

Payment Process Requests > Payment Instruction: 97644 > Reprint Payment Documents: Payment Instruction 97644 >

Review Reprint Payment Documents: Payment Instruction 97644

Cancel

Back

39Reprint

Payment Document

TDC System Cheque 2

Last Available Document Number

141000

Paper Stock Type

Prenumbered Stock

Action

Reprint Ranges of Payment Documents

Reprint Payment Documents

Reprint Details

...

Original Document Number	New Document Number	Payee	Amount
140637	140638	DE-A Paper Products	2323

Start Reprint at Document Number

140638

Printer

C_PRINT_CHEQUE

Payment Batch

System Printed Cheque (17/21)

- 40. Review if all computerized check are printed successfully.
- 41. (Optional) If some checks are spoiled (unusable) in printing and you are NOT going to re-print immediately another cheque, expand the item "Record Spoiled Payment Documents", enter the range of cheques spoiled and click "Update Print Status". Otherwise, directly perform step (19).

Payment Process Requests > Payment Instruction: 97644 >

Record Print Status: Payment Instruction 97644

CancelContinue

Payment DocumentTDC System Cheque 2Paper Stock TypePrenumbered Stock

Document Print Status

Printed DocumentsTotal

Setup	0
Overflow	0
Printed	1

Spoiled Documents0Skipped Documents0

☐ Submit Positive Pay Program Immediately

Table Diagnostics

Revert to Original Status | ...

Document Number	Payment Reference	Trading Partner	Payee	Amount	Status
140637	253	DE-A Paper Products	DE-A Paper Products	2,323.00	Printed

Table Diagnostics

Record Spoiled Payment Documents

TIP

These documents will be recorded as Spoiled, and the payments will not be issued. The documents on the payments will return to an unpaid status.

Document Number FromDocument Number To

Update Print Status

Record Skipped Payment Documents

TIP

These documents will be marked as unused and will be available for future print use.

Document Number FromDocument Number To

Update Print Status

Payment Batch

System Printed Cheque (18/21)

42. (Optional) If some checks are skipped in printing (e.g. cheque 140636 is skipped as nothing get printed on it and instead the payment is printed on cheque 140637), expand the item “Record Skipped Payment Documents”, enter the range of cheques skipped and click “Update Print Status”. Otherwise, directly perform step (19).

Payment Process Requests > Payment Instruction: 97644 >

Record Print Status: Payment Instruction 97644

CancelContinue

Payment DocumentTDC System Cheque 2

Paper Stock TypePrenumbered Stock

Document Print Status

...

Printed Documents	Total
Setup	0
Overflow	0
Printed	1

Spoiled Documents0

Skipped Documents0

☐ Submit Positive Pay Program Immediately

Table Diagnostics

Revert to Original Status | ...

Document Number	Payment Reference	Trading Partner	Payee	Amount Status
140637	253	DE-A Paper Products	DE-A Paper Products	2,323.00 Printed

Table Diagnostics

Record Spoiled Payment Documents

TIP

These documents will be recorded as Spoiled, and the payments will not be issued. The documents on the payments will return to an unpaid status.

Document Number From

Document Number To

Update Print Status

Record Skipped Payment Documents

TIP

These documents will be marked as unused and will be available for future print use.

Document Number From

Document Number To

Update Print Status

42

Payment Batch

System Printed Cheque (19/21)

43. Click “Continue” button if the print status is correct.

Payment Process Requests > Payment Instruction: 97644 >

Record Print Status: Payment Instruction 97644

43

Cancel

Continue

Payment Document

TDC System Cheque 2

Paper Stock Type

Prenumbered Stock

Document Print Status

Printed Documents

Total

Setup

0

Overflow

0

Printed

1

Spoiled Documents

0

Skipped Documents

0

Submit Positive Pay Program Immediately

Table Diagnostics

Revert to Original Status

...

Document Number

Payment Reference

Trading Partner

Payee

Amount Status

140637

253

DE-A Paper Products

DE-A Paper Products

2,323.00 Printed

Table Diagnostics

Record Spoiled Payment Documents

TIP

These documents will be recorded as Spoiled, and the payments will not be issued. The documents on the payments will return to an unpaid status.

Document Number From

Document Number To

Update Print Status

Record Skipped Payment Documents

TIP

These documents will be marked as unused and will be available for future print use.

Document Number From

Document Number To

Update Print Status

Payment Batch

System Printed Cheque (20/21)

44. Click “Apply” button if the print status is correct.

Payment Process Requests > Payment Instruction: 97644 > Record Print Status: Payment Instruction 97644 >

Warning

Are you sure you want to confirm the print status as final? This action cannot be reversed. You should not proceed with this action unless you are sure that all documents with the status of Printed were successfully printed. The payments will be marked as complete and the payment documents will be recorded as issued. If you complete this action and discover printing problems, you will need to void the payment and select the document to be paid in a new payment process.

Review Record Print Status: Payment Instruction 97644

Cancel

44

Apply

Payment Document

TDC System Cheque 2

Paper Stock Type

Prenumbered Stock

Document Print Status

...

Printed Documents	Total
Setup	0
Overflow	0
Printed	1

Spoiled Documents

0

Skipped Documents

0

Table Diagnostics

...

Document Number	Payment Reference	Trading Partner	Payee	Amount	Status
140637	253	DE-A Paper Products	DE-A Paper Products	2,323.00	Printed

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Payment Batch

System Printed Cheque (21/21)

45. The Payment Process Request is successfully confirmed.

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

UAT %System

Status

Payment Date

(18-May-2020)

Created Date

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT System Cheque	18-May-2020	18-May-2020	3		Yes	Confirmed		

Reference

Reference Assigned by Administrator

Creation Date

Status

Take Action

Terminate

97644	UAT System Cheque	18-May-2020	Printed		
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Refresh Status

Payment Batch Electronic Payment

Payment Batch

Generate Electronic Payment (1/10)

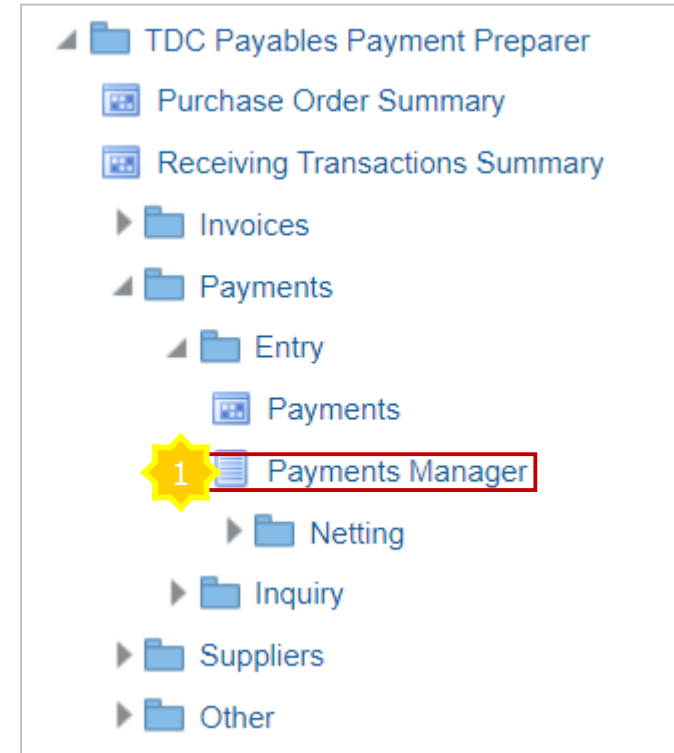
Responsibility:

TDC Payables Payment Preparer

1. Payments > Entry > Payments Manager

Note: This section covers the following payment methods that generates a payment file:

- Outsourced Cheque - NPS
- Outsourced Cheque - STS (USD)
- Outsourced Cheque - STS (FCY)
- Outsourced Cheque - ES
- Autopay - TDC
- Autopay - ES
- Autopay - POS
- Cashier Order HKD
- Cashier Order FCY



Payment Batch

Generate Electronic Payment (2/10)

2. Click on the "Payment Process Requests" tab.
3. Click on the "Submit Single Request" button.

The screenshot shows a web application interface for "Payment Process Requests". A yellow star with the number "2" is placed over the "Payment Process Requests" tab in the top navigation bar. A red box highlights this tab. Below the navigation bar, the page title "Payment Process Requests" is displayed. To the right of the title is a "Save Search" button. Below the title is a "Search" section with a note "Note that the search is case insensitive". The search section contains four input fields: "Payment Process Request", "Status", "Payment Date" (with a calendar icon), and "Created Date" (with a calendar icon). Below these fields are "Go" and "Clear" buttons. A yellow star with the number "3" is placed over the "Submit Single Request" button, which is also highlighted with a red box. To the right of this button is the "Schedule Repeating Request" button. Below the buttons is a table with the following columns: "Details", "Payment Process Request", "Created Date", "Payment Date", "Selected Scheduled Payments", "Rejected Scheduled Payments", "Payments Recorded", "Payment Process Request Status", "Start Action", and "Terminate". The table has one row with the text "No search conducted." in the "Payment Process Request" column. Below the table is a "Refresh Status" button. At the bottom of the page, there is a "Table Diagnostics" button on the left and a "Diagnostic Console" button on the right.

