

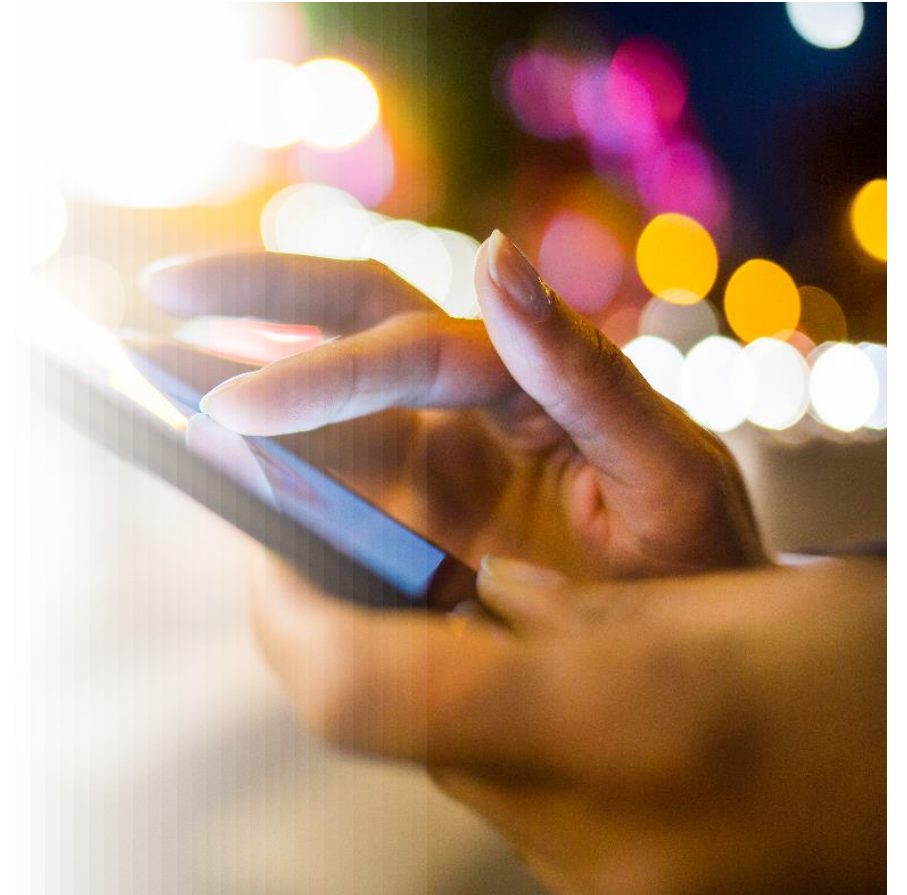
Hong Kong Trade Development Council

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.

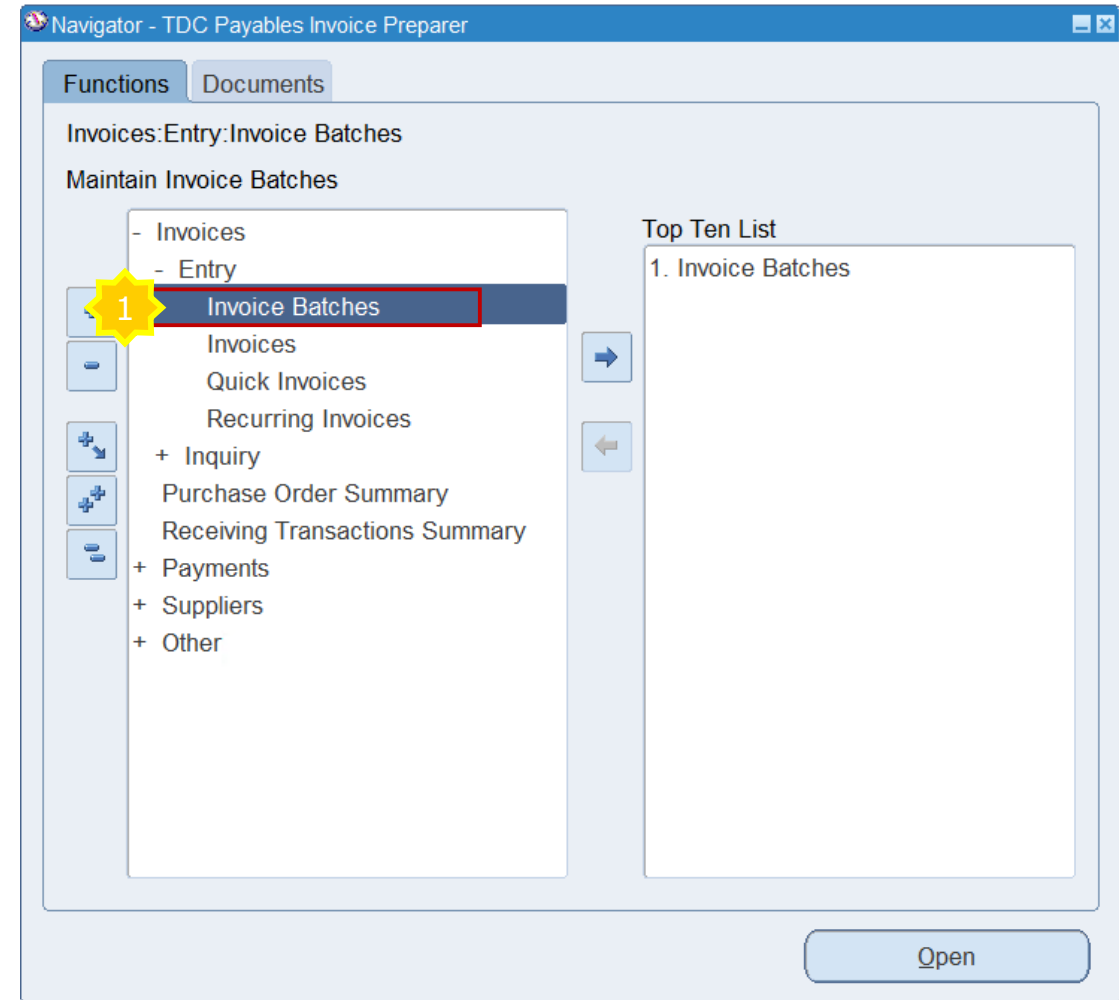
Responsibility:

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.

Invoice Batches (TDC Payables Invoice Preparer)

Batch Name	Date	Control Count	Control Amount	Act
UAT Invoice Batch	07-MAY-2020			

Batch Information

F&A Invoice Approver: AAM/OOA Assistant Manager, Other Operational Ac

OK Cancel Clear Help

Invoices

Create Invoice

Search Invoice Batch (1/2)

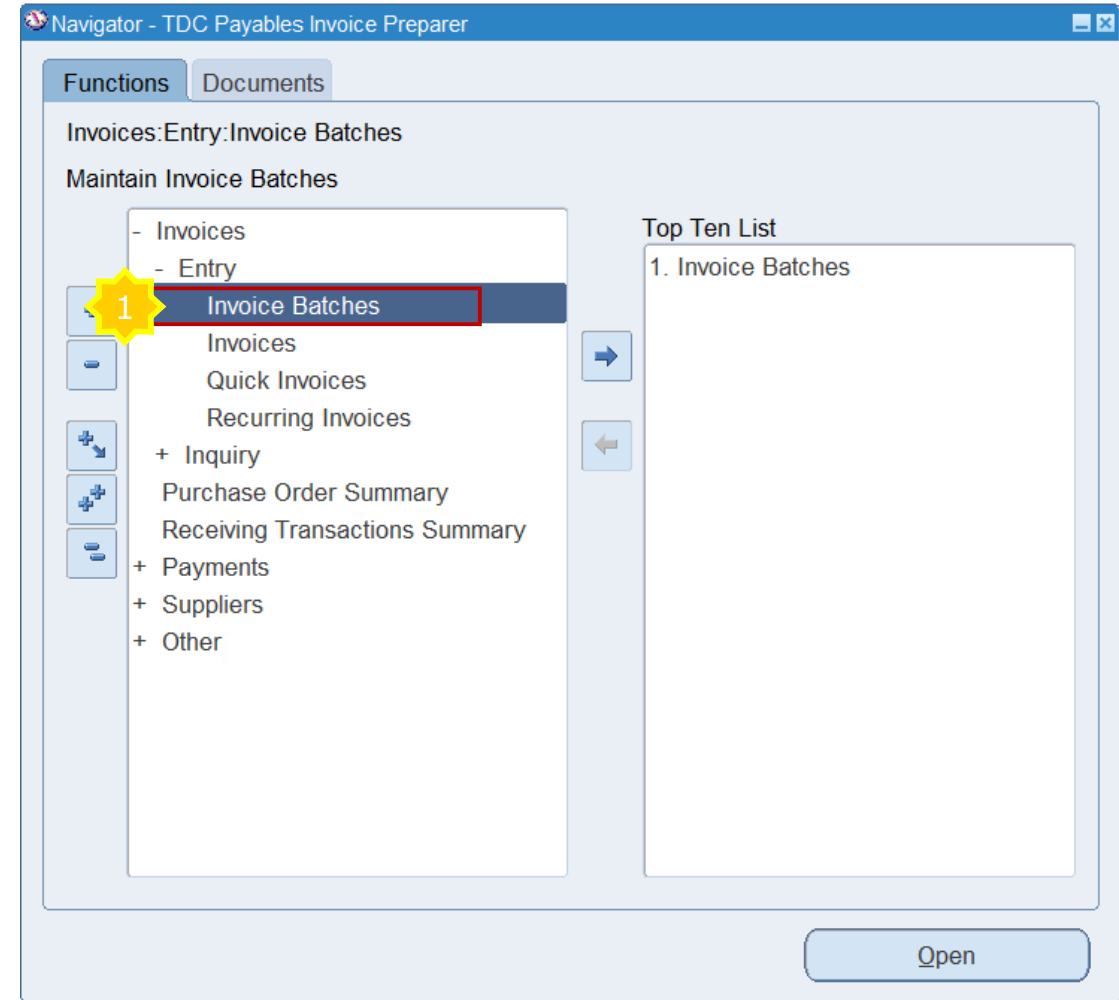
Responsibility:

TDC Payables Invoice Preparer

TDC Payables Invoice Preparer (ES)

TDC Payables Invoice Preparer (JBCC)

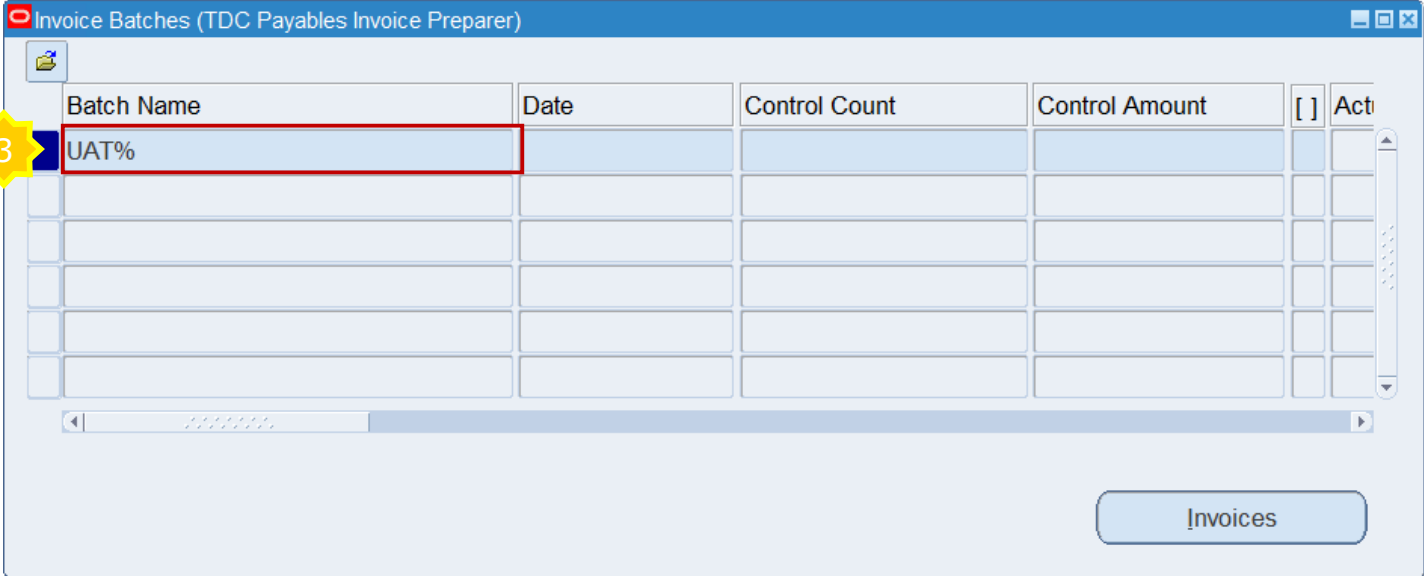
1. Invoices > Entry > Invoice Batches



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"



Invoice Batches (TDC Payables Invoice Preparer)

Batch Name	Date	Control Count	Control Amount	[]	Act
UAT%					

Invoices

Create Invoice

Create Direct Invoice

Create Invoice

Create Direct Invoice (1/11)

