







## RSA e-Business: Navigation

### How to pay vendor's bill: Summary

1. From the main menu, click on the tab **Payables**
2. Under **Transactions** group, click on the link **Pay Invoices**. This will open a new window.
3. Enter a **vendor number** or select it with the search button  on the right side of the vendor field. When this is done properly, the vendor information will appear on the window with its default values.
4. Use the tab key or click inside a field to change the default values of the fields.
5. On the bottom side of the screen locate the combo box "**List of invoices**" and make sure that the value **automatic** is selected.
6. Retrieve the list of invoices by clicking on the green arrow button  .
7. Locate the invoice you want to make a check for, and click on the image  on the right side of the selected invoice. This will let you make the payment.
8. Three new fields appear on the right side of the invoices. Modify the default values if necessary.
9. Click on the save button  . Repeat if necessary to pay additional
10. To pay additional invoices, repeat steps 7, 8, 9.
11. When, you're done, save the transaction by doing the following:
  - i. Go to the top of the list of invoices and click on **Save** button 
  - ii. Click **again** on the **Save** button  for a confirmation. This creates a check number, which is display on the screen.

## How to pay vendor's bill: details

1. Select the **Payables** tab. This will show the menu navigation of the payables (See fig 1).

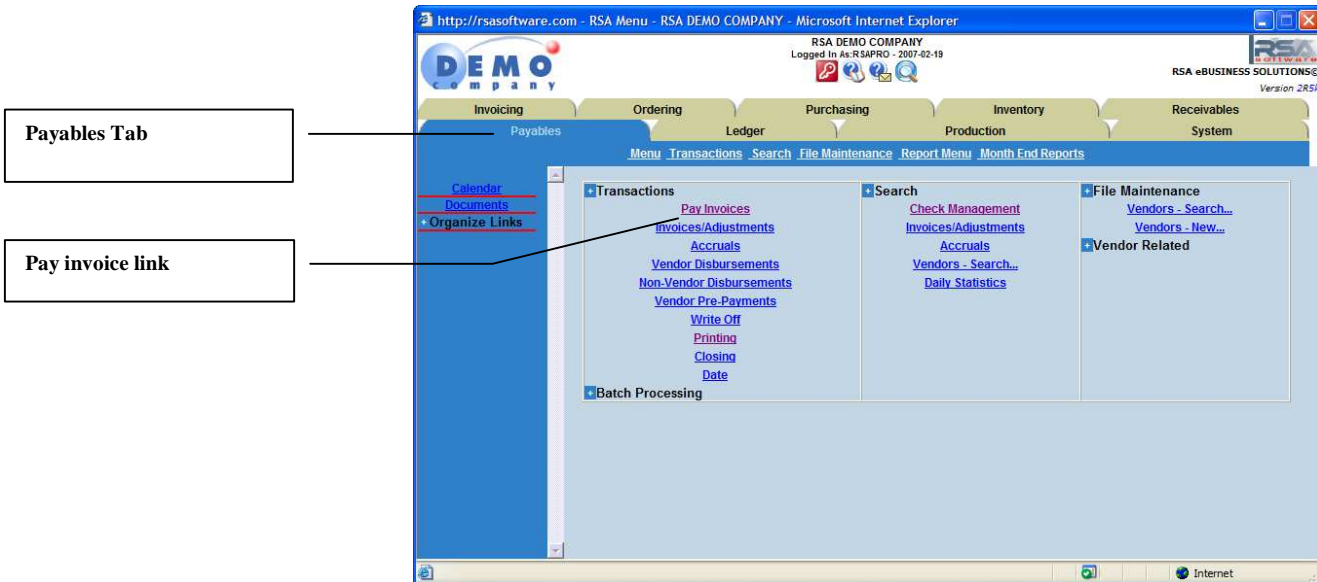


Fig 1: Payables main menu

2. Under **Transactions** group, click on the link **Pay Invoice** (See fig 1 above). This will open a window below.

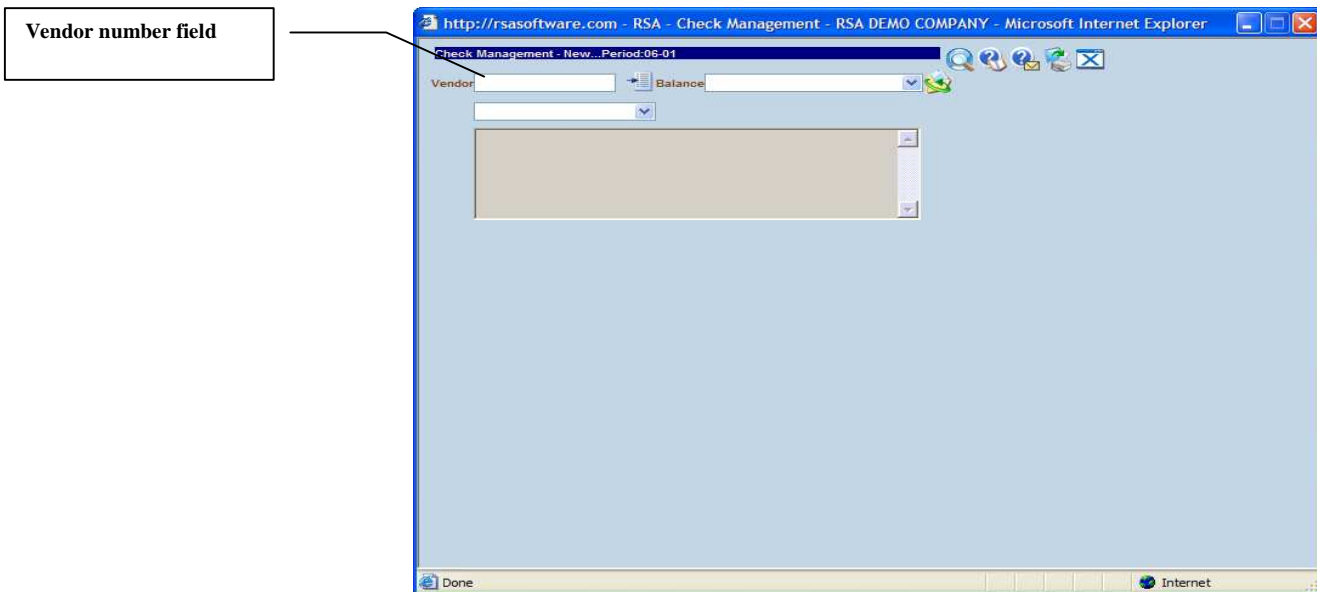



Fig 2: Screen for selecting a vendor prior starting the payment

3. In the new screen, enter the **vendor number** using one of the following options:
  - a. Enter the vendor number directly if you know it and go to step 4.
  - b. Otherwise use the Search button  near the vendor field for selecting a vendor number from the database. A new window will be opened. There are two ways for searching a vendor number:

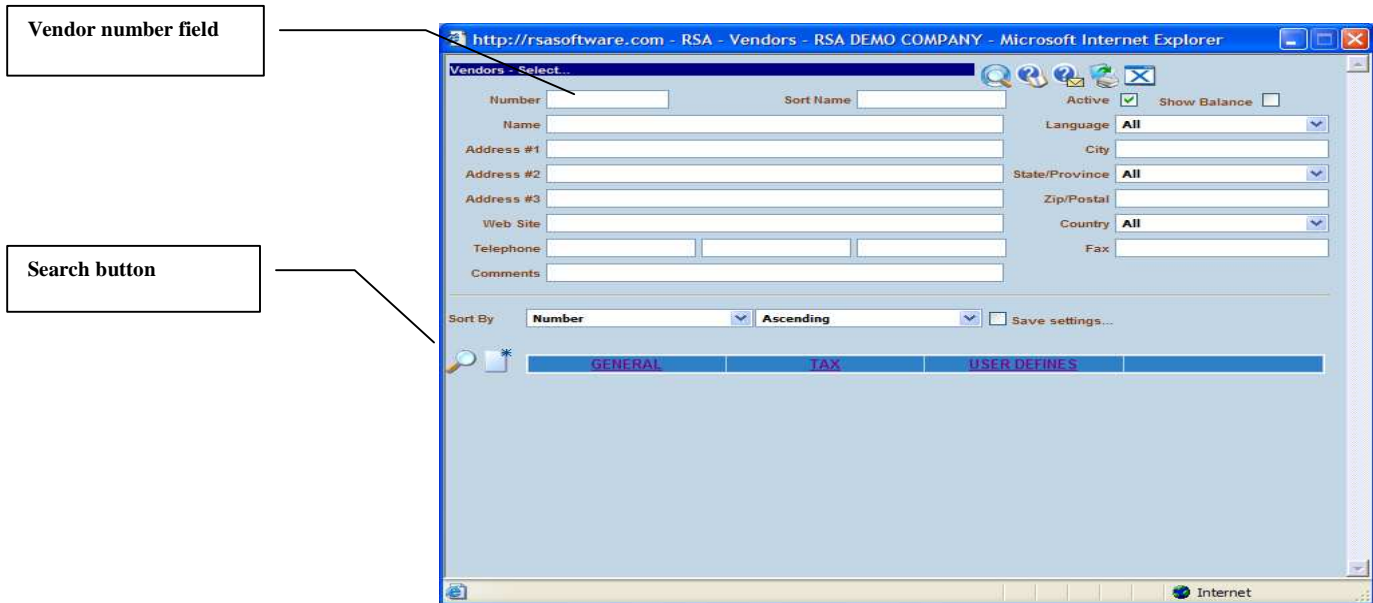




Fig 3: Screen for searching a vendor by criteria

**i. Searching a vendor number by criteria:**

- a. Enter the keywords in one or any fields you want. The keywords can be either one or any combination of either a word, a character, a wildcard like % character.
- b. Optionally use the sorting options for the result display.

Once the criteria are defined, click on the Tab key or the Search button . This will bring a list of all available vendors (See fig 4 below)

**ii. Searching a vendor number without any criteria:**

- a. Click directly on the search button  without entering any criteria. This will bring a list of all available vendors (See fig 4 below).
- c. A list of all available vendors is displayed if any is found (see fig 4 below).