Home **Payment Process Requests** Payment Instructions Payments

Payment Process Requests

Save Search

Search

Advanced Search Saved Searches

Note that the search is case insensitive

Payment Process Request Status

Payment Date (18-May-2020) Created Date

Go Clear

Submit Single Request Schedule Repeating Request | ...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	No search conducted.								

Refresh Status

Table Diagnostics

Diagnostic Console

Payment Batch

Generate Electronic Payment (3/10)

4. Enter a unique Payment Process Request Name
5. Choose one of the template in the "Use Template" field.
 - Outsourced Cheque – NPS
 - Outsourced Cheque - STS (USD)
 - Outsourced Cheque - STS (FCY)
 - Outsourced Cheque – ES
 - Autopay – TDC
 - Autopay – ES
 - Autopay – POS
 - Cashier Order HKD
 - Cashier Order FCY

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

Submit Payment Process Request

Cancel Submit

* Indicates required field

4 * Payment Process Request Name Electronic Payment

5 Use Template Autopay – TDC

(A template will update this page with default values)

Payment Batch

Generate Electronic Payment (4/10)

6. Click "Payment Attributes" tab.
7. Change the payment date (i.e. payment value date) if the default value is not suitable. The payment date must be in an open AP period.
8. Click "Submit" button

The screenshot shows the 'Submit Payment Process Request' form. The 'Payment Process Requests' tab is selected in the top navigation bar. The form title is 'Submit Payment Process Request'. In the top right corner, there are 'Cancel' and 'Submit' buttons; the 'Submit' button is highlighted with a red box and a yellow star with the number 8. Below the title, a legend indicates that an asterisk (*) denotes a required field. The form contains several input fields: 'Payment Process Request Name' (Electronic Payment), 'Use Template' (Autopay - TDC), 'Payment Date' (02-Jun-2020), 'Disbursement Bank Account' (HKB-HKD-C1), 'Payment Document' (TDC Autopay 2), 'Payment Process Profile' (TDC Autopay DUMMY), and 'Payment Exchange Rate Type' (Book). The 'Payment Attributes' tab is highlighted with a red box and a yellow star with the number 6. The 'Payment Date' field is highlighted with a red box and a yellow star with the number 7. On the right side of the form, there are three dropdown menus: 'Override Settlement Priority', 'Override Bank Charge Bearer', and 'Transfer Priority', and a text input field for 'Starting Voucher Number'.

Payment Batch

Generate Electronic Payment (5/10)

- 9. Enter the payment process request name in "Payment Process Request" field.
- 10. Click "Go" button.
- 11. Click "Refresh Status" button until the "Payment Process Request Status" become **Pending Proposed Payment Review**.
- 12. Click "Start Action" icon.

Home

Templates

Payment Process Requests

Payment Instructions

Payments

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

9

Payment Process Request

Electronic Payment

Status

Created Date

Payment Date

29-Jun-2020

10

Go

Clear

Submit Single Request

Schedule Repeating Request

Details

Payment Process Request

Created Date

Payment Date

Selected Scheduled Payments

Rejected Scheduled Payments

Payments Recorded

Payment Process Request Status

Start Action

Terminate

Electronic Payment

29-Jun-2020

02-Jun-2020

9

No

11

Pending Proposed Payment Review

12

Refresh Status

Payment Batch

Generate Electronic Payment (6/10)

- 13. Review the proposed payments, select and remove payments from this payment process request if needed.
- 14. Click “Go” button to proceed.

Payment Process Requests >

Review Proposed Payments: Payment Process Request Electronic Payment

Cancel

Actions

Run Payment Process

Go

Submission Details

Payment Summary

Product Payables

User SETUP1

Total 3

Rejected 0

Date 29-Jun-2020

Created 3

Removed 0

Search

Show

Select Payments

Remove

...

Organization			Payment						
Name	Type	Trading Partner	Payee	Amount	Curr	Date	Internal Bank Account	Payee Bank Account	
<input checked="" type="radio"/> TDC Operating Unit	Operating Unit	3M Hong Kong Ltd	3M Hong Kong Ltd	880,000.00	HKD	02-Jun-2020	HKB-HKD-C1	08061734	
<input type="radio"/> TDC Operating Unit	Operating Unit	ASA Business Service Company Limited	ASA Business Service Company Limited	17,840.10	HKD	02-Jun-2020	HKB-HKD-C1	201275883	
<input type="radio"/> TDC Operating Unit	Operating Unit	Deloitte & Touche Financial Advisory Services Ltd	Deloitte & Touche Financial Advisory Services Ltd	2,500.00	HKD	02-Jun-2020	HKB-HKD-C1	00684894	

Additional Information

3M Hong Kong Ltd Payment: Documents

Select Documents

Remove

...

Reference Number	Document Date	Amount To Be Paid	Payment Curr	Document Amount	Document Curr	Type
<input type="checkbox"/> FA001-01	21-Apr-2020	380,000.00	HKD	380,000.00	HKD	Standard
<input type="checkbox"/> FA001-02	21-Apr-2020	500,000.00	HKD	500,000.00	HKD	Standard

Payment Batch

Generate Electronic Payment (7/10)

- 15. Click "Refresh Status" button until the "Payment Process Request Status" become **Formatting**.
- 16. Click the Details button and click "Refresh Status" button until the child payment instruction record status become **Formatted – Ready for Transmission**.
- 17. Click "Take Action" icon to proceed, or click "Terminate" to cancel the request.

Note: you can now generate the "TDC Preliminary Payment Register" with payment numbers

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

Electronic Payment

Status

Payment Date

(29-Jun-2020)

Created Date



Go



Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
16		Electronic Payment	29-Jun-2020	02-Jun-2020	9	No	Formatting		

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
97769	Electronic Payment	29-Jun-2020	Formatted - Ready for Transmission		

15

Refresh Status

17

Payment Batch

Generate Electronic Payment (8/10)

18. Click “Go” button to transmit the file.

Home

Templates

Payment Process Requests

Payment Instructions

Payments

Payment Process Requests >

Transmit Payment Instruction: 97769

Cancel

Actions

Transmit

Go

Payment Instruction Overview

Reference Assigned by Administrator

Electronic Payment

Creation Date

29-Jun-2020

Status

Formatted - Ready for Transmission

Payments Summary

...

Currency Code	Currency Name	Payments	Total Amount
HKD	Hong Kong Dollar	3	900,340.10
Total		3	

Table Diagnostics

Transmission Details

Payment System

TDC_PS

Payment System Account Name

DUMMY

Transmission Configuration

Name

TDC_FTP

Transmission Protocol

File Transfer Protocol for Static File Names

...

Parameter Name	Parameter Value
FTP Server IP Address	10.20.137.119
FTP Server Port Number	
FTP Account Username	
FTP Account Password	
Local File Directory	
Remote File Directory	VPAY_INTF_SIT
Sent File Name	
Active/Passive Mode	
Keep Local File	

Payment Batch

Generate Electronic Payment (9/10)

19. Click “Refresh Status” button until the “Payment Process Request Status” become **Confirmed** and the child payment instruction record status become **Transmitted**.

