Department	
Responsibility/Role	
File Name	Standard Invoice with Attachment_SPD
Revision	
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Last Changed by	
Status	

Standard Invoice with Attachment
Trigger:

Concept

In this topic, you will create standard invoice with attachment.

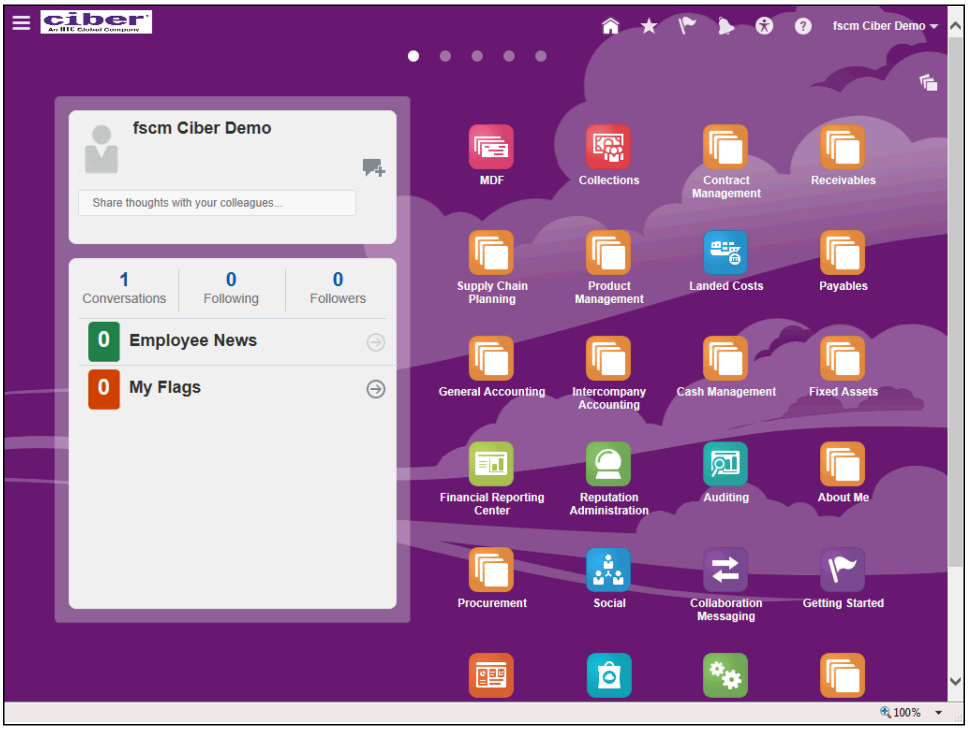
Required Field(s)	Comments

Output - Result(s)	Comments

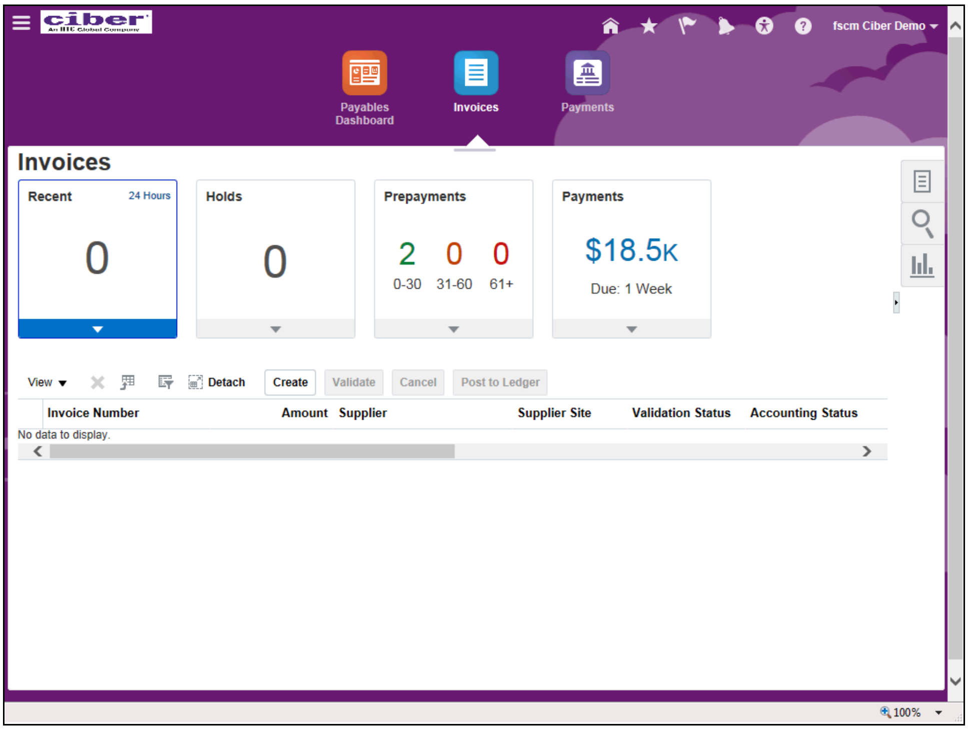
Additional Information

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. 

