#### **Workflow 2: Create DMEE Files**

**STEP 1: Create AP Invoice**

**Purpose**: Use this app to create supplier invoices or credit memos that have no purchase order in Financial Accounting. You can use it, for example, to create invoices or credit memos for utilities, office supplies, and so on.

**App Name**: Create Incoming Invoices

**App ID:** FB60

**Role:** AP Accountant, Master Account

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Create Incoming Invoices”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Create Incoming Invoices”** to show the fields to add.  3. Add the field: **Vendor, Invoice date, Reference, Amount (USD)** and **Text**. |  |
| 3. Scroll down to add G/L account, Amount in doc curr., and Cost Center.  Click the **Magnifying Glass** to find the G/L Account |  |
| 4. Choose a **G/L account** and then click the **“Tick”** icon to confirm your G/L Account number. |  |
| 5. Scroll to the right tab and then choose your “**Amount in doc. Curr**’” number. |  |
| 6. Scroll to the right tab and then choose your “**Cost Center**’” . |  |
| 7. Switch to the **“Payment”** tab and update **Payment Terms, House Bank, etc,...**  **House Bank:** Representation as a bank account at a bank.  **Payment Terms:** Determine the due date and discount calculation  **Payment Method:** Specifies the procedure, such as check, transfer or bill of exchange, by which payments are made.  **Instructions:** Show information in DMEE file and determination vendor payment type  **Non-Instruction key:** Employees salary payment  **Instruction key 1:** Money share (SHAR)  **Instruction key 2:** Vendor Charge (CRED)  **Instruction key 3:** Company Charge (DEBT) |  |
| 8. Click the **“Post”** button on the bottom after finishing all the fields below. |  |
| 7. The **Document Number** shows up, note this number for later use. |  |

**STEP 2: Manage Supplier Line Items**

**Purpose**: You can use this app for ad-hoc requests or recurring reports to easily find supplier line items using a wide range of search criteria. For example, you can see all line items of a supplier account or all open supplier invoices for a company code that are overdue at a key date.

To make your work more efficient, you can personalize the layout of the table, predefine recurring queries, and save your settings as variants.

In addition to displaying data, you can also take various actions such as setting a payment block or creating a manual payment. You can export the data to a file and send it to a colleague. The app also serves as a navigation target from other apps, allowing users to drill down into the supplier line items.

**App Name**: Manage Supplier Line Items

**App ID**: F0712

**Role:** AR Accountant, GL Accountant, AP Accountant, FI Accountant, Master Account

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Supplier Line Items”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app and find its relevant information.  Type in the Customer code and click **“Go”** |  |
| 3. The list of Customer Line Items show up, you can check for its information like: **Vendor code, Company, Journal Entry, etc,...** |  |
| 4. Click **“Edit Line Items”** if you want to edit a specific line items |  |
| 5. Edit and update the Line Item, then click **“OK”** to confirm your update. |  |
| 6. Or you can click on the **Vendor code** for showing options in a menu bar. |  |

**STEP 3: Create Automatic Payment**

**Purpose**: With this app you can schedule payment proposals or schedule payments directly and get an overview of the proposal or payment status. The app identifies the overdue invoices and checks whether all the required payment information is complete.

**App Name**: Manage Automatic Payments

**App ID:**  F0770

**Role:** AP Accountant, FI Accountant

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Automatic Payments”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Manage Automatic Payments”** to show the fields to add.  Click the Create Parameter |  |
| 3. The table of new parameters shows up. Type run date and Identification. Then click Create |  |
| 4. In payment controls, Type your Company Code and Next Payment Date also Payment Method.  In Open Item Selection, put your supplier that you have created in the Vendor invoice.  Addition Log: Yes  Last one, click on Save |  |
| 5. Parameter created. You can double check to confirm the information. After that, click on Schedule and choose Proposal |  |
| 6. The Schedule Proposal table shows up. Click on Schedule |  |
| 7. Press Go to show up all Proposals Processed |  |
| 8. Click the **“>”** button to show more details for a specific items |  |
| 9. In the Revise Payment Proposals screen. You can double check your payment amount and Document Number. Then press **“<”** |  |
| 10. Select the proposal and click on Schedule Payment |  |
| 11. The Schedule Payment table shows up. Click on Schedule |  |
| 12. Now, your payment has been processed. Click **“>”** to view detail |  |
| 13. Click on Payment Media icon to view Payment Files |  |
| 14. In Manage Payment Media screen. Marked the box and click Download to download Payment Media Files |  |
| 15. File name and format  :10: Payment type  :60: Instruction key |  |

**STEP 4: Check DMEE files**

**Purpose**: With the transactional app Manage Payment Media, you can transfer the data required for electronic payment transactions to banks via a data medium. A payment medium is created with each successful payment run.

Key Features

* View existing payment media with processing status
* Download payment media
* Delete payment media
* Display and analyze payment summary information that corresponds to data media

**App Name**: Manage Payment Media

**App ID:**  F1868

**Role:** AP Accountant

| **Explanation** | **Screenshot** |
| --- | --- |
| 1. In the homepage, click on the app **“Manage Payment Media”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Manage Payment Media”** to show the fields to add.  Type in Company Code in the **“Paying Company Code”** section, choose the appropriate **“Run Date”** and then click **“Go”** |  |
| 3. The results show up. Here, you can find the Reference Number, Payment Method, etc,... |  |
| 4. Click the **“>”** button to show more details for a specific items |  |
| 5. The screen of a specific payment file shows the details of **Payment Doc Number, Supplier, etc,...** |  |
| 6. You can click “Download” button to download the form Payment Media .txt file |  |
| 7. The file is downloaded with its relevant information. |  |

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