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

UAT Electronic Payment

Status

Payment Date

(19-May-2020)

Created Date

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT Electronic Payment	19-May-2020	22-May-2020	2		Yes	Confirmed		

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
97664	UAT Electronic Payment	19-May-2020	Transmitted		

19

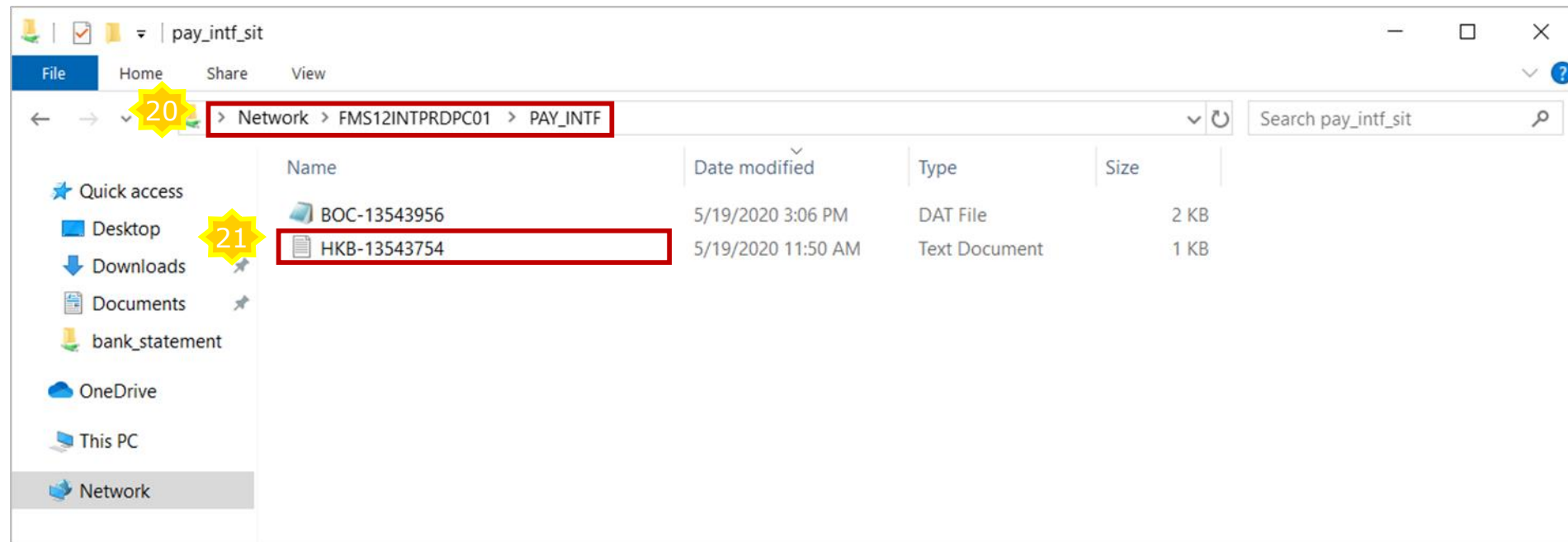
Refresh Status

Payment Batch

Generate Electronic Payment (10/10)

20. Open server folder [\\FMS12INTPRDPC01\PAY_INTF](#):
21. Copy the payment file to your local drive
22. Upload the file to HSBC, SCB or BOC for payment processing

NOTE: The payment file cannot be regenerated. Make sure you save the file before deleting it.



Payment Batch

Generate Off-system Payment

Payment Batch

Generate Off-System Payment (1/13)

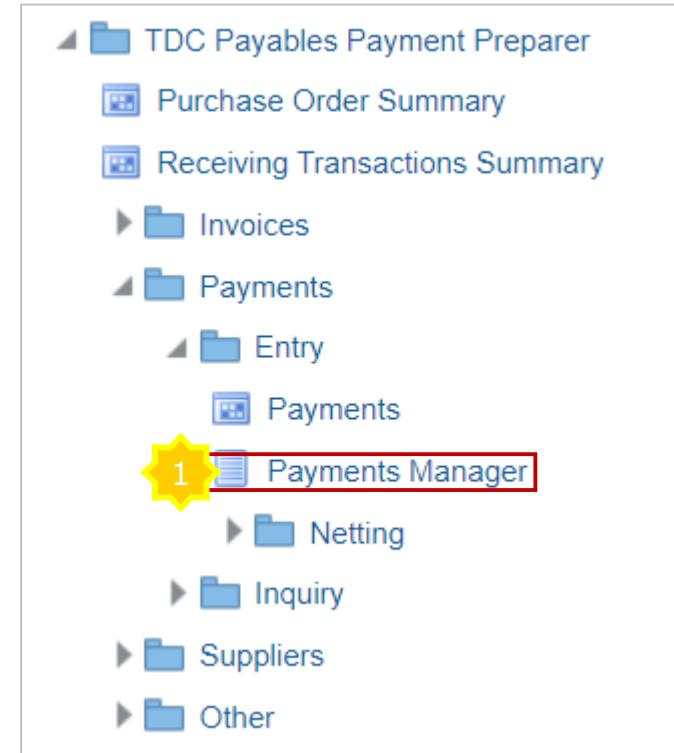
Responsibility:

TDC Payables Payment Preparer

1. Payments > Entry > Payments Manager

Note: This section covers the following payment methods that payments are issued manually out of system:

- T/T - TDC (Please select bank account)
- T/T - ES (Please select bank account)
- T/T - HKTDC LTD (Please select bank account)
- Direct Debit
- Credit Card



Payment Batch

Generate Off-System Payment (2/13)

- 2. Click on the "Payment Process Requests" tab.
- 3. Click on the "Submit Single Request" button.

Home

2

Payment Process Requests

Payment Instructions

Payments

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

Status

Payment Date

(18-May-2020)

Created Date

Go

Clear

3

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	No search conducted.								

Refresh Status

Table Diagnostics

Diagnostic Console

Payment Batch

Generate Off-System Payment (3/13)

4. Enter a unique Payment Process Request Name
5. Choose one of the template in the "Use Template" field.
 - T/T - TDC (Please select bank account)
 - T/T - ES (Please select bank account)
 - T/T - HKTDC LTD (Please select bank account)
 - Direct Debit
 - Credit Card

Submit Payment Process Request

CancelSubmit

* Indicates required field

4

5

* Payment Process Request Name

UAT Off-System Payment Request

Use Template

T/T - TDC (Please select bank account)

(A template will update this page with default values)

Payment Batch

Generate Off-System Payment (4/13)

- 6. Click “Payment Attributes” tab.
- 7. Change the payment date (i.e. payment value date) if the default value is not suitable. The payment date must be in an open AP period.
- 8. If you selected the T/T Template, select a Disbursement Bank Account and a Payment Document.
 - Select the “TT Payment 2” document with the **TDC TT Payment** “Payment Process Profile”.
- 9. Click “Submit”.

Submit Payment Process Request

9

Submit

* Indicates required field

* Payment Process Request Name

UAT Off-System Payment Request

Use Template

T/T - TDC (Please select bank account)

(A template will update this page with default values)

Scheduled Payment Selection

6

Payment Attributes

User Rates

Processing

Validation Failure Results

Additional Information

7

8

* Payment Date

20-May-2020

Disbursement Bank Account

HKB-HKD-C1

Payment Document

TDC TT PAYMENT 2

Payment Process Profile

TDC TT Payment

* Payment Exchange Rate Type

Book

Override Settlement Priority

Override Bank Charge Bearer

Transfer Priority

Starting Voucher Number

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Payment Batch

Generate Off-System Payment (5/13)

- 10. Enter the payment process request name in "Payment Process Request" field.
- 11. Click "Go" button.
- 12. Click "Refresh Status" button until the "Payment Process Request Status" become Pending Proposed Payment Review.
- 13. Click "Start Action" icon.

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

10

Payment Process Request

UAT Off-System Payment Request

Q

Status

Q

Payment Date

(20-May-2020)

Created Date

11

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT Off-System Payment Request	20-May-2020	20-May-2020	3		No	Pending Proposed Payment Review	<div>13</div>	

Reference

Reference Assigned by Administrator

Creation Date

Status

Take Action

Terminate

No search conducted.

12

Refresh Status

Payment Batch

Generate Off-System Payment (6/13)

- 14. Review the proposed payments, select and remove payments from this payment process request if needed.
- 15. Click “Go” button.

[Payment Process Requests](#) >
Review Proposed Payments: Payment Process Request UAT Off-System Payment Request

Cancel **Actions** Run Payment Process

15

Go

Submission Details

Payment Summary

Product Payables

User LALEE

Total 1

Rejected 0

Date 20-May-2020

Created 1

Removed 0

Search

Show

Select Payment

Remove

 | ...

Organization		Payment						
Name ^	Type	Trading Partner ^	Payee ^	Amount ^	Curr ^	Date ^	Internal Bank Account	Payee Bank Account
<input checked="" type="radio"/> TDC Operating Unit	Operating Unit	DE-A Paper Products	DE-A Paper Products	13,794.00	HKD	20-May-2020	HKB-HKD-C1	00023132

Additional Information

DE-A Paper Products Payment: Documents

14

Select Documents

Remove

 | ...