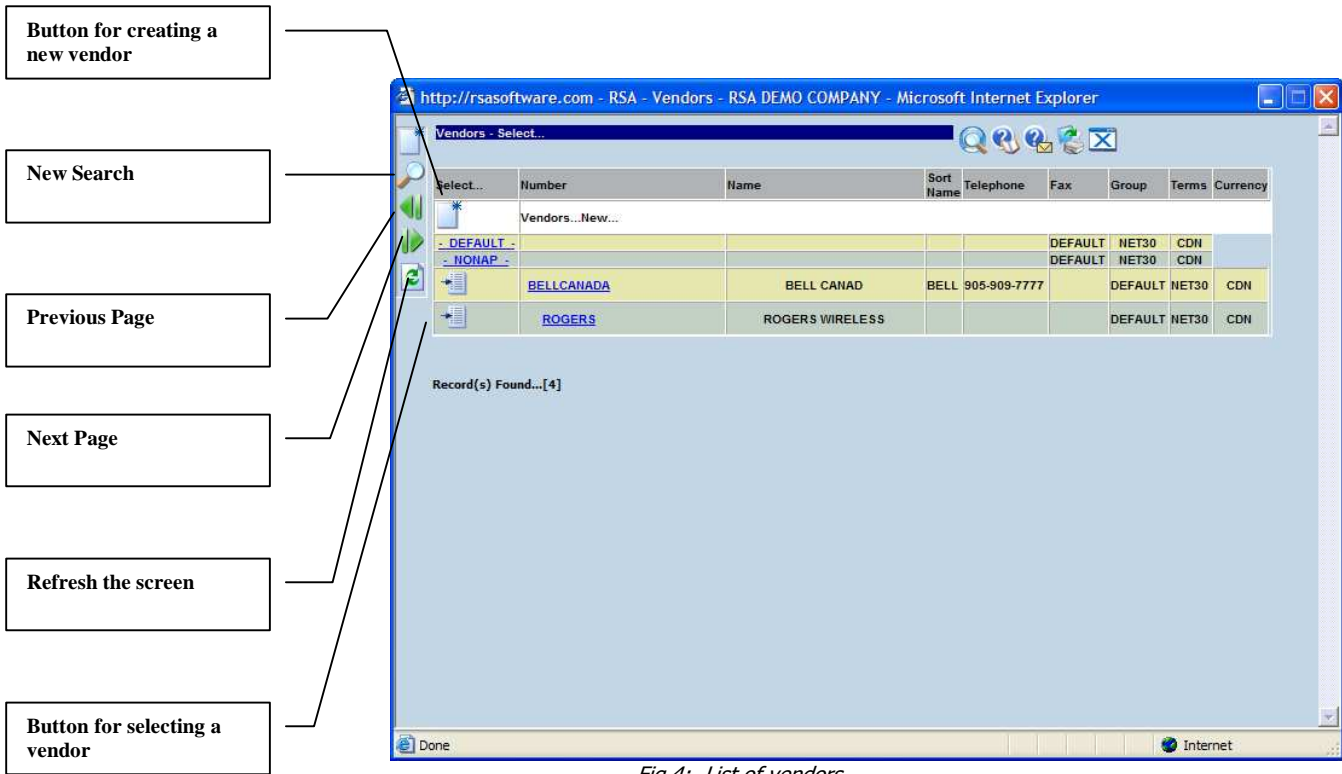


Fig 4: List of vendors

- Once a correct vendor number is selected, the window changes and will let you gather all the other information regarding the payment (See fig 5 below).

