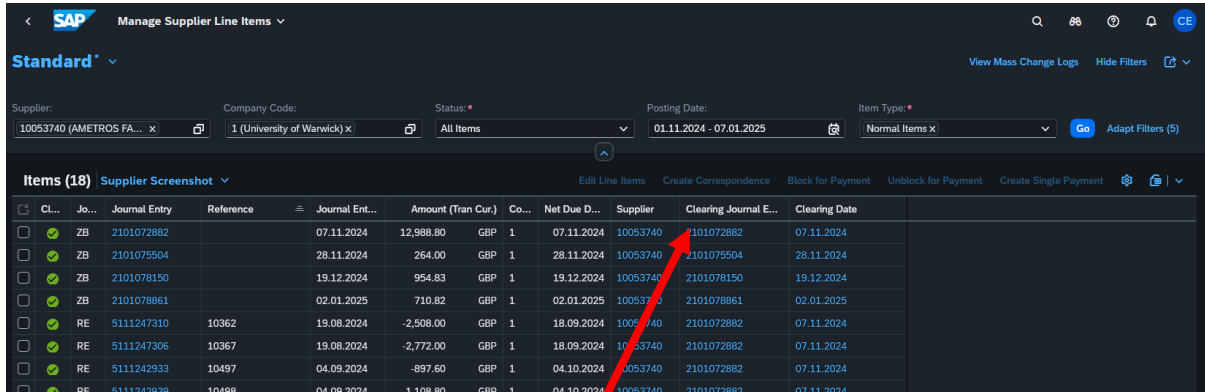


Display Process Flow - Obtain GBP Remittances

****PLEASE NOTE: ONLY REMITTANCES FOR STERLING PAYMENT RUNS CAN BE OBTAINED VIA SAP. IF YOU ARE WANTING FOREIGN PAYMENT REMITTANCES, PLEASE CONTACT ACCOUNTS PAYABLE DIRECT****

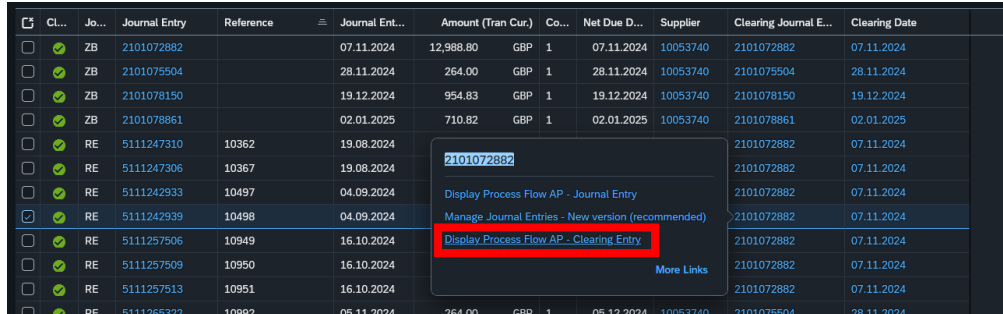
1. Manage Supplier Line Items

- Search for the supplier you are wanting the remittance for:



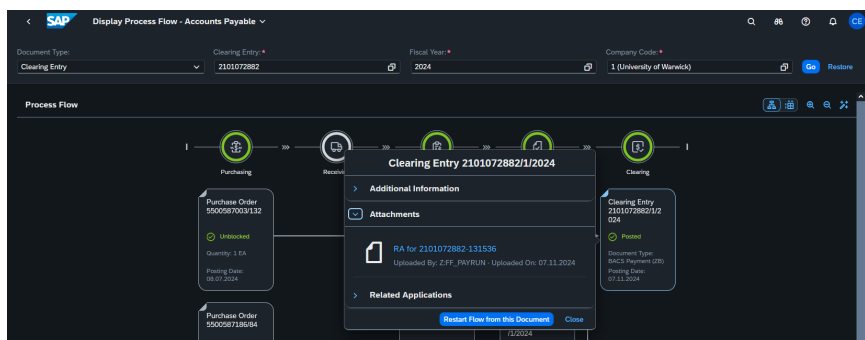
Cl...	Jo...	Journal Entry	Reference	Journal Ent...	Amount (Tran Cur.)	Co...	Net Due D...	Supplier	Clearing Journal E...	Clearing Date		
☐	✓	ZB	2101072882	07.11.2024	12,988.80	GBP	1	07.11.2024	10053740	2101072882	07.11.2024	
☐	✓	ZB	2101075504	28.11.2024	264.00	GBP	1	28.11.2024	10053740	2101075504	28.11.2024	
☐	✓	ZB	2101078150	19.12.2024	954.83	GBP	1	19.12.2024	10053740	2101078150	19.12.2024	
☐	✓	ZB	2101078861	02.01.2025	710.82	GBP	1	02.01.2025	10053740	2101078861	02.01.2025	
☐	✓	RE	5111247310	10362	19.08.2024	-2,508.00	GBP	1	18.09.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111247306	10367	19.08.2024	-2,772.00	GBP	1	18.09.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111242933	10497	04.09.2024	-897.60	GBP	1	04.10.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111242938	10498	04.09.2024	-1,108.80	GBP	1	04.10.2024	10053740	2101072882	07.11.2024

- Ensure you have the column called “Clearing Journal Entry”
- Find the invoice you are wanting the remittance for
 - You can do this by filtering on fields such as “Reference” (this is the invoice number) or “Journal Entry” (this is the SAP document reference number)
- Then, click on the 210* number from the “Clearing Journal Entry” column where you then need the link called: “Display Process Flow AP- Clearing Entry”



