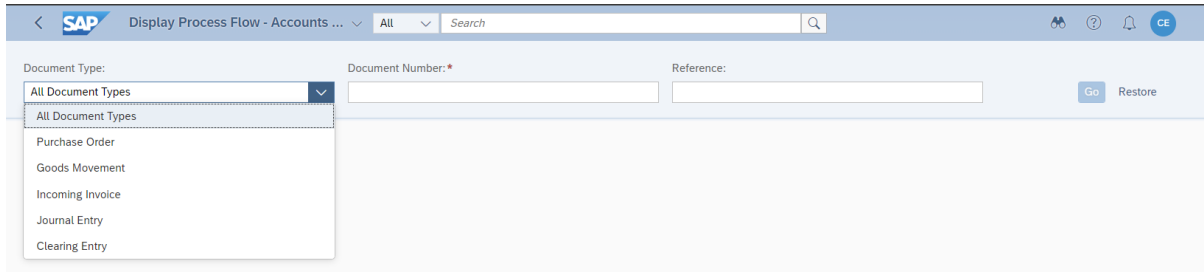


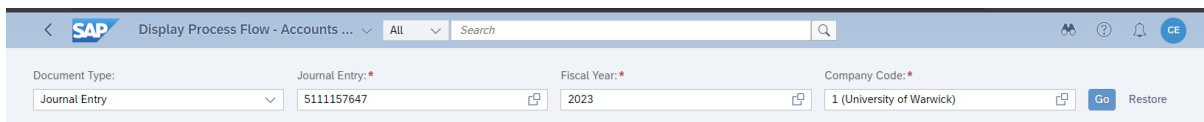
## Display Process Flow – Obtain Invoice Attachments

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.

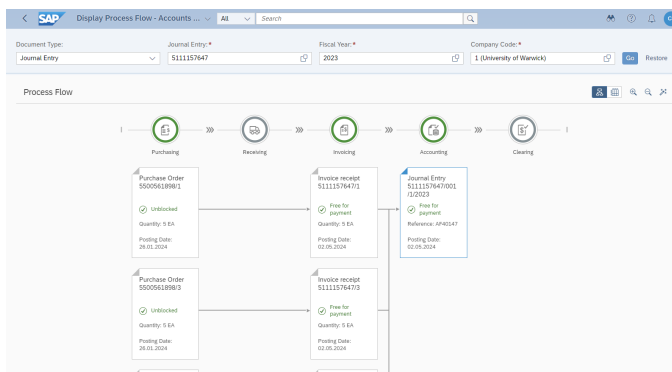
- Select the Document Type: Journal Entry for invoice (or credit note)



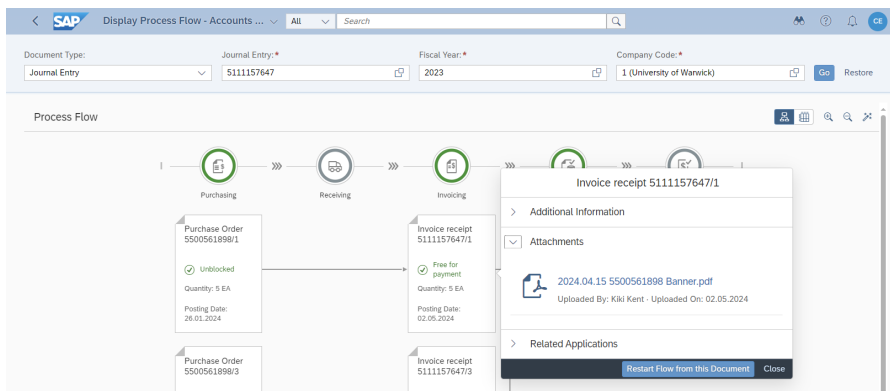
- Input Document Number (10 digit document number starting 511\* or 190\*) and the Fiscal Year it relates and press Enter or Go