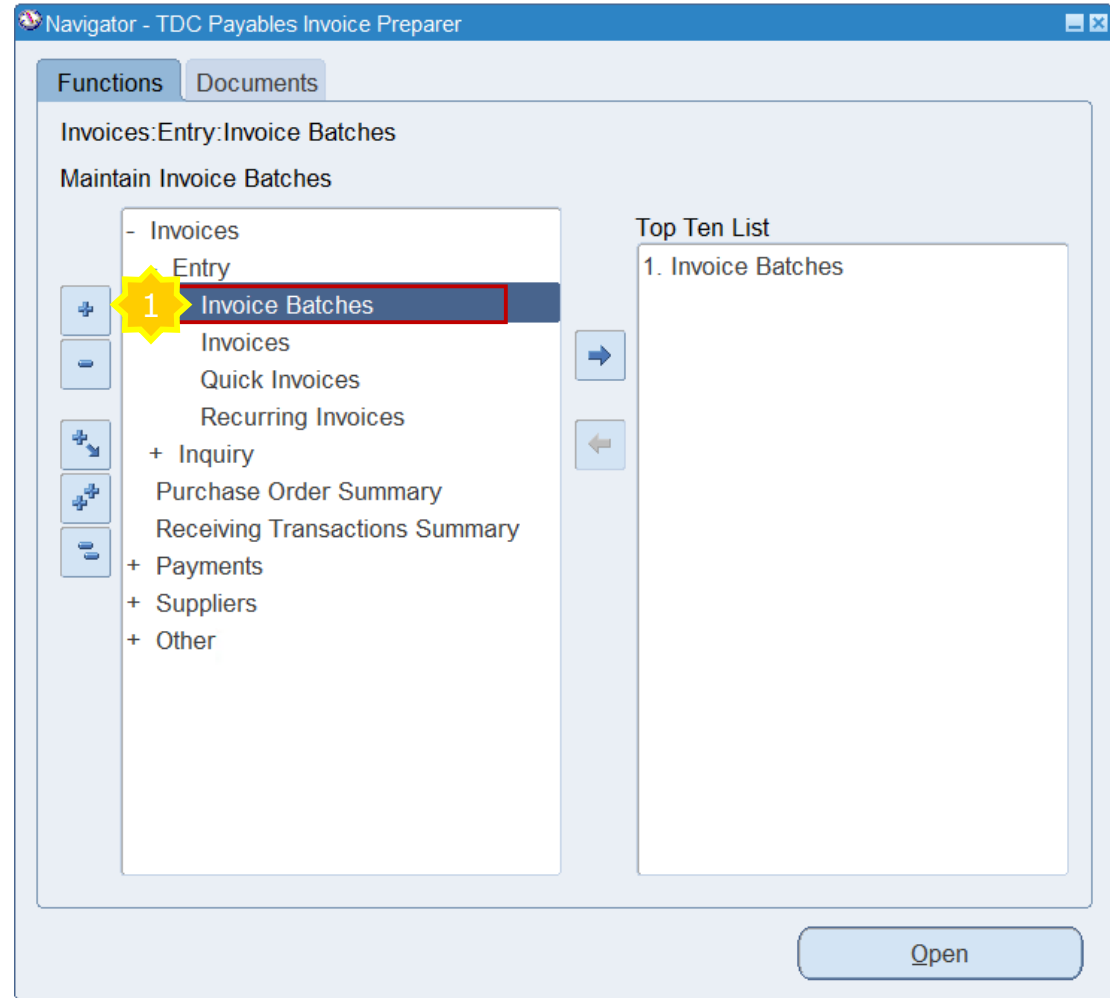
Responsibility:

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

Invoice Batches (TDC Payables Invoice Preparer)

Batch Name	Date	Control Count	Control Amount	[]	Act
AP-I-INV-EMS-0120200505185555	05-MAY-2020	4	11,074.55		
AP-I-INV-EMS-0120200506110342	06-MAY-2020	1	2,034.70		
AP-I-INV-EMS-0120200506110842	06-MAY-2020	195	360,330.95		
AP-I-INV-EMS-0120200506142313	06-MAY-2020	1	6,242.00		
Training_FA	06-MAY-2020				
UAT Invoice Batch	07-MAY-2020				