<input type="checkbox"/>	Reference Number ^	Document Date ^	Amount To Be Paid ^	Payment Curr ^	Document Amount ^	Document Curr ^	Type ^
<input type="checkbox"/>	UATTT001	18-May-2020	333.00	HKD	333.00	HKD	Standard
<input type="checkbox"/>	UATTT002	18-May-2020	13,411.00	HKD	13,411.00	HKD	Standard
<input type="checkbox"/>	UATTT003	18-May-2020	50.00	HKD	50.00	HKD	Standard

Payment Batch

Generate Off-System Payment (7/13)

- 16. Click “Refresh Status” button until the “Payment Process Request Status” become **Formatting** and the child payment instruction record status become **Formatted – Ready for Printing**.
- 17. Click “Take Action”

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

UAT Off-System Payment Request

Status

Payment Date

(20-May-2020)

Created Date

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT Off-System Payment Request	20-May-2020	20-May-2020	3		No	Formatting		

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
97684	UAT Off-System Payment Request	20-May-2020	Formatted - Ready for Printing		

16

Refresh Status

17

Take Action

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Payment Batch

Generate Off-System Payment (8/13)

- 18. Choose "noprint" as the printer.
- 19. Click the "Print" button to continue.

Payment Process Requests >

Print Payment Documents: Payment Instruction 97684

Cancel

Terminate Payment Process

Print

Payment Document

TDC TT PAYMENT 2

Paper Stock Type

Prenumbered Stock

Total Documents

1

Last Available Document Number

3999999

Print Details

* Indicates required field

18

* Printer

noprint

Payment Batch

Generate Off-System Payment (9/13)

- 19. Click "Refresh Status" button until the "Payment Process Request Status" become **Formatting** and the child payment instruction record status become **Submitted for Printing**.
- 20. Click "Take Action" icon.

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

UAT Off-System Payment Request

Status

Payment Date

(20-May-2020)

Created Date

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT Off-System Payment Request	20-May-2020	20-May-2020	3		No	Formatting		

Reference	Reference Assigned by Administrator	Creation Date	Status	Take Action	Terminate
97684	UAT Off-System Payment Request	20-May-2020	Submitted for Printing		

19

Refresh Status

Payment Batch

Generate Off-System Payment (10/13)

21. Click the “Record Print Status” button.

Payment Process Requests >

Payment Instruction: 97644

ReprintRecord Print Status

Reference97644

Processing TypePrinted

Reference Assigned by AdministratorUAT System Cheque

StatusSubmitted for Printing

Creation Date18-May-2020

Comments

Payment Summary

...

Currency Code	Currency Name	Payments	Total Amount
HKD	Hong Kong Dollar	1	2,323.00
Total		1	

Table Diagnostics

Process Information

Process TypeStandard

Payments CompleteNo

Reporting

Separate Remittance Advice Created

Positive Pay File CreatedNo

Regulatory Report CreatedNo

Creation Details

Payment Process ProfileTDC HKD Cheque

Payment CurrencyHKD

Processing TypePrinted

Internal Bank AccountHKB-HKD-C1

Payment Instruction FormatTDC Print Cheque (Custom)

Payment Process RequestUAT System Cheque

Payment System

Source ProductPayables

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Payment Batch

Generate Off-System Payment (11/13)

22. Click “Continue” button.

Payment Process Requests > Payment Instruction: 97644 >

Record Print Status: Payment Instruction 97644

22

Cancel

Continue

Payment Document

TDC System Cheque 2

Paper Stock Type

Prenumbered Stock

Document Print Status

...

Printed Documents	Total
Setup	0
Overflow	0
Printed	1

Spoiled Documents 0

Skipped Documents 0

☐ Submit Positive Pay Program Immediately

Table Diagnostics

Revert to Original Status | ...

Document Number	Payment Reference	Trading Partner	Payee	Amount	Status
140637	253	DE-A Paper Products	DE-A Paper Products	2,323.00	Printed

Table Diagnostics

Record Spoiled Payment Documents

TIP

These documents will be recorded as Spoiled, and the payments will not be issued. The documents on the payments will return to an unpaid status.

Document Number From

Document Number To

Update Print Status

Record Skipped Payment Documents

TIP

These documents will be marked as unused and will be available for future print use.

Document Number From

Document Number To

Update Print Status

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Payment Batch

Generate Off-System Payment (12/13)

23. Click “Apply” button if to confirm the payment.

Payment Process Requests > Payment Instruction: 97644 > Record Print Status: Payment Instruction 97644 >

Warning

Are you sure you want to confirm the print status as final? This action cannot be reversed. You should not proceed with this action unless you are sure that all documents with the status of Printed were successfully printed. The payments will be marked as complete and the payment documents will be recorded as issued. If you complete this action and discover printing problems, you will need to void the payment and select the document to be paid in a new payment process.

Review Record Print Status: Payment Instruction 97644

Cancel

23

Apply

Payment Document

TDC System Cheque 2

Paper Stock Type

Prenumbered Stock

Document Print Status

...

Printed Documents	Total
Setup	0
Overflow	0
Printed	1

Spoiled Documents

0

Skipped Documents

0

Table Diagnostics

...

Document Number	Payment Reference	Trading Partner	Payee	Amount	Status
140637	253	DE-A Paper Products	DE-A Paper Products	2,323.00	Printed

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Payment Batch

Generate Off-System Payment (13/13)

24. The Payment Process Request is successfully confirmed.

Payment Process Requests

Save Search

Search

Advanced Search

Saved Searches

Note that the search is case insensitive

Payment Process Request

UAT Off-System Payment Request

Status

Payment Date

(20-May-2020)

Created Date

Go

Clear

Submit Single Request

Schedule Repeating Request

...

Details	Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments	Payments Recorded	Payment Process Request Status	Start Action	Terminate
	UAT Off-System Payment Request	20-May-2020	20-May-2020	3		No	Confirmed		

Reference

Reference Assigned by Administrator

Creation Date

Status

Take Action

Terminate

97684	UAT Off-System Payment Request	20-May-2020	Printed		
-------	--------------------------------	-------------	---------	--	--

Refresh Status

24

Payment Batch

Generate Remittance Advice in Batch

Payment Batch

Generate Remittance Advice in Batch (1/6)

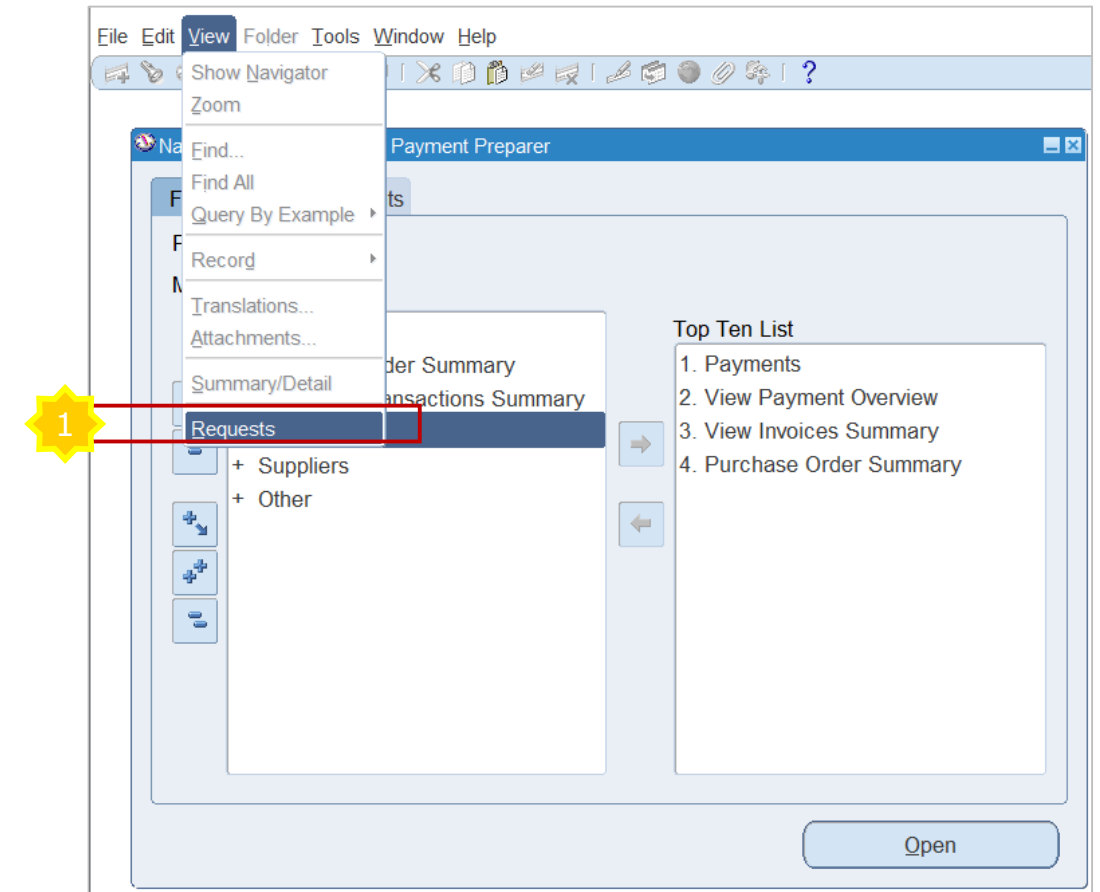
Responsibility:

TDC Payables Payment Preparer

1. Select View > Requests

Note: This section covers the following payment methods that generates remittance advice:

- Autopay – TDC
- Autopay – ES
- Autopay – POS
- T/T - TDC (Please select bank account)
- T/T - ES (Please select bank account)
- T/T - HKTDC LTD (Please select bank account)



Payment Batch

Generate Remittance Advice in Batch (2/6)

2. Click "Submit a New Request"

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh

Request ID

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☐ All My Requests

☒ Specific Requests

Request ID

Name %Remittance%Advice%

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By Request ID

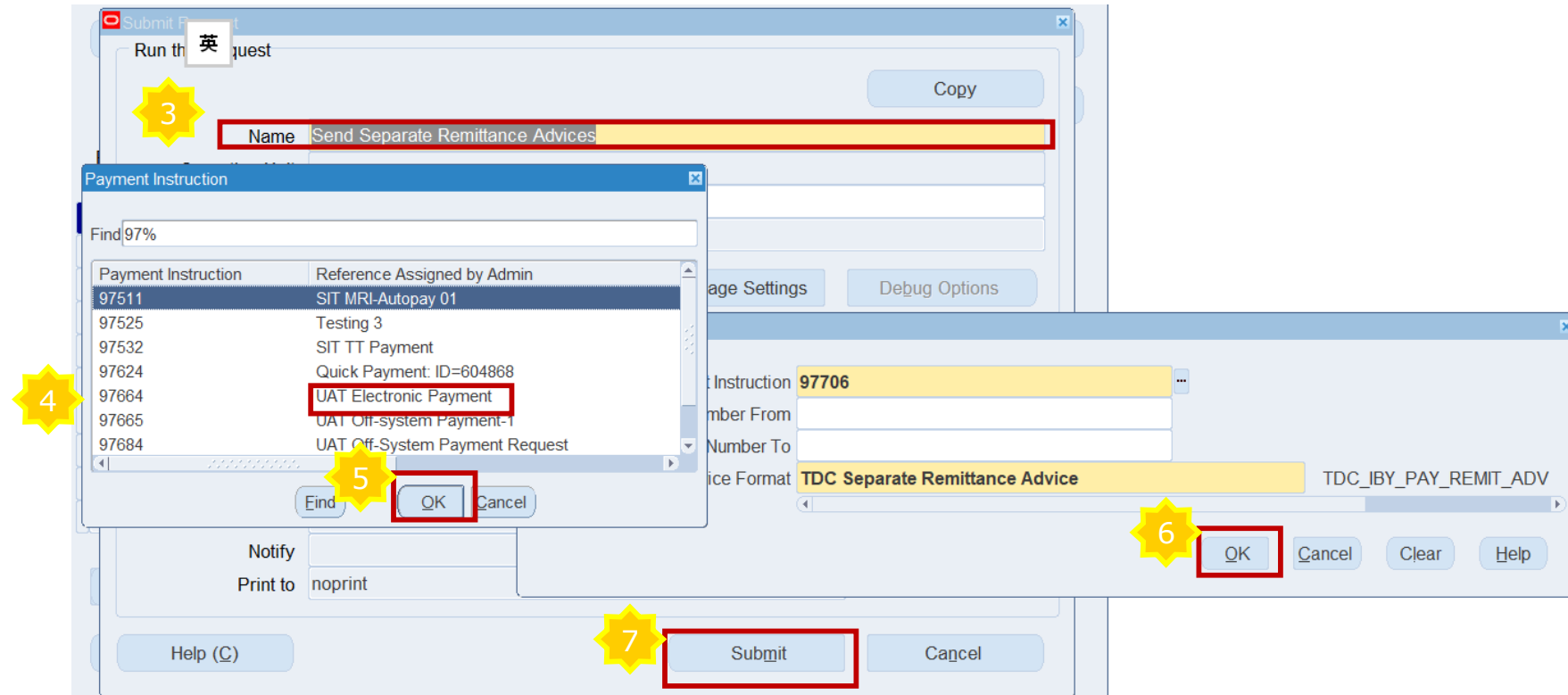
Select the Number of Days to View: 7

Submit a New Request Submit New Request Set Clear Find

Payment Batch

Generate Remittance Advice in Batch (3/6)

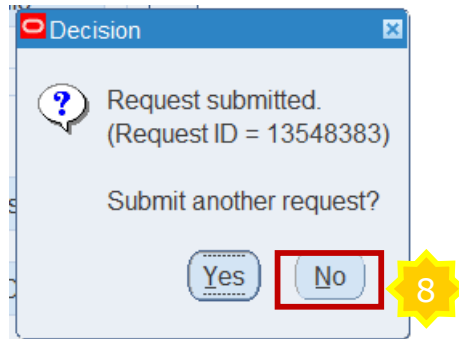
3. Select the "Send Separate Remittance Advice" request
4. For the Payment Instruction parameter, Open the LoV and look for the payment process request name
5. Click "OK"
6. Click "OK"
7. Click "Submit"



Payment Batch

Generate Remittance Advice in Batch (4/6)

8. Click "No"
9. Click "Find"



A "Find Requests" dialog box with a blue header. It contains several radio buttons for filtering: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status", "Phase", and "Requestor". There is a checkbox for "Include Request Set Stages in Query" and a dropdown menu for "Order By" set to "Request ID". A label "Select the Number of Days to View:" is followed by a text input containing "7". At the bottom are four buttons: "Submit a New Request", "Submit New Request Set", "Clear", and "Find". The "Find" button is highlighted with a red rectangular box, and a yellow star with the number "9" is placed next to it.

Payment Batch

Generate Remittance Advice in Batch (5/6)

10. Find the request of your payment request, and select

11. Click "View Output"



Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
13544252	Send Separate Remittance		Completed	Normal	97665, , , TDC_IBY_PAY_REM
13543755	Send Separate Remittance		Completed	Normal	97664, , , TDC_IBY_PAY_REM

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)



Payment Batch

Generate Remittance Advice in Batch (6/6)

Find the remittance advice in PDF.

If you chose to sent email remittance advice to the supplier in the supplier master, the email will be sent automatically and not included in the following PDF output.