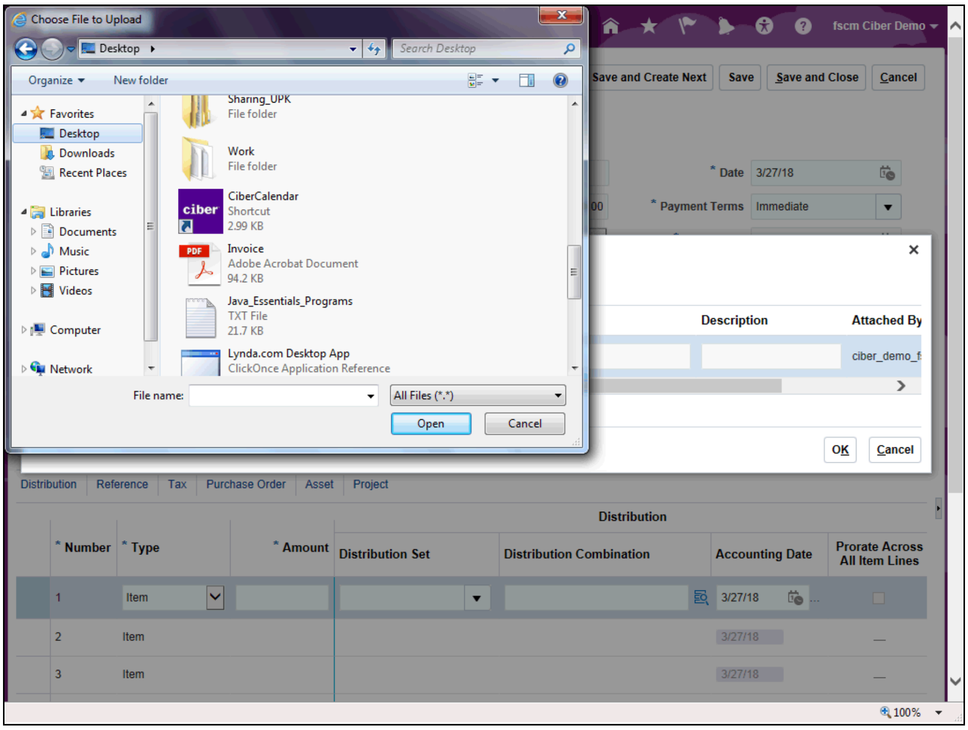


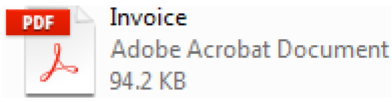
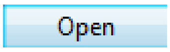
Step	Action
6.	Begin by navigating to the **Invoices** page. Click the **Navigator** button. 
7.	Click the **Invoices** link. Invoices