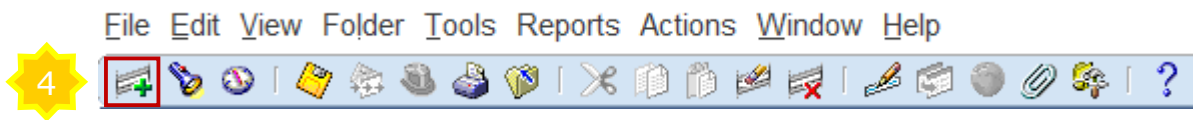
2

3 Invoices

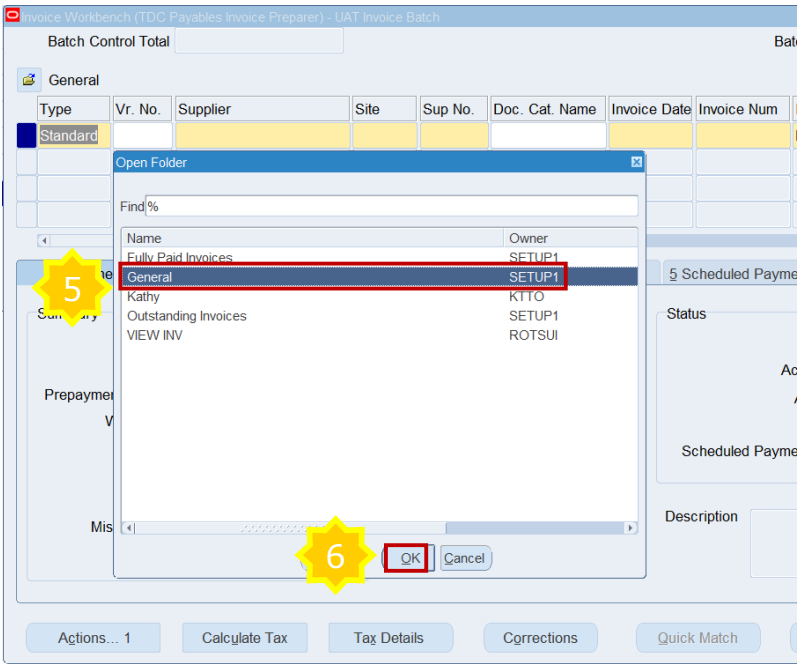
Create Invoice

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"

Invoice Workbench (TDC Payables Invoice Preparer) - UAT Invoice Batch

Batch Control Total Batch Actual Total

 General ☒

Type	Vr. No.	Supplier	Site	Sup No.	Doc. Cat. Name	Invoice Date	Invoice Num	Inv. Curr	Invoice Amount	Description
Standard		3M Hong Kong Ltd	BILLING	0011329	TDC Invoice	07-MAY-202	UATSCHKD01	HKD	100.00	UAT Training (SC-HKD)

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.

Invoice Workbench (TDC Payables Invoice Preparer) - UAT Invoice Batch

Batch Control Total Batch Actual Total

11 General **12** **13** **14**

Terms	Payment Method	Pay Group	Distribution Set	[]	Pay Alone	GL Date	Pay. Curr	Funct. Curr	Payment Rate Date	Payment Amount
14 Days	Check	TDC-SC			<input type="checkbox"/>	07-MAY-2020 ...	HKD	HKD	07-MAY-2020	100.00
					<input type="checkbox"/>					
					<input type="checkbox"/>					
					<input type="checkbox"/>					

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.

Invoice Workbench (TDC Payables Invoice Preparer) - UAT Invoice Batch

Batch Control Total Batch Actual Total

General

	GL Date	Pay. Curr	Funct. Curr	Payment Rate Date	Payment Amount	Rate Type	Exchange Rate	Exchange Date	Payment Rate
<input checked="" type="checkbox"/>	07-MAY-2020	USD	HKD	07-MAY-2020	100.00	Book	7.8	07-MAY-2020	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

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.

Invoice Workbench (TDC Payables Invoice Preparer) - UAT Invoice Batch

Batch Control Total

Batch Actual Total

100

General

Approval Description

Cancelled By

Cancelled Date

Cancelled Amount

16

Liability Account

Liability Description

01.35601.00.000000.000.000.00

Head Office.Account Payal

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"

The screenshot shows a software interface for creating a direct invoice. At the top, there are six tabs: '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The '2 Lines' tab is selected and highlighted with a red box, with a yellow starburst containing the number 17 pointing to it. Below the tabs, there is a summary section with 'Total' values: 'Gross' (100.00), 'Retained' (empty), and 'Net' (100.00). Below this is a table with columns: 'Num', 'Type', 'Amount', 'PO Number', 'PO Release', 'PO Line', 'PO Shipment', 'Match Basis', 'PO Distribution', 'Receipt Number', 'Receipt Line', 'Quantity Invoiced', and 'UOM'. The first row of the table has '1' in the 'Num' column, 'Item' in the 'Type' column, '100.00' in the 'Amount' column, and an empty box in the 'Quantity Invoiced' column. The 'Amount' and 'Quantity Invoiced' cells are highlighted with red boxes, with yellow starbursts containing the numbers 18 and 19 respectively. At the bottom of the form, there are several buttons: 'Discard Line 1', 'Distributions', 'Allocations', 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', 'Quick Match', 'Match', and 'All Distributions'. The 'Distributions' button is highlighted with a red box, with a yellow starburst containing the number 20 pointing to it.