Cl...	Jo...	Journal Entry	Reference	Journal Ent...	Amount (Tran Cur.)	Co...	Net Due D...	Supplier	Clearing Journal E...	Clearing Date		
☐	✓	ZB	2101072882	07.11.2024	12,988.80	GBP	1	07.11.2024	10053740	2101072882	07.11.2024	
☐	✓	ZB	2101075504	28.11.2024	264.00	GBP	1	28.11.2024	10053740	2101075504	28.11.2024	
☐	✓	ZB	2101078150	19.12.2024	954.83	GBP	1	19.12.2024	10053740	2101078150	19.12.2024	
☐	✓	ZB	2101078861	02.01.2025	710.82	GBP	1	02.01.2025	10053740	2101078861	02.01.2025	
☐	✓	RE	5111247310	10362	19.08.2024	-2,508.00	GBP	1	18.09.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111247306	10367	19.08.2024	-2,772.00	GBP	1	18.09.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111242933	10497	04.09.2024	-897.60	GBP	1	04.10.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111242938	10498	04.09.2024	-1,108.80	GBP	1	04.10.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111257506	10949	16.10.2024	-	GBP	1	16.10.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111257509	10950	16.10.2024	-	GBP	1	16.10.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111257513	10951	16.10.2024	-	GBP	1	16.10.2024	10053740	2101072882	07.11.2024
☐	✓	RE	5111265322	10992	05.11.2024	-264.00	GBP	1	05.12.2024	10053740	2101075504	28.11.2024

- When you click on that link, it will take you to “Display Process Flow – Accounts Payable”
- Under “Clearing”, select the clearing entry and click on the “Attachments” section to reveal an attachment which can be viewed / downloaded



Document Type: Clearing Entry
Clearing Entry: 2101072882
Fiscal Year: 2024
Company Code: 1 (University of Warwick)

Process Flow: Purchasing → Receiving → Clearing

Clearing Entry 2101072882/1/2024

Additional Information

Attachments

RA for 2101072882-131536
Uploaded By: ZFE_PAYRUN | Uploaded On: 07.11.2024

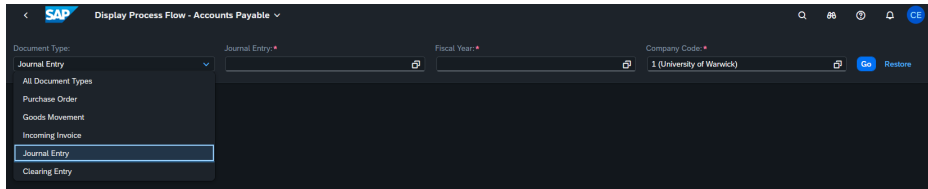
Related Applications

Restart Flow from this Document

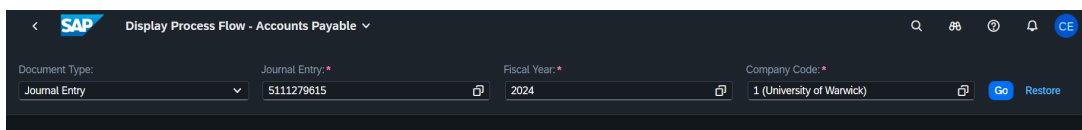
- Depending on the browser you are using, the remittance may appear as a tab, or you may be asked to download – please follow the instructions for the browser you are using

2. Direct on Display Process Flow

- Select the Document Type:
 - Clearing Entry (if you know the payment reference starting 210*)
 - Purchase Order
 - Journal Entry (SAP document reference number e.g. 511*, 190*)



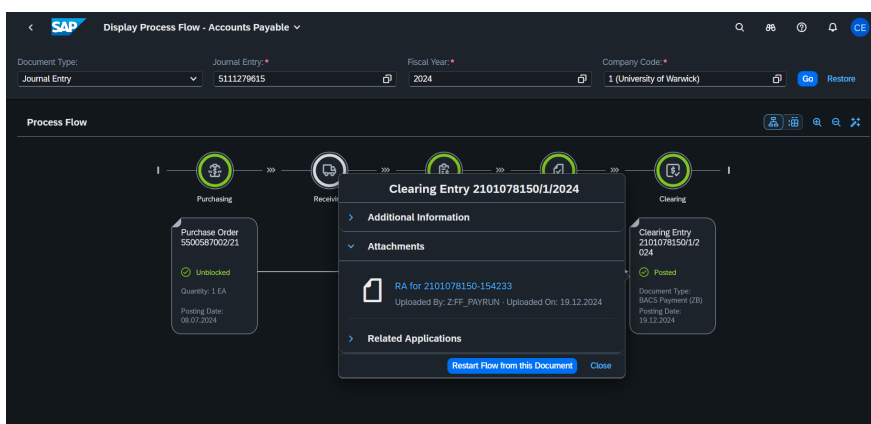
- Input the relevant information and the Fiscal Year it relates, and press Enter or Go



- This will show the process flow of the item(s) ****NOTE: If there is an entry under Clearing Entry, this indicates payment. If nothing is there, the document is likely to be open on the ledger (refer to Manage Supplier Line Items)****



- Under “Clearing”, select the clearing entry and click on the “Attachments” section to reveal an attachment which can be viewed / downloaded



- Depending on the browser you are using, the remittance may appear as a tab, or you may be asked to download – please follow the instructions for the browser you are using