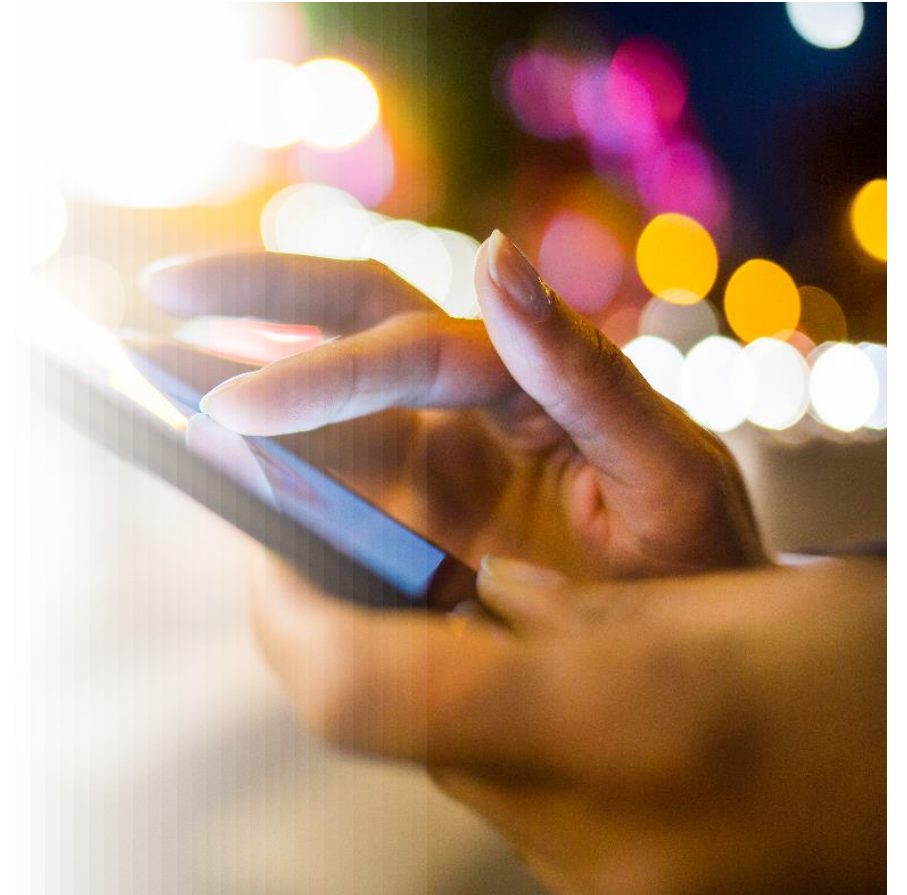# Deloitte.

德勤

Hong Kong Trade Development Council

End User Training – Payables (Invoice)

27 AUG 2020

Agenda

- Create Invoices
  - Create/ Search Invoice Batch
  - Create Direct Invoice
  - Create PO Invoice
- Q&A

Create Invoice

Create/ Search Invoice Batch

Create Invoice

Create Invoice Batch (1/2)