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced	UOM
1	Item	100.00										

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 non-project related transactions, 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.

Distributions (TDC Payables Invoice Preparer) - TDC Operating Unit, UATSCHKD01, 3M Hong Kong Ltd

Line Number	1	Line Total	100.00
Line Description	UAT Training	Distribution Total	100.00

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	100.00	07-MAY-2020	01.53904.44.000001.000.991.19		UAT Training

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

Distributions (TDC Payables Invoice Preparer) - TDC Operating Unit, UATSKHD01, 3M Hong Kong Ltd

Line Number1

Line DescriptionUAT Training

Line Total100.00

Distribution Total100.00

25Project	26Task	27Expenditure Type	28Expenditure Organization	29Expenditure Item Date
2261401920	Others	Office Stationery	TDC-Belt and Road & External Re	07-MAY-2020

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

The screenshot shows the 'Distributions (TDC Payables Invoice Preparer)' window for 'TDC Operating Unit, UATSCHKD01, 3M Hong Kong Ltd'. The form includes a toolbar at the top with various icons. Three yellow starburst annotations are present: '30' points to the 'Add Record' icon (a document with a plus sign), '31' points to the 'Save' icon (a floppy disk), and '32' points to the 'Close' icon (a red X). The form fields show 'Line Number' as 1 and 'Line Description' as 'UAT Training'. Summary statistics on the right indicate a 'Line Total' of 100.00 and a 'Distribution Total' of 100.00. A table below contains one distribution line item.

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	100.00	07-MAY-2020	01.53904.44.000001.000.991.19		UAT Training

Create Invoice

Create PO Invoice

Create Invoice

Create PO Invoice (1/12)

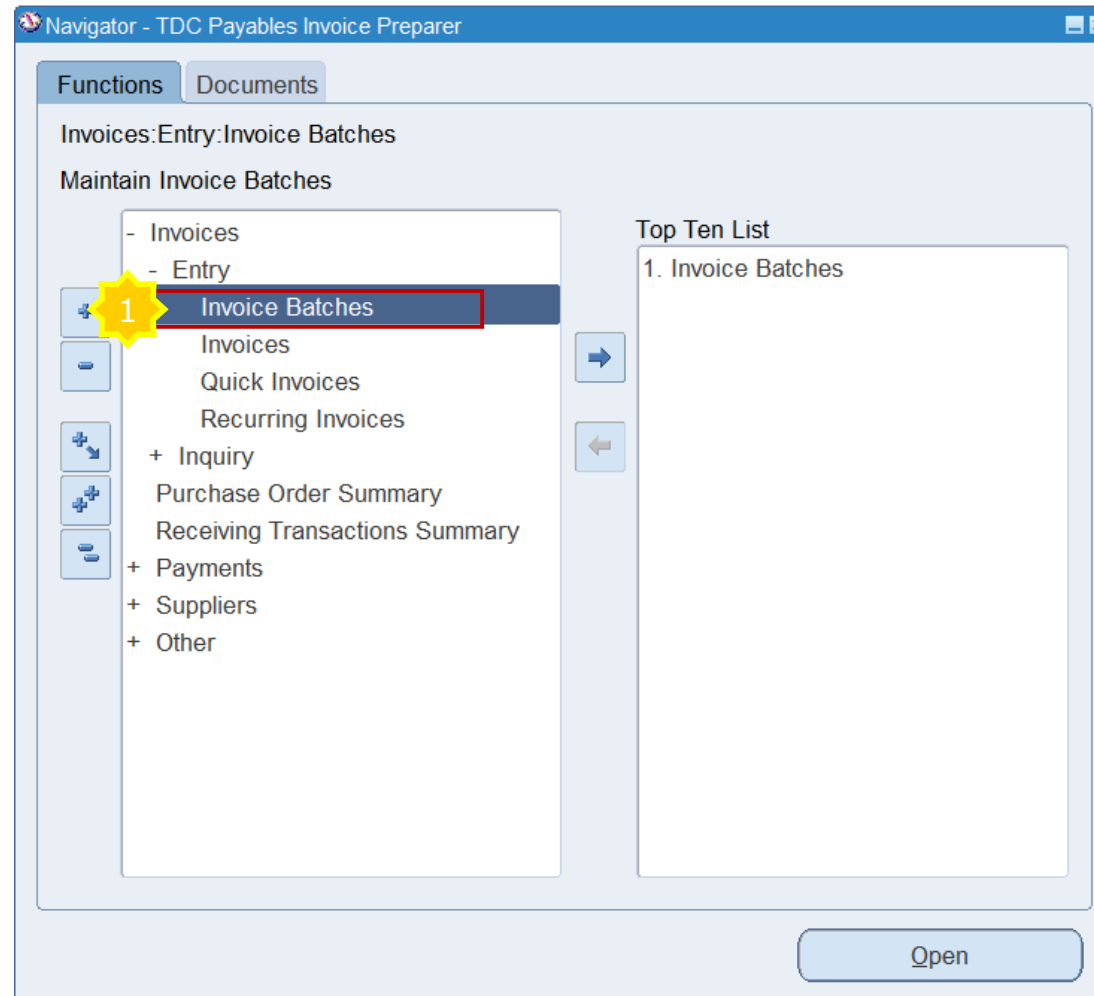
Responsibility:

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

Invoice Batches (TDC Payables Invoice Preparer)

Batch Name	Date	Control Count	Control Amount	[]	Act
AP-I-INV-EMS-0120200505185555	05-MAY-2020	4	11,074.55		
AP-I-INV-EMS-0120200506110342	06-MAY-2020	1	2,034.70		
AP-I-INV-EMS-0120200506110842	06-MAY-2020	195	360,330.95		
AP-I-INV-EMS-0120200506142313	06-MAY-2020	1	6,242.00		
Training_FA	06-MAY-2020				
UAT Invoice Batch	07-MAY-2020				

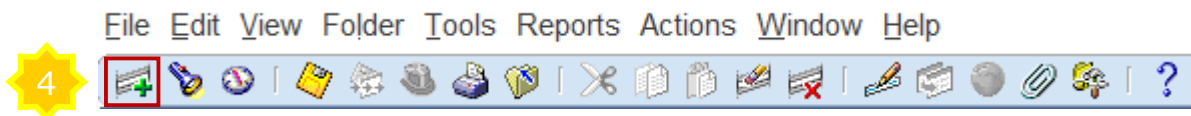
2

3 Invoices

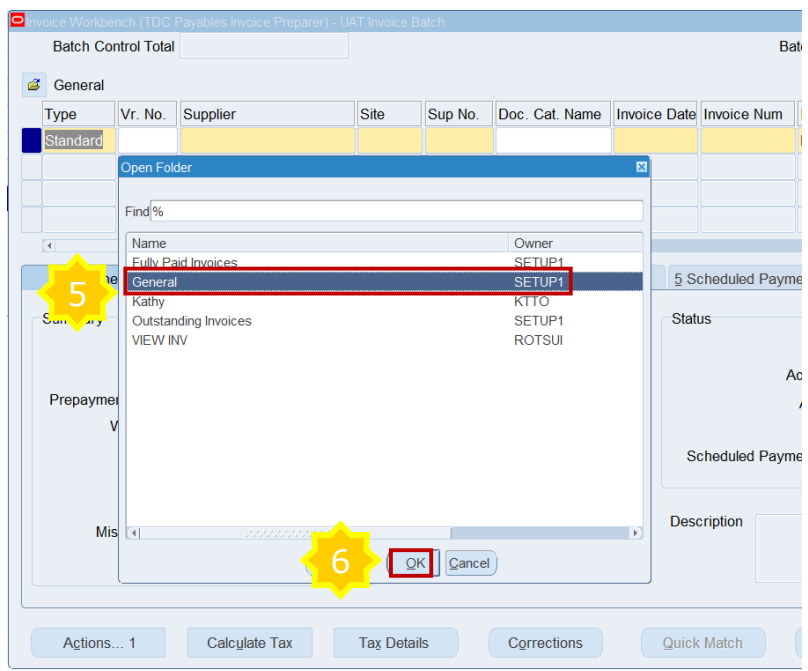
Create Invoice

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"

Invoice Workbench (TDC Payables Invoice Preparer) - UAT Invoice Batch

Batch Control Total Batch Actual Total 400

General

Type	Vr. No	Supplier	Site	Sup No.	Doc. Cat. Name	Invoice Date	Invoice Num	Inv. Curr	Invoice Amount	Description	Terms	Payment Method	Pay
Standard	669366	3M Hong Kong Ltd	BILLING	0011329	TDC Invoice	07-MAY-202	UATSCHKD02	HKD	300.00	UAT Training (PO Invoice)	14 Days	Check	TDC
Standard	669359	3M Hong Kong Ltd	BILLING	0011329	TDC Invoice	07-MAY-202	UATSCHKD01	USD	100.00	UAT Training	14 Days	Check	TDC