Remittance Advice


3M Hong Kong Ltd
5/F, Victoria Centre, 15 Watson Rd
Hong Kong

Hong Kong

Vendor Number : 0011329
Account Name : 3M Hong Kong Limited
Bank Account No. : 006-391-08061734
Payment Date : 22/05/2020

Payment Batch No. : UAT Electronic Payment

Invoice No./ Claim Ref.-	Invoice Date/ Claim On	Description	Amount (HKD)
UATAP002	18/05/2020	UAT Training Autopay	11.00
			11.00

Hong Kong Trade Development Council 香港貿易發展局
38/F Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong
香港灣仔港康道1號會議廣場38樓公大匯貿中心
Tel: (852) 1830 668 Fax: (852) 2824 0249

Page No.: 1 of 1

www.hktdc.com

Payment Batch

Generate Remittance Advice for
Separated Payment

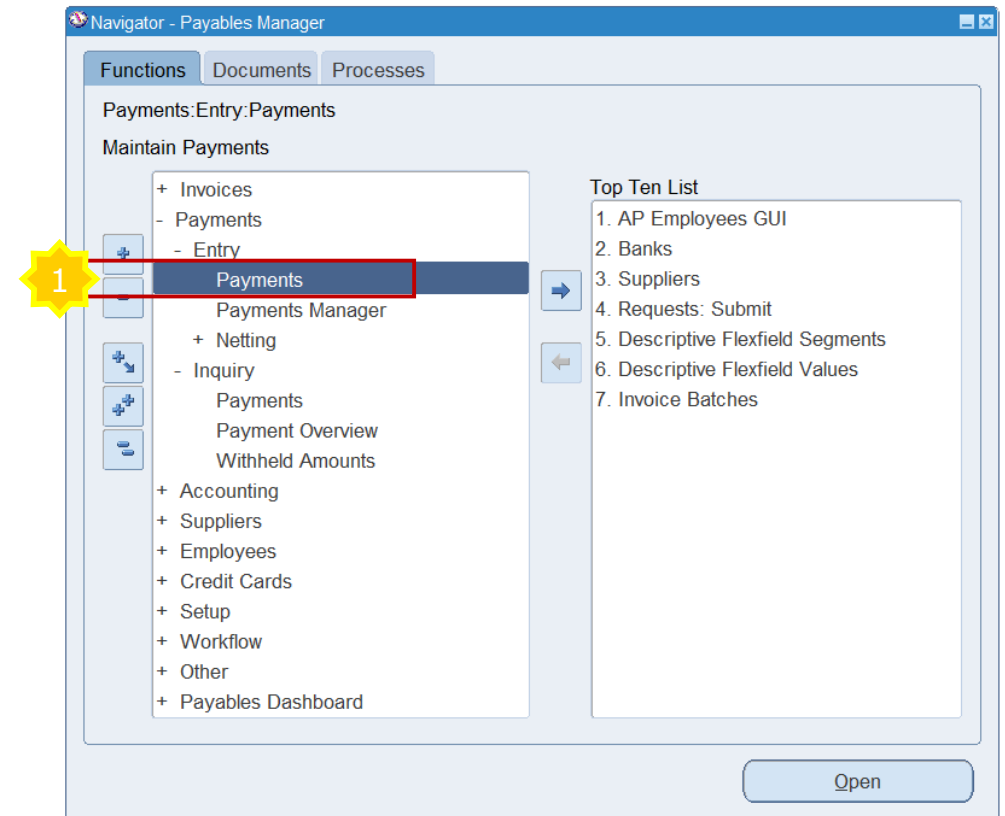
Payment Batch

Generate Remittance Advice for Separated Payment (1/4)

Responsibility:


TDC Payables Payment Preparer

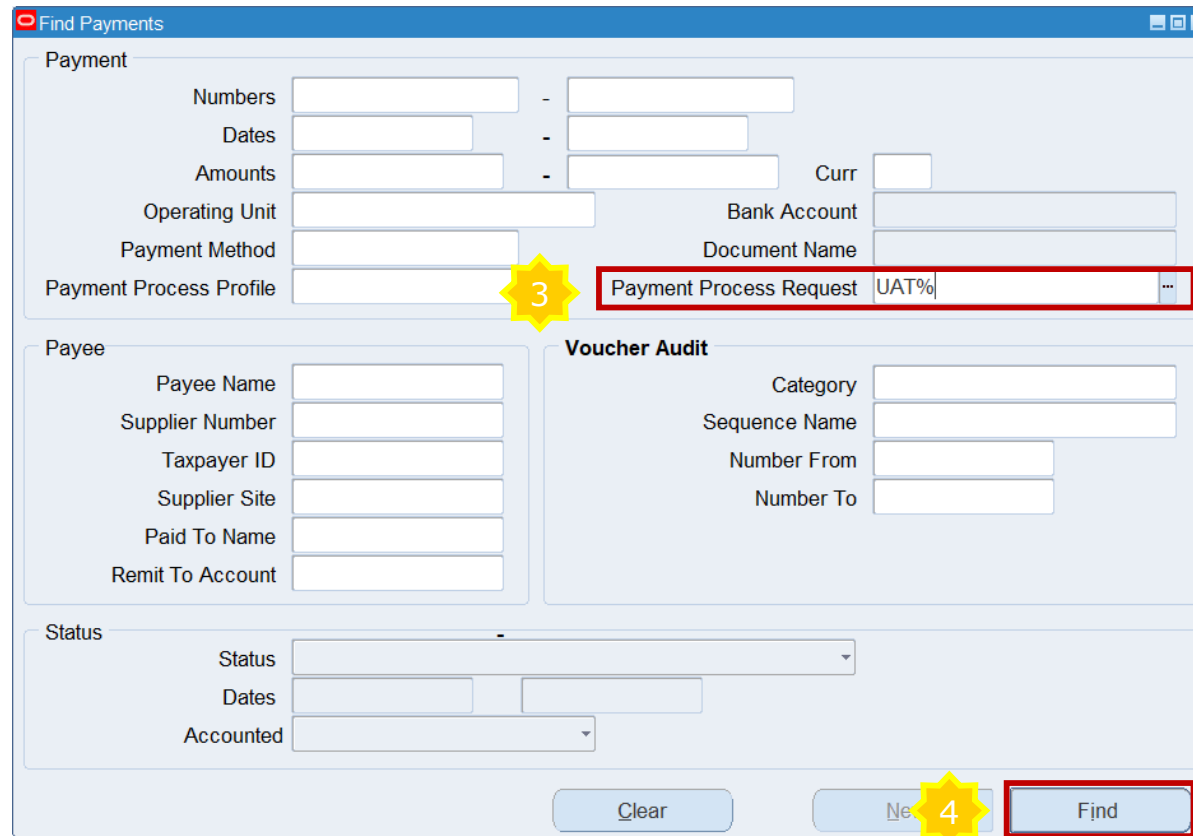
1. Payments > Entry > Payments



Payment Batch

Generate Remittance Advice for Separated Payment (2/4)

2. Click "Find". 
3. Enter keyword in "Payment Process Request" (use "%" for wildcard search), or use other criteria to search for the payment.
4. Click on the "Find" button.



The screenshot shows the 'Find Payments' window with the following fields and annotations:

- Payment Section:**
 - Numbers: [] - []
 - Dates: [] - []
 - Amounts: [] - []
 - Curr: []
 - Operating Unit: []
 - Bank Account: []
 - Payment Method: []
 - Document Name: []
 - Payment Process Profile: []
 - Payment Process Request:** UAT% (highlighted with a red box and a yellow star with the number 3)
- Payee Section:**
 - Payee Name: []
 - Supplier Number: []
 - Taxpayer ID: []
 - Supplier Site: []
 - Paid To Name: []
 - Remit To Account: []
- Voucher Audit Section:**
 - Category: []
 - Sequence Name: []
 - Number From: []
 - Number To: []
- Status Section:**
 - Status: []
 - Dates: []
 - Accounted: []
- Buttons:**
 - Clear
 - Next (highlighted with a yellow star with the number 4)
 - Find** (highlighted with a red box)

Payment Batch

Generate Remittance Advice for Separated Payment (3/4)

5. Select the payment for which remittance advice is to be printed or sent.
6. Click "Action"

The screenshot shows the SAP Payments (Payables Manager) window. The top section contains a table with columns: Type, Operating Unit, Trading Partner, Supplier Number, Supplier Site, and Trading Partner Address. The second row is highlighted with a red border and a yellow star labeled '5'. Below this is a table with columns: Number, Date, Amount, GL Date, and Payment Amount. The first row of this table is also highlighted with a red border. At the bottom of the window, there is a button labeled 'Actions... 1' which is highlighted with a red border and a yellow star labeled '6'. Other buttons visible include 'Invoice Overview', 'Enter/Adjust Invoices', and 'Payment Overview'.