New fields will be available for entering Project, Task, Expenditure Type or Revenue Event Type when entering project related invoice lines.
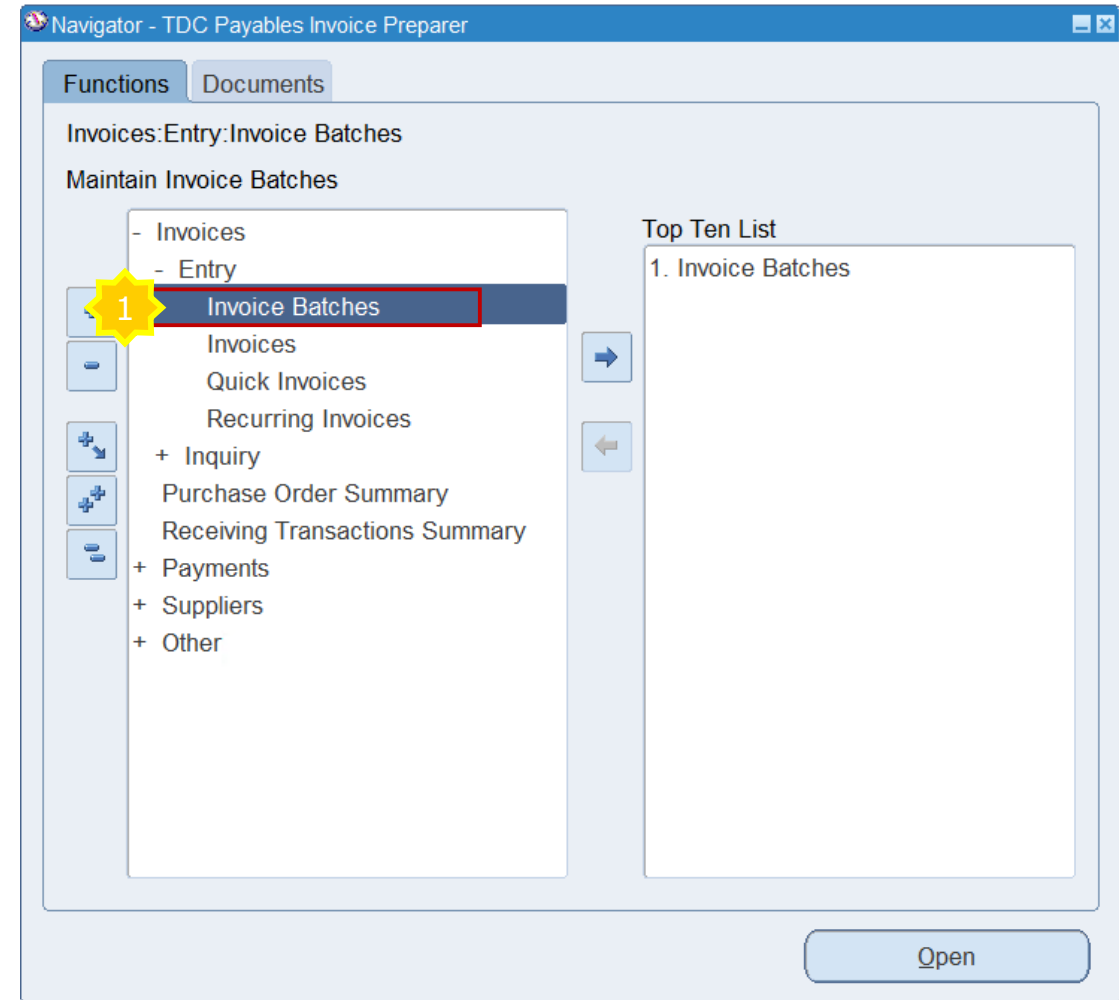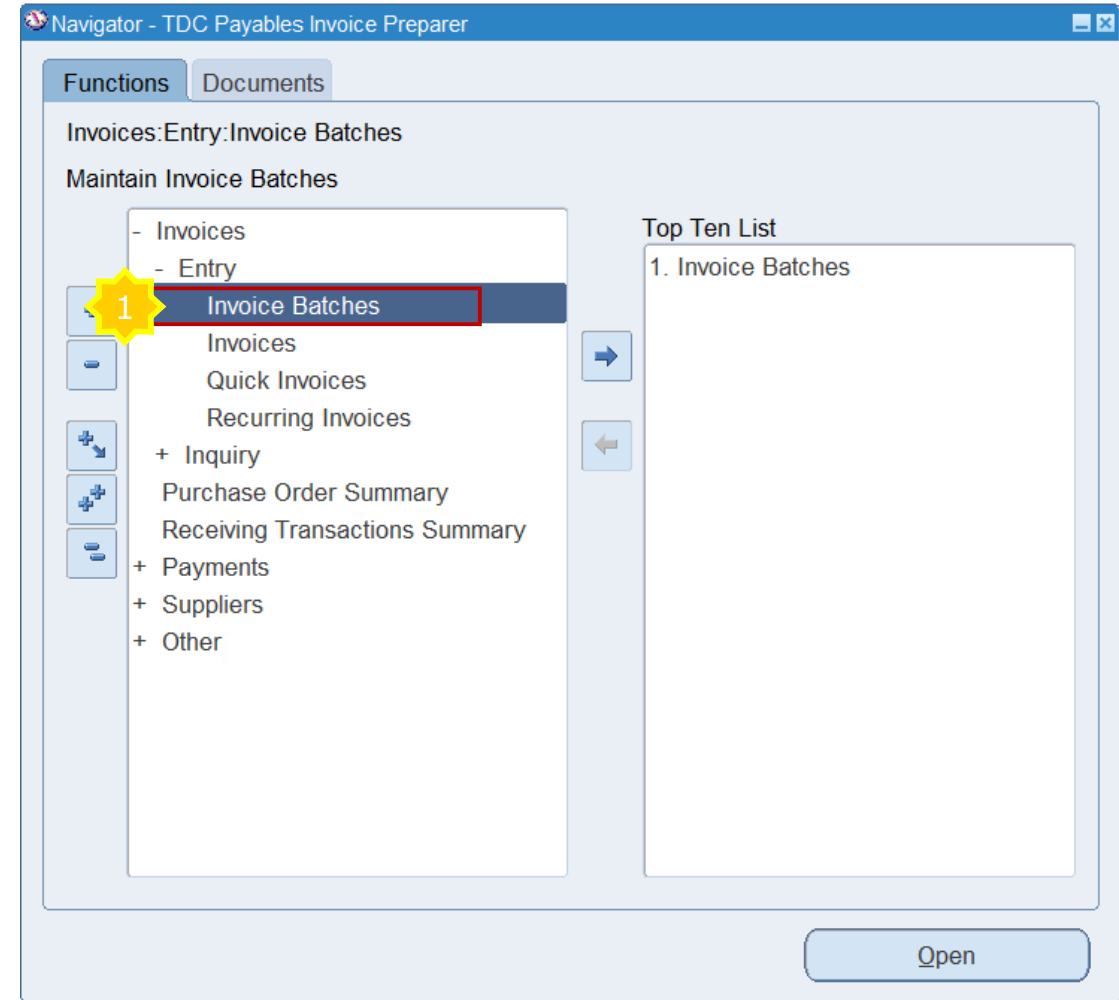
Responsibility:

TDC Payables Invoice Preparer

TDC Payables Invoice Preparer (ES)

TDC Payables Invoice Preparer (JBCC)

1. Invoices > Entry > Invoice Batches

Create Invoice

Create Invoice Batch (2/2)

2. Enter invoice batch name.
3. Click "DFF"
4. Select "F&A Invoice Approver"
5. Click "OK"
6. Click "Invoices" button to start entering invoices in this batch.

Create Invoice

Search Invoice Batch (1/2)

Responsibility:

TDC Payables Invoice Preparer

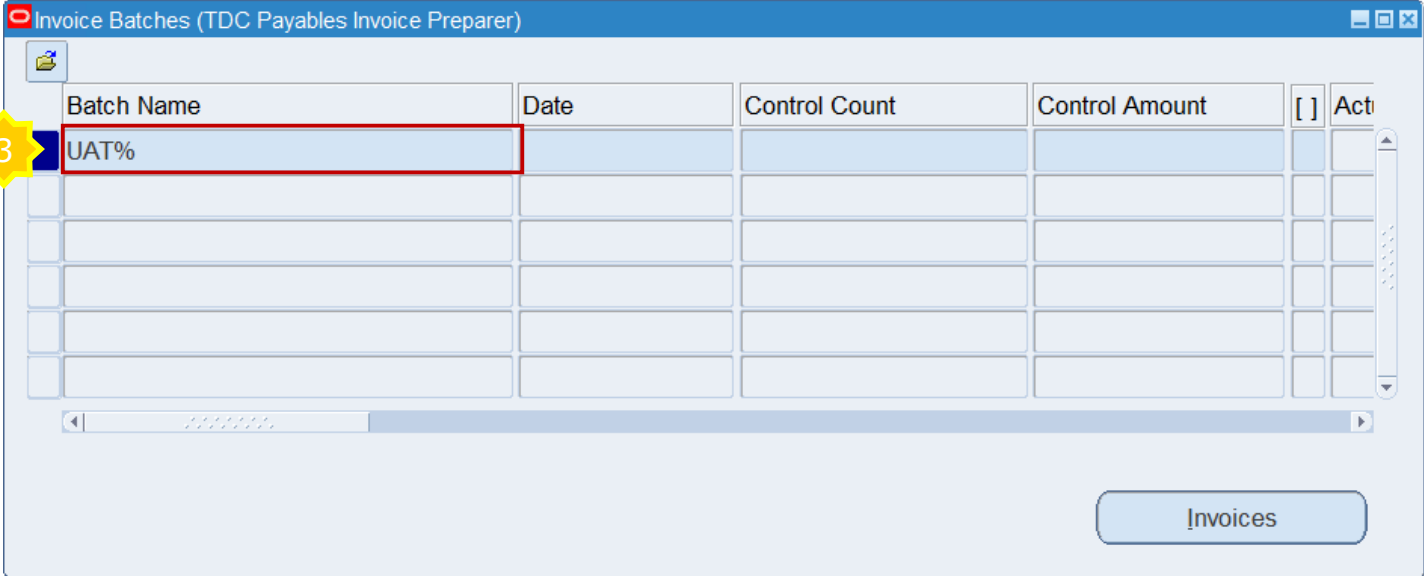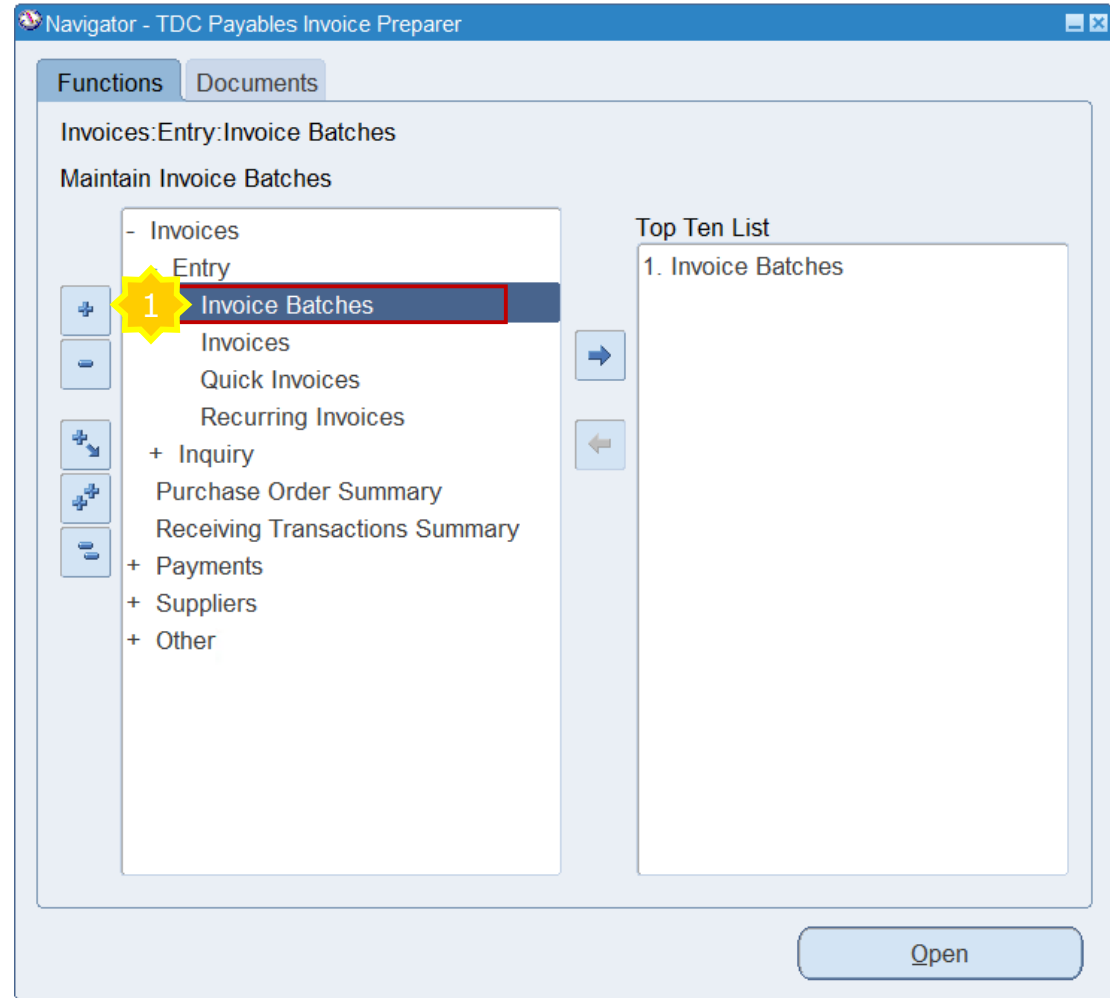TDC Payables Invoice Preparer (ES)