- 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



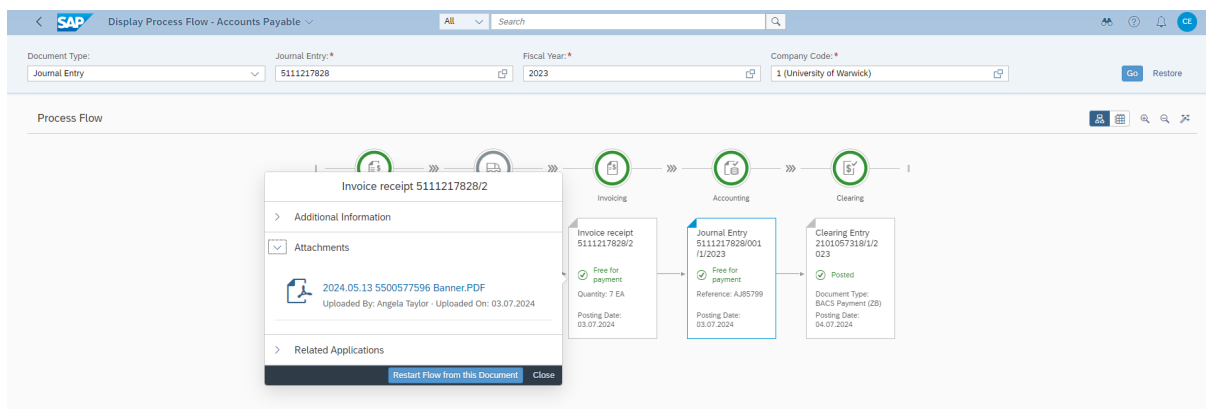
## Obtain Invoice Attachments via Manage Supplier Line Items

- 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:

The screenshot shows the SAP 'Manage Supplier Line Items' interface. The supplier is '10051738 (BANNER) X'. A table lists 65 items. A context menu is open for item '5111217828', showing options like 'Journal Entry', 'Manage Journal Entry', and 'Display Process Flow AP - Journal Entry'.

| CL...                               | Jo... | Journal Entry | Reference | Journal Entry... | Entered On | Journal Ent... | Net Due D... |
|-------------------------------------|-------|---------------|-----------|------------------|------------|----------------|--------------|
| <input type="checkbox"/>            | ZB    | 2101057317    |           | U1875690         | 04.07.2024 | 04.07.2024     | 04.07.2024   |
| <input type="checkbox"/>            | ZB    | 2101057318    |           | U1875690         | 04.07.2024 | 04.07.2024     | 04.07.2024   |
| <input type="checkbox"/>            | ZB    | 2100042386    |           | Z_FF_PAVRUN      | 04.07.2024 | 04.07.2024     | 04.07.2024   |
| <input checked="" type="checkbox"/> | RE    | 5111218169    | 9919720   | U2174412         | 04.07.2024 | 13.07.2023     | 12.08.2023   |
| <input type="checkbox"/>            | RE    | 5112114956    | AG56448   | U2173829         | 02.07.2024 | 29.02.2024     | 30.03.2024   |
| <input type="checkbox"/>            | RE    | 5112114957    | AH95022   | U2173829         | 02.07.2024 | 15.04.2024     | 15.05.2024   |
| <input type="checkbox"/>            | RE    | 5112114958    | A110181   | U2173829         | 02.07.2024 | 18.04.2024     | 18.05.2024   |
| <input type="checkbox"/>            | RE    | 5112114959    |           |                  | 24         | 23.04.2024     | 23.05.2024   |
| <input type="checkbox"/>            | RE    | 511215889     |           |                  | 24         | 09.05.2024     | 08.06.2024   |
| <input type="checkbox"/>            | RE    | 511218006     |           |                  | 24         | 10.05.2024     | 09.06.2024   |
| <input type="checkbox"/>            | RE    | 511217828     |           |                  | 24         | 13.05.2024     | 12.06.2024   |
| <input type="checkbox"/>            | RE    | 5112114979    |           |                  | 24         | 16.05.2024     | 15.06.2024   |
| <input type="checkbox"/>            | RE    | 511217942     |           |                  | 24         | 19.05.2024     | 18.06.2024   |
| <input type="checkbox"/>            | RE    | 511216318     |           |                  | 24         | 21.05.2024     | 20.06.2024   |
| <input type="checkbox"/>            | RE    | 511215933     |           |                  | 24         | 21.05.2024     | 20.06.2024   |
| <input type="checkbox"/>            | RE    | 511214147     | AK32260   | U2173784         | 02.07.2024 | 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



- You can also obtain the remittance by clicking on the “Clearing Entry” icon