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Trading Partner Address
Paymer	TDC Operating Unit	3M Hong Kong Ltd	0011329	BILLING	5/F, Victoria Centre, 15 W
Paymer	TDC Operating Unit	DE-A Paper Products	000681	BILLING	Flat B, 9/F, Reality Tower,

Number	Date	Amount	GL Date	Payment Amount
UATAP001	18-MAY-2020	2,000.00	22-MAY-2020	2,000.00

Description: UAT Training Autopay

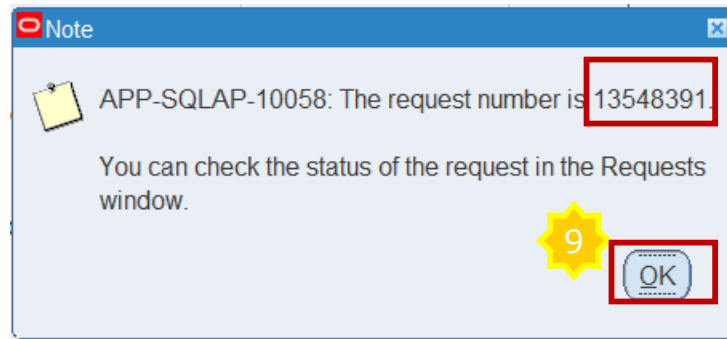
Accounting: Unprocessed

Buttons: Invoice Overview, Enter/Adjust Invoices, Payment Overview, Actions... 1

Payment Batch

Generate Remittance Advice for Separated Payment (4/4)

7. Select "Print Remittance Advice".
8. Click "OK".
9. Note the request number.



A screenshot of the 'Payment Actions' window. The window has a blue title bar with the text 'Payment Actions'. Inside, there are several options and input fields. A yellow star with the number '7' is placed next to the 'Print Remittance Advice' checkbox, which is checked and highlighted with a red rectangular box. Below this, the 'Program' field is set to 'TDC Separate Remittance'. There are also fields for 'Payment Date', 'Payment Rate', 'New Paper Document Num', and 'Voucher Num'. Below these, there are checkboxes for 'Reissue', 'Initiate Stop', and 'Void'. The 'Initiate Stop' checkbox is checked. There are also fields for 'Date', 'GL Date', and 'Invoice Action' (set to 'None'). At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangular box and has a yellow star with the number '8' next to it.

Payment Batch

Generate Remittance Advice for Separated Payment (4/4)

10. Select "View" → "Requests".
11. Click "Find".
12. Select the request
13. Click "View Output" to view the printed remittance advice

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☐ Include Request Set Stages in Query
 Order By **Request ID**

Select the Number of Days to View:

Requests

Refresh Data

Find Requests

Submit a New Request

Submit New Request Set

☐ Auto Refresh (X)

Copy Single Request

Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
13548391	Send Separate Remittance		Completed	Normal	97664, 255, 255, TDC_IBY_P_▲
13548383	Send Separate Remittance		Completed	Normal	97664, , , TDC_IBY_PAY_REM
13548365	TDC Separate Remittance		Completed	Error	Training Autopay 20200522
13548350	Compile Security		Completed	Normal	N
13548348	Compile Security Menu		Completed	Normal	68012, Y
13548343	Compile Security Menu		Completed	Normal	68012, Y
13548340	Format Payment Instructor		Completed	Normal	97706, N, , , , , , , , , ,
13548339	Build Payments		Completed	Normal	200, UAT Electronic Payment :
13548335	Build Payments		Completed	Normal	200, UAT Electronic Payment :
13548334	Scheduled Payment Select		Completed	Normal	97768

Hold Request

View Details

Rerun Request

View Output

Cancel Request

Diagnostics

Reprint/Republish (J)

View Log (K)

Payment Request Process Inquiry

Payment Request Process Inquiry

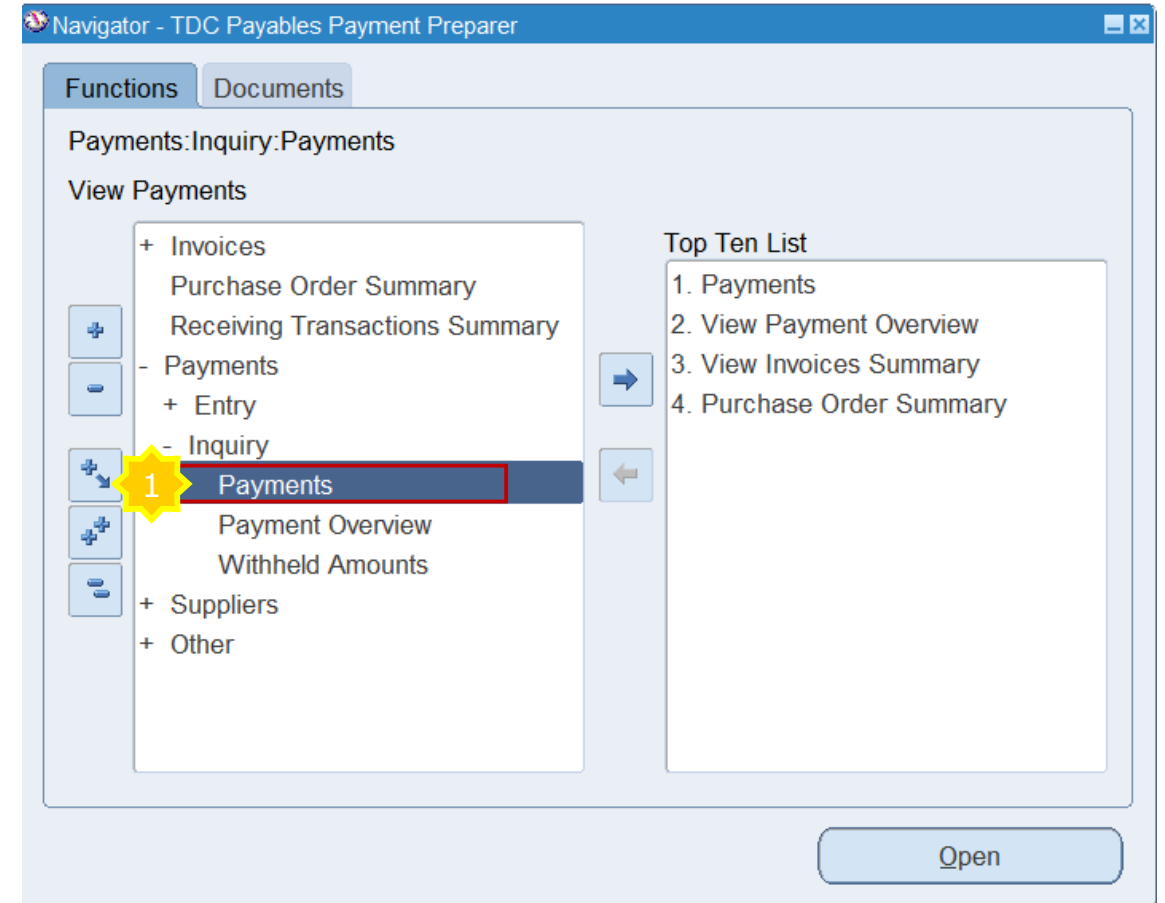
Payment Request Process Inquiry

Payment Request Process Inquiry (1/4)

Responsibility:

TDC Payables Payment Preparer

1. Payments > Inquiry > Payments



Payment Request Process Inquiry

Payment Request Process Inquiry (2/4)

2. Enter keyword in "Payment Process Request" (use "%" for wildcard search)
3. Click on the "Find" button.

The screenshot shows the 'Find Payments' window with the following fields and controls:

- Payment Section:**
 - Numbers: [] - []
 - Dates: [] - []
 - Amounts: [] - []
 - Curr: []
 - Operating Unit: []
 - Bank Account: []
 - Payment Method: []
 - Document Name: []
 - Payment Process Profile: []
 - Payment Process Request:** UAT% (highlighted with a red box and a yellow star with the number 2)
- Payee Section:**
 - Payee Name: []
 - Supplier Number: []
 - Taxpayer ID: []
 - Supplier Site: []
 - Paid To Name: []
 - Remit To Account: []
- Voucher Audit Section:**
 - Category: []
 - Sequence Name: []
 - Number From: []
 - Number To: []
- Status Section:**
 - Status: []
 - Dates: []
 - Accounted: []
- Buttons:**
 - Clear
 - Next (highlighted with a yellow star with the number 3)
 - Find** (highlighted with a red box)

Payment Request Process Inquiry

Payment Request Process Inquiry (3/4)

4. Select the payment process request you would like to inquiry
5. Click on the "OK" button.

The screenshot shows the 'Find Payments' application window. The 'Payment Process Profile' section is highlighted with a yellow star labeled '4'. The 'Payment Process Requests' dialog box is open, showing a table of payment process requests. The 'UAT Electronic Payment' row is highlighted with a red box. The 'OK' button is also highlighted with a red box and a yellow star labeled '5'.