TDC Payables Invoice Preparer (JBCC)

1. Invoices > Entry > Invoice Batches

Create Invoice

Search Invoice Batch (2/2)

2. Press key "F11"
3. Enter field value in "Batch Name" field for record searching. (Note: wild card character is "%", e.g. UAT%)
4. Press key "Ctrl" + "F11"

Create Invoice
Create Direct Invoice

Create Invoice

Create Direct Invoice (1/11)

Responsibility:

TDC Payables Invoice Preparer

TDC Payables Invoice Preparer (ES)

TDC Payables Invoice Preparer (JBCC)

1. Invoices > Entry > Invoice Batches

Create Invoice

Create Direct Invoice (2/11)

2. Create/ Search an invoice batch.
3. Click Invoices

Create Invoice

Create Direct Invoice (3/11)

4. Click "Add Record" icon to add another invoice (If there is no existing invoice in the invoice batch, skip the following tasks and directly perform tasks in Step (7).
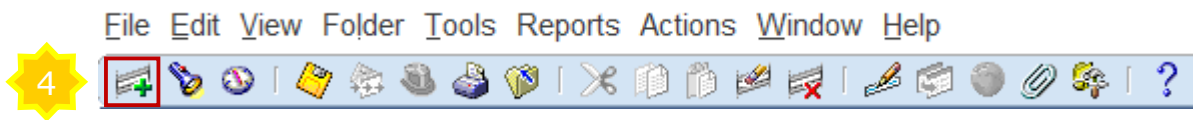
5. Click "Folder" and select "General"
6. Click "Ok
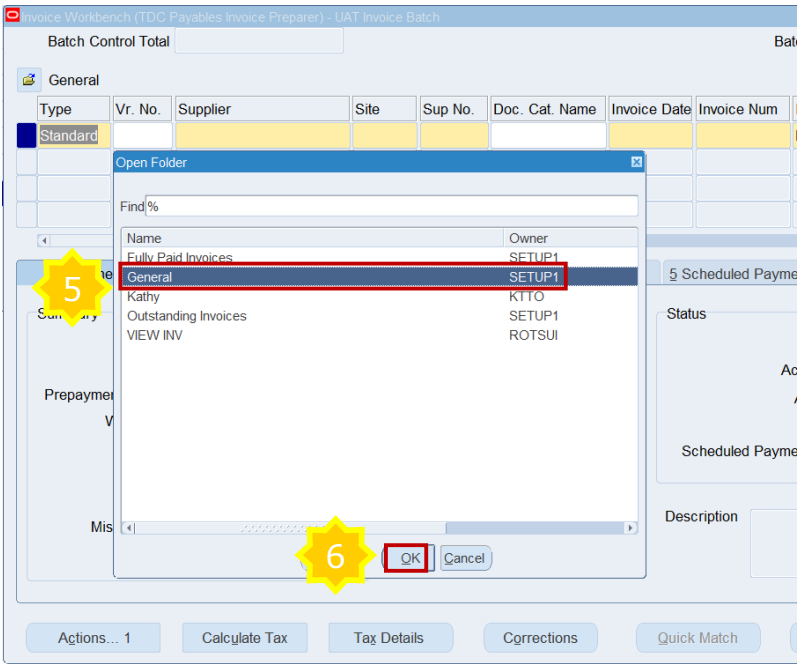
Create Invoice

