

Display Process Flow – Obtain Invoice Attachments

Invoices are now attached in SAP effective from 01.08.2024. Any invoices PRIOR to this date will need to be requested from Accounts Payable. Please note, some invoices will NOT be attached in SAP due to confidentiality or GDPR factors. If you come across any errors such as the wrong attachment, please contact AP.

• Select the Document Type: Journal Entry for invoice (or credit note)

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All Document Type Purchase Order	<u>.</u>			
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• Input Document Number (10 digit document number starting 511* or 190*) and the Fiscal Year it relates and press Enter or Go

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• This will show what has been applied against the document reference



• Under "Invoicing", select the Invoice receipt and click on the "Attachments" section to reveal an attachment which can be viewed / downloaded

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Obtain Invoice Attachments via Manage Supplier Line Items

• On the ledger, click on "Journal Entry", click on the link "Display Process Flow AP – Journal Entry", this will take you to a new screen:

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)O(RE	5111218169	9919720	U2174412			13.07.2023	12.08.2023
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		RE	5111217828						12.06.2024
		RE	5112114979						15.06.2024
		RE	5111217942						18.06.2024
		RE	5111216318						20.06.2024
		RE	5111215933	AK10300	02173829	01.07.2	024	21.05.2024	20.06.2024
		RE	5111214147	AK32260	U2173784	02.07.2	024	28.05.2024	28.05.2024

• Under "Invoicing", select the Invoice receipt and click on the "Attachments" section to reveal an attachment which can be viewed / downloaded

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	Additional Information Additional Information Attachments 2024.05.13 55005775 Uploade By: Angela Tayl Related Applications Restart	W Banner,PDF G Banner,PDF Flow from this Documer Core	Invoicing Invoicing Invoicing Interested Int	→ Crowning Accounting Fournat Entry 1/2023 → Prefer Reference.AB3790 Paring Date: 0.07.2024	SW Clearing C Clearing Clearing Clearing Clearing C (1) Clearing C (1) Cl		

• You can also obtain the remittance by clicking on the "Clearing Entry" icon