Payment Process Request	Date Created
UAT Electronic Payment	19-MAY-2020
UAT Cashier Order	19-MAY-2020
UAT Off-system Payment	19-MAY-2020
UAT System Cheque	18-MAY-2020

Payment Request Process Inquiry

Payment Request Process Inquiry (4/4)

6. Click any place of the payment you would like to inquiry
7. Click "Invoice Overview" to review the invoice chosen for payment
8. Click "Payment Overview" to review the payment details

Payments (TDC Payables Payment Preparer)

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Trading Partner Address
Paymer	TDC Operating Unit	3M Hong Kong Ltd	0011329	BILLING	5/F, Victoria Centre, 15 W
Paymer	TDC Operating Unit	DE-A Paper Products	000681	BILLING	Flat B, 9/F, Reality Tower,

Number	Date	Amount	GL Date	Payment Amount	[]
UATAP002	18-MAY-2020	11.00	22-MAY-2020	11.00	

Description: UAT Training Autopay

Accounting: Unprocessed

Buttons: Invoice Overview, Payment Overview

Maintain Payment Process Request Template

Maintain Payment Process Request Template

Maintain Payment Process Request Template

Maintain Payment Process Request Template (1/8)

A payment template is a template for payment process request with following pre-defined parameters and options:

- Payment Method
- Payment Currencies
- Debit Bank Account (i.e. TDC Bank Account used to pay the invoices)
- Payment Document
- Payment Process Profile
- Payment Exchange Rate Type (it indicates the system which exchange rate should be used)
- Payment Process Automation options
- Validation Failure Results options

The purpose of setting up payment template is to facilitate the payment by batch (i.e. avoid errors in selecting payment parameters and simplify the operations)

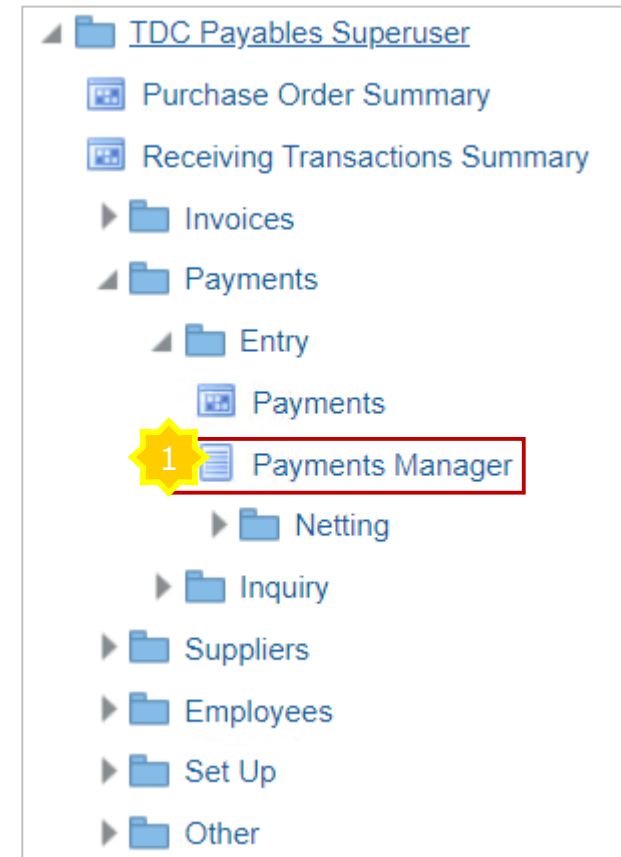
Maintain Payment Process Request Template

Maintain Payment Process Request Template (2/8)

Responsibility:

TDC Payables Superuser

1. Invoice > Payments > Entry > Payments Manager



Maintain Payment Process Request Template

Maintain Payment Process Request Template (3/8)

- 2. Click the “Templates” tab.
- 3. Enter the search criteria (e.g. %Autopay%TDC%) and click the “Go” button to search for an existing template.
- 4. Click the “Update” icon of the to-be-updated payment process request template
- 5. Or click “Create” for adding new payment process request template

Home

Templates

Payment Process Requests

Payment Instructions

Payments

Payment Process Request Templates

Search

Note that the search is case insensitive

2

Template Name %Autopay%TDC%

Q

Type

Q

Status Active

3

Go

Clear

5

Create

...

Template Name	Description	Type	Status	Run Cash Requirements Report	Submit Single Request	Schedule Repeating Requests	Update
Autopay – TDC			Active				4

Table Diagnostics

Diagnostic Console

Maintain Payment Process Request Template

Maintain Payment Process Request Template (4/8)

- 6. Maintain "Name" of the payment process request template
- 7. Specify "Additional Pay Through Days"
- 8. Specify "Payment Method"

Home

Templates

Payment Process Requests

Payment Instructions

Payments

Templates >

Update Payment Process Request Template: Autopay – TDC

Cancel

Apply

* Indicates required field

6

Name

Autopay – TDC

Description

User

SETUP1

Template Type

End Date

(13-May-2020)

Scheduled Payment Selection Criteria

Payment Attributes

Process Automation

Validation Failure Results

Additional Information

7

Number of Pay From Days

Additional Pay Through Days

14

Payment Priority High

1

Payment Priority Low

99

(1 is highest priority, and 99 is lowest)

☐ Include Only Due

Supplier Type

Payee

8

Payment Method

Electronic

Document Exchange Rate Type

☐ Include Zero Amount

Maintain Payment Process Request Template

Maintain Payment Process Request Template (5/8)

- 9. Specify the desired Pay Group (or choose "All" to include all enabled pay group in the system).
- 10. Specify the desired Payment Currencies (or choose "All" to include all enabled currencies in the system).
- 11. Specify the desired Legal Entity (or choose "All" to include any legal entities in the system).
- 12. Specify the desired Operating Units (or choose "All" to include any operating units in the system).

9

Pay Groups

Values ☐ All ☒ Specify

Add | ...

Pay Group	Remove
TDC-Auto	

Table Diagnostics

11

Legal Entities

Values ☐ All ☒ Specify

Add | ...

Legal Entity Name	Remove
TDC Legal Entity	

Table Diagnostics

10

Payment Currencies

Values ☐ All ☒ Specify

Add | ...

Code	Currency Name	Remove
HKD	Hong Kong Dollar	

Table Diagnostics

12

Operating Units

Values ☐ All ☒ Specify

Add | ...

Operating Unit	Remove
TDC Operating Unit	

Table Diagnostics

Diagnostic Console

Cancel Apply

Maintain Payment Process Request Template

Maintain Payment Process Request Template (6/8)

- 13. Specify the rule of deriving the Payment Date.
- 14. Specify the Debit Bank Account (i.e. TDC’s payment bank account).
- 15. Specify the Payment Document (i.e. for system printed cheque, it is the predefined cheque book of the debit bank account)
- 16. Specify the Payment Process Profile.
- 17. Specify the Payment Exchange Rate Type.

Update Payment Process Request Template: Autopay – TDC

Cancel

Apply

*

Indicates required field

NameAutopay – TDC

Description

UserSETUP1

Template Type

End Date(13-May-2020)

Scheduled Payment Selection Criteria

Payment Attributes

Process Automation

Validation Failure Results

Additional Information

13

Payment Date

Same as Request Date

Extra Days

3

14

Disbursement Bank Account

HKB-HKD-C1

15

Payment Document

TDC Autopay 2

16

Payment Process Profile

TDC Autopay DUMMY

17

*

Payment Exchange Rate Type

Book

Override Settlement Priority

Override Bank Charge Bearer

Transfer Priority

Starting Voucher Number

Diagnostic Console

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Maintain Payment Process Request Template

Maintain Payment Process Request Template (7/8)

- 18. Check the option if allow manual exclusion of selected invoices for the payment.
- 19. Check the option if allow manual exclusion of proposed payments (i.e. invoices with the same supplier, supplier site and currency are grouped into 1 proposed payment).
- 20. Specify the "Create Payment Instruction"

Update Payment Process Request Template: Autopay – TDC

Cancel Apply

* Indicates required field

Name Autopay – TDC

Description

User SETUP1

Template Type

End Date (13-May-2020)

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

Diagnostic Console

Maintain Payment Process Request Template

Maintain Payment Process Request Template (8/8)

- 21. Select the desired action in case there is validation failure during invoice selection.
- 22. Select the desired action in case there is validation failure during the proposed payment generation.
- 23. Click "Apply" button to save the changes.

Update Payment Process Request Template: Autopay – TDC

Can **23** Apply

* Indicates required field

Name	Autopay – TDC	Template Type	<input type="text"/>
Description	<input type="text"/>	End Date	(13-May-2020)
User	SETUP1		

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.

21	Document	Reject all Documents for Payee when any Document Fails ▼
22	Payment	Reject Only Payments with Errors ▼

Diagnostic Console

Q&A





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