Create Direct Invoice (4/11)

7. Select the "Supplier" or "Supplier No."
8. Select the "Supplier Site" of the supplier.
9. Select "Doc. Cat. Name"
10. Enter "Invoice Date", "Invoice Num", Enter "Inv. Curr", "Invoice Amount", "Description"

Create Invoice

Create Direct Invoice (5/11)

Scroll to the right.

11. Overwrite the default "Payment Terms" and "Payment Method" of this supplier site if appropriate.
12. Enter "Pay Group"
13. Check the Pay Alone checkbox to issue a separate payment for this invoice (i.e. not paid with other invoices of the same supplier site).
14. Update the GL Date if the default value (i.e. invoice date) is not suitable.

Create Invoice

Create Direct Invoice (6/11)

Scroll to the right.

15. If you entered a foreign currency invoice, the Rate Type will be defaulted to "Corporate" (book rate). Select the "User" rate type to manually specify an exchange rate for this invoice.

Create Invoice

Create Direct Invoice (7/11)

Scroll to the right.

16. Enter the Liability Account. The fund source segment of the liability account will be automatically changed to matched the invoice expense distributions when transferring the journal entries to GL.

Create Invoice

Create Direct Invoice (8/11)

Scroll to the right.
17. Select any field of the invoice and click the "Lines" tab
18. Enter the invoice line amount.
19. Optionally enter the "Quantity Invoiced"
20. Click "Distributions"

Create Invoice

Create Direct Invoice (9/11)

21. Enter the invoice distribution line amount.
22. Override the GL Date defaulted from the invoice header & line if appropriate.
23. For <u>non-project related transactions</u>, Enter the invoice charge distribution account. For project related transactions, leave the invoice charge distribution account blank.
24. Override the distribution line description defaulted from the line description if appropriate.

Create Invoice

Create Direct Invoice (10/11)

25. For project related transactions, select "Project" number and the following project attributes
26. Select the "Task" number
27. Select the "Expenditure Type"
28. Select the "Expenditure Organization"
29. Save the distribution, the invoice charge distribution account will be generated automatically

Note: The project attributes entered should match the nature, project activity, sub-activity, activity-location and analysis codes of the account entered.

Create Invoice

Create Direct Invoice (11/11)

30. (Optional) If additional distribution line is needed, click the "Add Record" icon and then repeat step (9) and (10) on the new distribution line.
31. Otherwise, save the record.
32. Close the Distributions form

Create Invoice
Create PO Invoice

Create Invoice

Create PO Invoice (1/12)

Responsibility:

TDC Payables Invoice Preparer

TDC Payables Invoice Preparer (ES)

TDC Payables Invoice Preparer (JBCC)