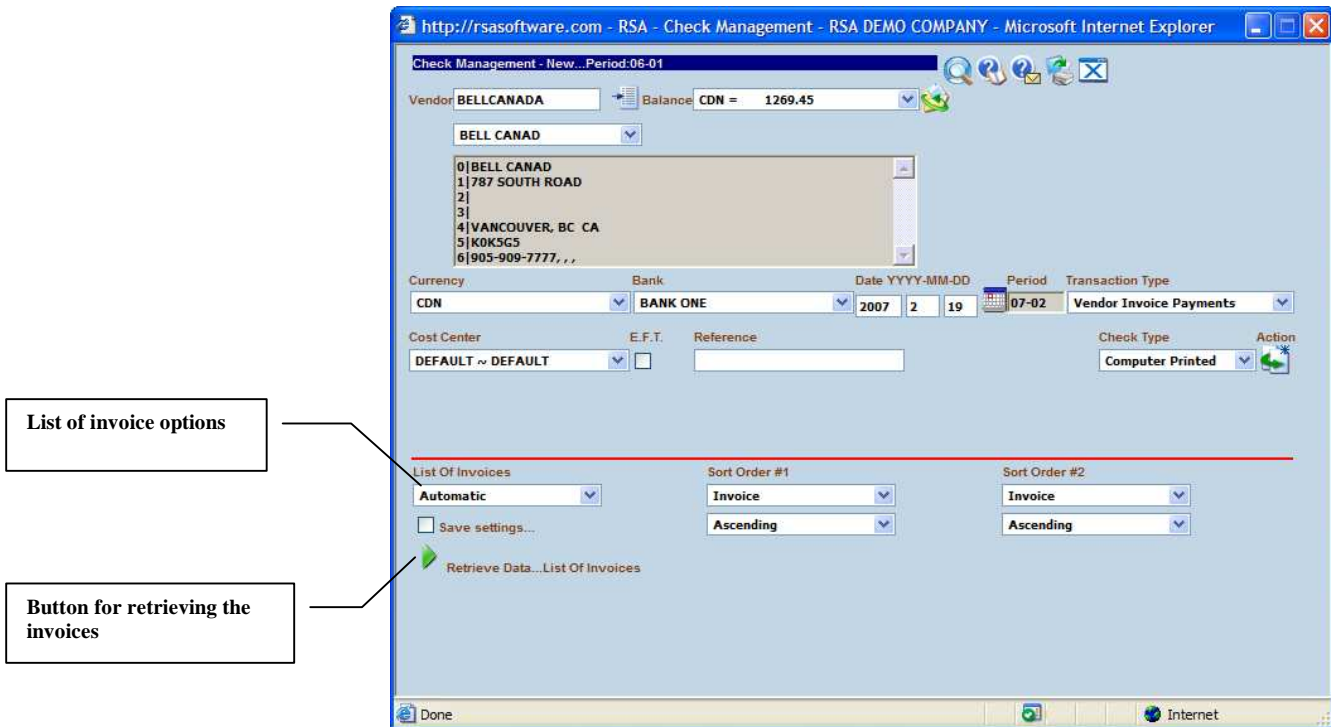

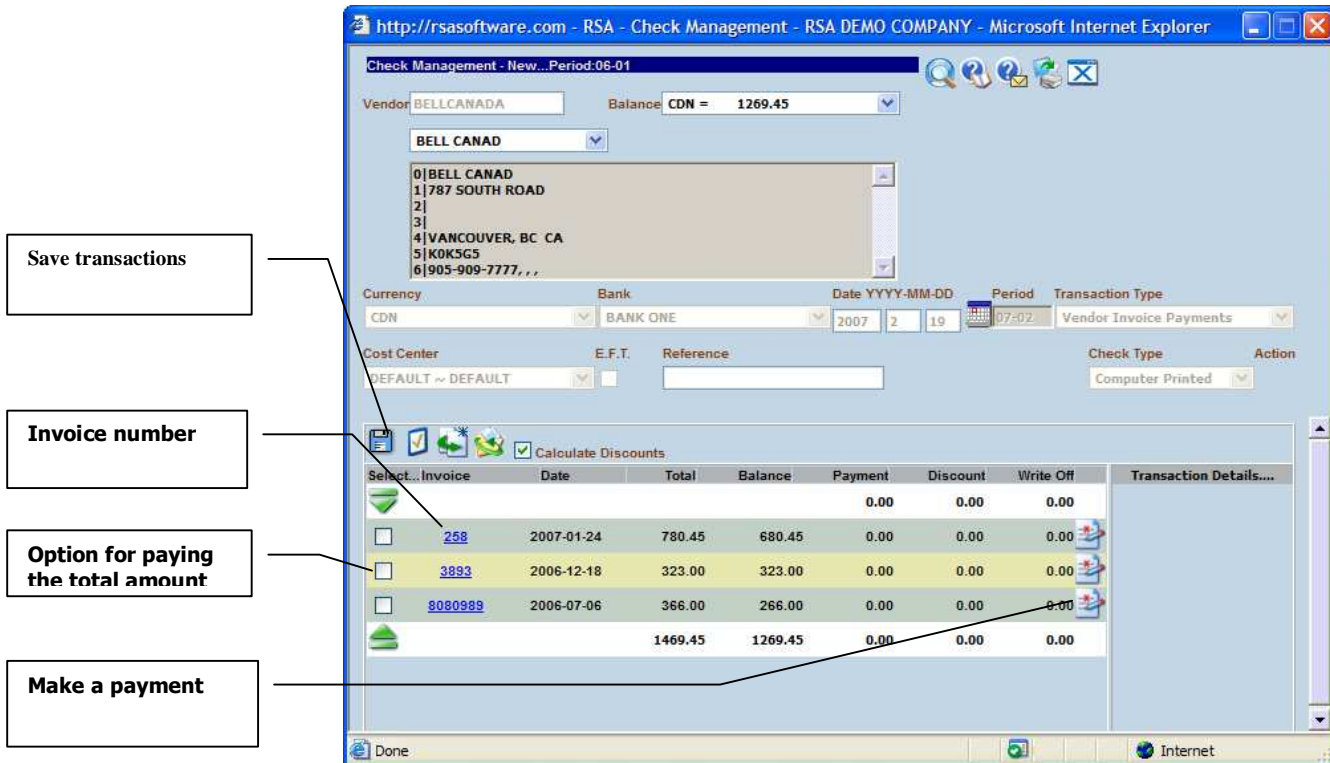


Fig 5: Screen for creating the invoice

- Changes the default values (currency, bank or date) if necessary

- Click on the button  for retrieving the list of invoices. This will show a screen like the one below.