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

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal 0.00

Tax

Freight

Miscellaneous

Total 0.00

Amount Paid

HKD 0.00

Status

Status Never Validated

Accounted No

Approval Not Required

Holds 0

Scheduled Payment Holds 0

Description

UAT Training (PO Invoice)

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

Create Invoice

Create PO Invoice (5/12)

9. Enter any search criteria to find the PO to be matched.

10. Click "Find".

The screenshot shows a software window titled "Find Purchase Orders for Matching (TDC Payables Invoice Preparer) - TDC Operating Unit". The window contains several input fields for search criteria. A yellow star with the number "9" is placed next to the "Purchase Order" section, which is enclosed in a red rectangular box. This section includes fields for "Num" (containing "526958"), "Release", "Line", and "Shipment". Below these are fields for "Ship To", "Deliver To", "Acrn", "Item", "Item Desc", "Shipment Item Desc", "Supplier Item", "Project", "Task", "Need-By Dates", and "Category". At the bottom of the window, a yellow star with the number "10" is placed next to the "Find" button, which is also enclosed in a red rectangular box. Other buttons visible are "Clear" and "Cancel".

Find Purchase Orders for Matching (TDC Payables Invoice Preparer) - TDC Operating Unit

Supplier

Name 3M Hong Kong Ltd Number 0011329

Site BILLING Tax Registration

Purchase Order

Num 526958 Release Line Shipment

Ship To Deliver To Acrn

Item Item Desc Shipment Item Desc

Supplier Item Project Task

Need-By Dates - Category

Find Clear Cancel

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

[illegible]

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.

[illegible]

Create Invoice

Create PO Invoice (8/12)

18. Click on the invoice line record just created by the matching.

19. Click the “Distributions” button.

Invoice Workbench (TDC Payables Invoice Preparer) - UAT Invoice Batch

Batch Control Total Batch Actual Total

General ☒

Type	Vr. No.	Supplier	Site	Sup No.	Doc. Cat. Name	Invoice Date	Invoice Num	Inv. Curr	Invoice Amount	Description	Terms	Payment Method
Standard	669366	3M Hong Kong Ltd	BILLING	0011329	TDC Invoice	07-MAY-202	UATSCHKD02	HKD	300.00	UAT Training (PO Invoice)	14 Days	Check
Standard	669359	3M Hong Kong Ltd	BILLING	0011329	TDC Invoice	07-MAY-202	UATSCHKD01	USD	100.00	UAT Training	14 Days	Check

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

Total
Gross Retained Net

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced	UOM	Unit Price	Description
1	Item	300.00	526958		1	1	Quantity	1			10	Each	30	Office Stationery

Discard Line ☒ Distributions Allocations

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

Create PO Invoice (9/12)

Review the distribution information and scroll to the right

[illegible]

Create PO Invoice (10/12)

Project attributes are derived from the matched PO

[illegible]

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.

Invoice Workbench (TDC Payables Invoice Preparer) - UAT Invoice Batch

Batch Control Total Batch Actual Total 400

General

Type	Vr. No.	Supplier	Site	Sup No.	Doc. Cat. Name	Invoice Date	Invoice Num	Inv. Curr	Invoice Amount	Description	Terms	Payment Method	Pay C
Standard	669366	3M Hong Kong Ltd	BILLING	0011329	TDC Invoice	07-MAY-202	UATSCHKD02	HKD	300.00	UAT Training (PO Invoice)	14 Days	Check	TDC-
Standard	669359	3M Hong Kong Ltd	BILLING	0011329	TDC Invoice	07-MAY-202	UATSCHKD01	USD	100.00	UAT Training	14 Days	Check	TDC-

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

Summary

Items	300.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	300.00
Tax	
Freight	
Miscellaneous	
Total	300.00

Amount Paid

HKD	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

UAT Training (PO Invoice)

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

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.

Find Purchase Orders for Matching (TDC Payables Invoice Preparer) - TDC Operating Unit

Supplier

Name: 3M Hong Kong Ltd

Site: BILLING

Number: 0011329

Tax Registration:

Purchase Order

23 Num: 526858

Release:

Line:

Shipment:

Ship To:

Item:

Supplier Item:

Need-By Dates:

Deliver To:

Item Desc:

Project:

Acn:

Shipment Item Desc:

Task:

Category:

24 Find

Clear

Cancel

Q&A



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