1. Invoices > Entry > Invoice Batches
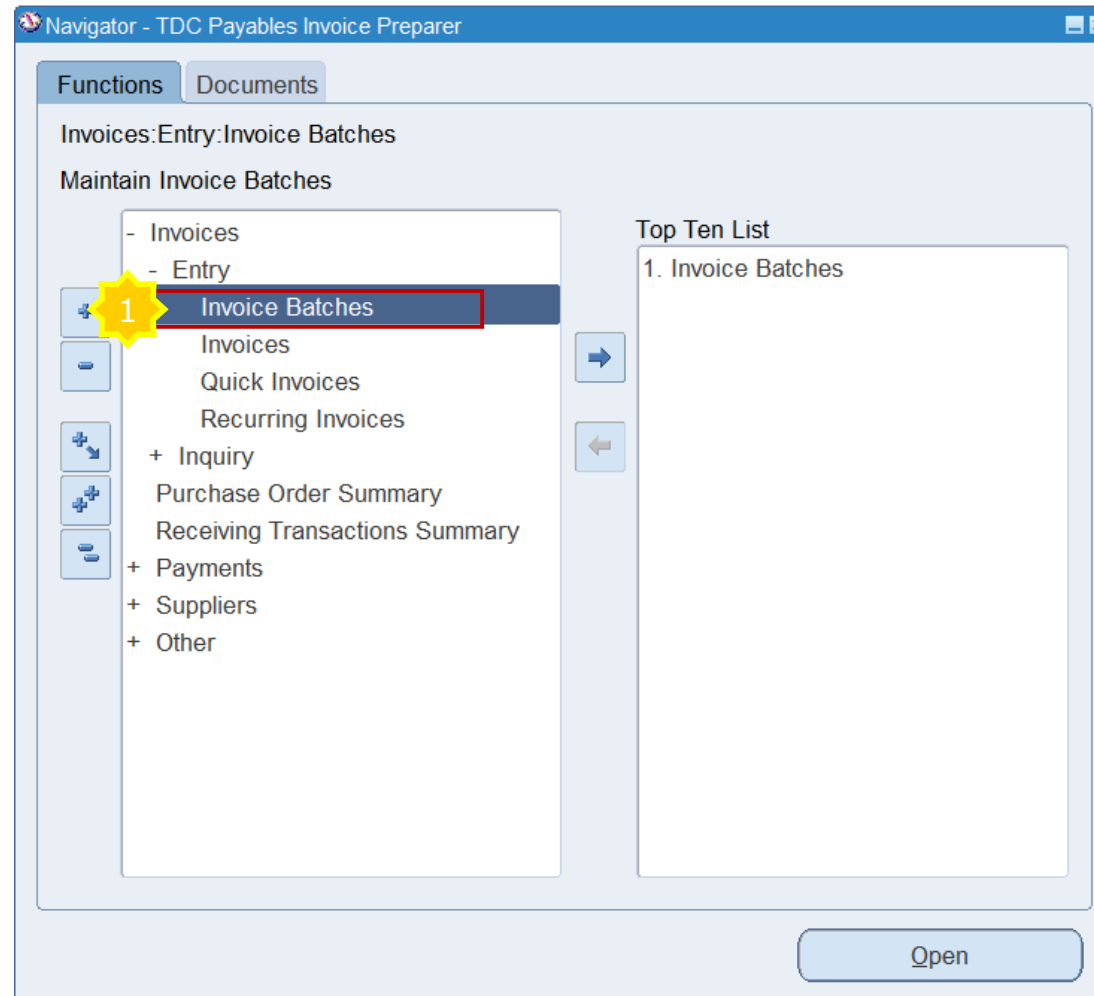
Create Invoice

Create PO Invoice (2/12)

2. Create/ Search an invoice batch.
3. Click Invoices

Create Invoice

Create PO Invoice (3/12)