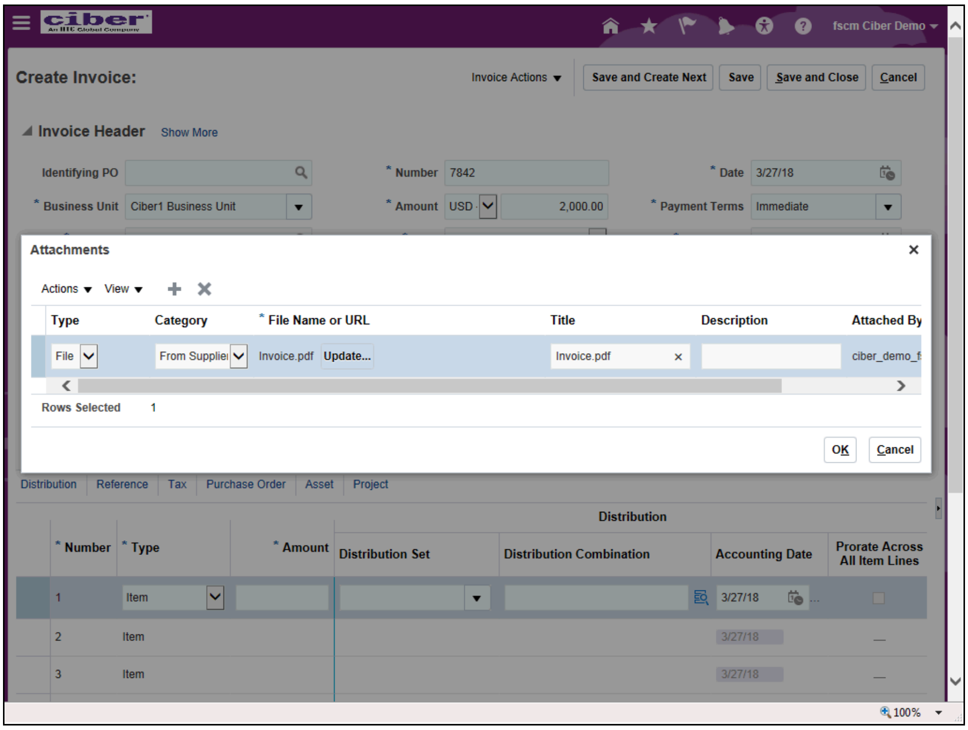


Step	Action
8.	Click the **Tasks** button.
9.	Click the **Create Invoice** link. Create Invoice
10.	Use the **Create Invoice** page to create a standard invoice.
11.	Click the **Business Unit** list. Business Unit
12.	Click the **Ciber1 Business Unit** list item. Ciber1 Business Unit
13.	Click the **Search: Supplier** button.
14.	Click in the **Supplier** field.
15.	Enter the desired information into the **Supplier** field. Enter "**HTC**".
16.	Click the **Search** button. Search

Step	Action
17.	Click the **HTC** cell. 
18.	Click the **OK** button. 
19.	Click in the **Number** field. 
20.	Enter the desired information into the **Number** field. Enter "**7842**". 
21.	Click in the **Amount** field.
22.	Enter the desired information into the **Amount** field. Enter "**2000**".
23.	Click the **Attachments** button. 
24.	Click the **Category** list. 
25.	Select the appropriate category. For example, here we have selected the category as "**From Supplier**". Click the **From Supplier** list item. 
26.	Click the **Browse...** button. 



Step	Action
27.	Click the **Invoice** list item. 
28.	Click the **Open** button. 
	or Press **[Alt+O]**.



Step	Action
29.	Click the **OK** button. OK
30.	Click in the ***Amount** field.
31.	Enter the desired information into the ***Amount** field. Enter "**2000**".
32.	Click the **Distribution Combination** button.
33.	Click the **Search: Company** list.
34.	Click the **Ciber1 Corporate** list item. Ciber1 Corporate
35.	Click the **Search: Region** list.
36.	Click the **Central Office/PEC** list item. Central Office/PEC
37.	Click the **Search: Country** list.
38.	Click the **Bernalillo** list item. Bernalillo

Step	Action
39.	Click the **Search: Service** list.
40.	Click the **Health Center** list item. Health Center
41.	Click the **Search: Location** list.
42.	Click the **CENTRAL OFFICE** list item. CENTRAL OFFICE
43.	Click the **Search: Department** list.
44.	Click the **BUSINESS OFFICE** list item. BUSINESS OFFICE
45.	Click the **Search: Natural Account** list.
46.	Click the **Search...** link. Search
47.	Click in the **Value** field.
48.	Enter the desired information into the **Value** field. Enter "**671500**".
49.	Click the **Search** button. Search
50.	Click the **671500** cell. 671500
51.	Click the **OK** button. OK
52.	Click the **Search: Intercompany** list.
53.	Click the **No Intercompany** list item. No Intercompany

Step	Action
54.	Click the **Search: Fund Source** list.
55.	Click the **No Fund Source** list item. No Fund Source
56.	Click the **Search: Future1** list.
57.	Click the **No Future** list item. No Future
58.	Click the **OK** button. OK
59.	Click the **Save** button. Save
60.	Click the **Invoice Actions** menu. Invoice Actions
61.	Click the **Validate** list item. Validate
62.	Click the **Invoice Actions** menu. Invoice Actions
63.	Click the **Post to Ledger** list item. Post to Ledger
64.	Click the **OK** button. OK
65.	Click the **Save and Close** button. Save and Close
66.	You have successfully created standard invoice with attachment. **End of Procedure.**