

Department	
Responsibility/Role	
File Name	Pay Single Invoice in Full_SPD
Revision	
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Last Changed by	
Status	

Pay Single Invoice in Full

Trigger:

Concept

In this topic, you will manage to pay single invoice in full.




Required Field(s)	Comments

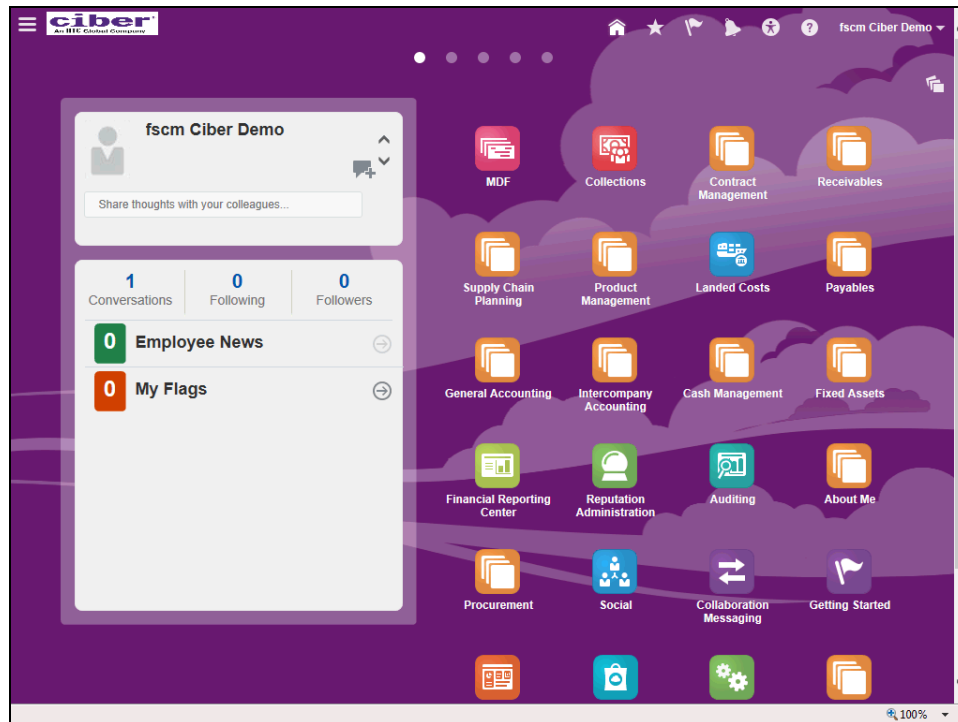
Output - Result(s)	Comments



Additional Information

Procedure



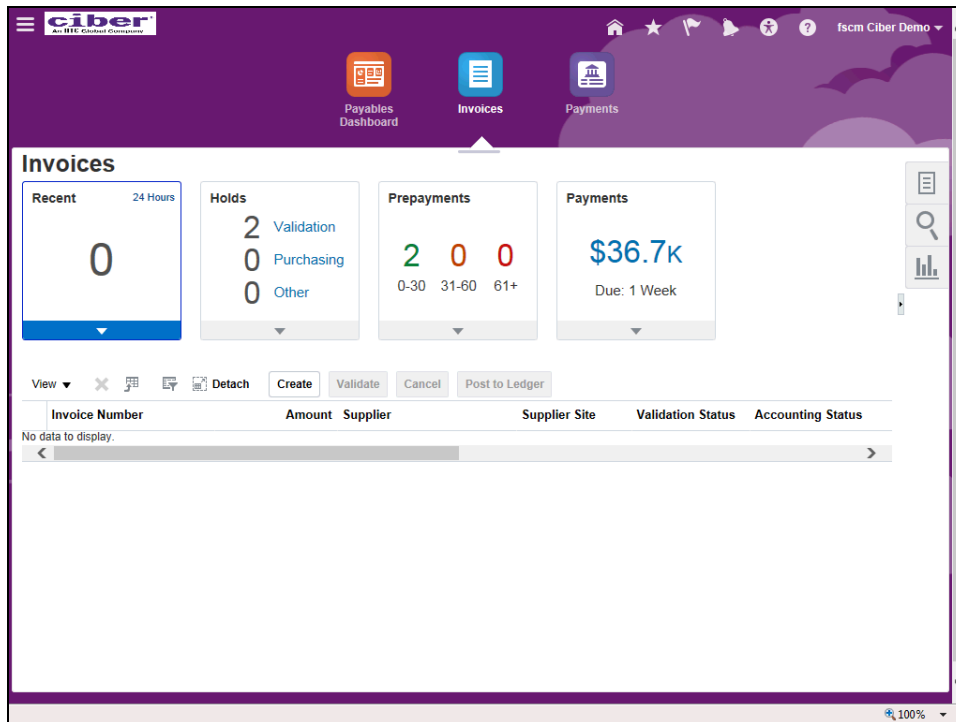
Step	Action
1.	Click in the User ID field. 
2.	Enter the desired information into the User ID field. Enter " Ciber_demo_fscm ".
3.	Click in the Password field. 
4.	Enter the desired information into the Password field. Enter " Ciber123 ".
5.	Click the Sign In button. 


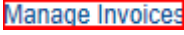

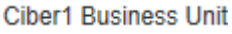





Step	Action
6.	<p>Begin by navigating to the Invoices page.</p> <p>Click the Navigator button.</p> 
7.	<p>Click the Invoices link.</p> 

System Process Document

Pay Single Invoice in Full



Step	Action
8.	Click the Tasks button. 
9.	Click the Manage Invoices link. 
10.	Use the Manage Invoices page to search for the invoice.
11.	Click the Business Unit list. 
12.	Click the Ciber1 Business Unit list item. 
13.	Click in the Invoice Number field. 
14.	Enter the desired information into the Invoice Number field. Enter " 55164 ".
15.	Click the Search: Supplier or Party button. 
16.	Click in the Party Name field. 
17.	Enter the desired information into the Party Name field. Enter " HTC ".

Step	Action
18.	Click the Search button. 
19.	Click the HTC cell. 
20.	Click the OK button. 
21.	Click the Search button. 
22.	Click the 55164 cell. 
23.	Click the Edit button. 
24.	Click the Invoice Actions menu. 
25.	Click the Pay in Full list item. 
26.	Click the Payment Process Profile list. 
27.	Click the Ciber1 Standard Payment Process Profile list item. 
28.	Click the Submit button. 
29.	Click the OK button. 
30.	Click the Save and Close button. 
31.	Click the Done button. 
32.	You have successfully managed to pay single invoice in full. End of Procedure.