4. Click "Add Record" icon to add another invoice (If there is no existing invoice in the invoice batch, skip the following tasks and directly perform tasks in Step (7).
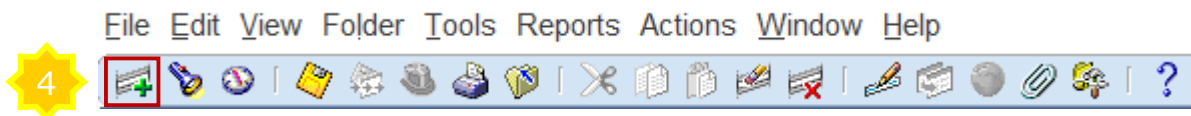
5. Click "Folder" and select "General"
6. Click "Ok
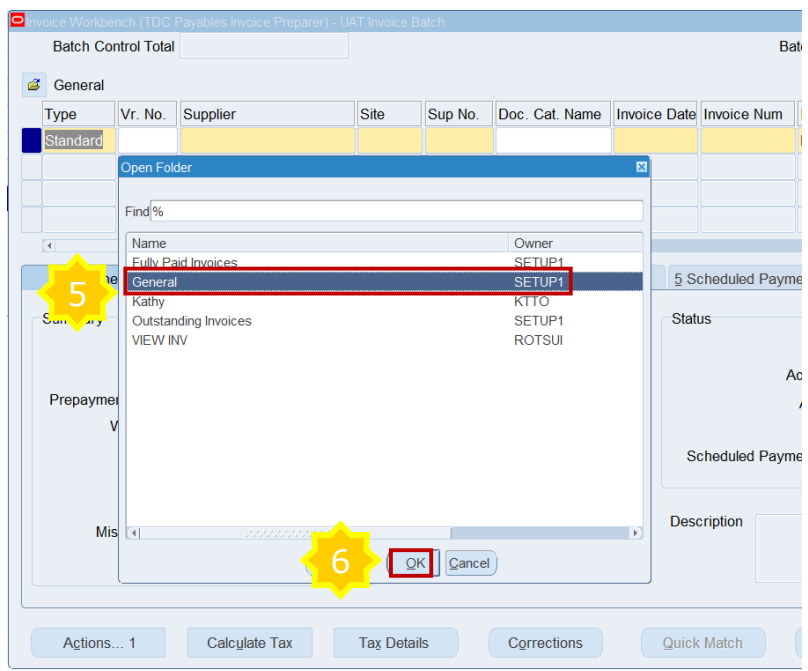
Create Invoice

Create PO Invoice (4/12)

7. Complete the invoice information following the steps in "Create Direct Invoice" section
8. Click "Match"

Create Invoice

Create PO Invoice (5/12)

9. Enter any search criteria to find the PO to be matched.
10. Click "Find".

Create Invoice

Create PO Invoice (6/12)

11. Check the "Match" option checkbox of the to-be-matched PO Shipment Line.
12. Change the value of the matching quantity if the default value is not suitable.
13. (To match the PO on shipment level) Click the "Match" button after matching information is confirmed and skip the steps on the next slide.
14. (To match the PO on distribution level) Click the "Distribute…" button

Create Invoice

Create PO Invoice (7/12)

15. (To match the PO on distribution level) Check the "Match" option checkbox of the to-be-matched PO Distribution Line.
16. (To match the PO on distribution level) Enter the value of the matching quantity.
17. (To match the PO on distribution level) Click the "Match" button after matching information is confirmed.

Create Invoice

Create PO Invoice (8/12)

18. Click on the invoice line record just created by the matching.
19. Click the "Distributions" button.

Create Invoice

Create PO Invoice (9/12)

Review the distribution information and scroll to the right

Create Invoice

Create PO Invoice (10/12)

Project attributes are derived from the matched PO

Create Invoice

Create PO Invoice (11/12)

If there is no need to match another PO to this invoice, skip the following steps.

20. Click on the invoice record to select the invoice for matching.
21. Change the Invoice Amount if it is required.
22. Click the "Match" button.

Create Invoice

Create PO Invoice (12/12)

23. Enter Another PO No. in the "Num" field of Purchase Order section.
24. Click the "Find" button.
Repeat the steps on steps 5 to 7 to match the PO.

Q&A

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