Save transactions

Invoice number

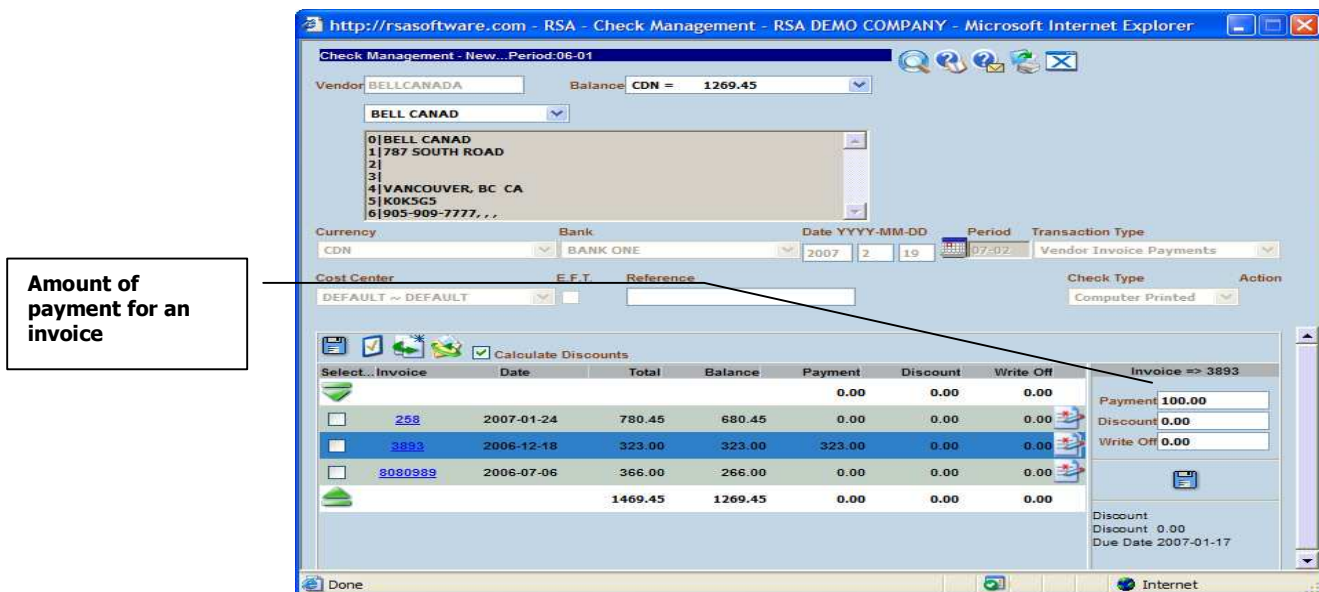
Option for paying the total amount

Make a payment

Select...	Invoice	Date	Total	Balance	Payment	Discount	Write Off	Transaction Details...
<input type="checkbox"/>	258	2007-01-24	780.45	680.45	0.00	0.00	0.00	
<input type="checkbox"/>	3893	2006-12-18	323.00	323.00	0.00	0.00	0.00	
<input type="checkbox"/>	8080989	2006-07-06	366.00	266.00	0.00	0.00	0.00	
			1469.45	1269.45	0.00	0.00	0.00	

Fig 6: List of invoices


- Locate the invoice you want to pay, select it by checking the checkbox.
- A new screen is displayed on the right side of the invoice list. The fields are set with default values (See below).



Amount of payment for an invoice

Select...	Invoice	Date	Total	Balance	Payment	Discount	Write Off	Transaction Details...
<input type="checkbox"/>	258	2007-01-24	780.45	680.45	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	3893	2006-12-18	323.00	323.00	323.00	0.00	0.00	Invoice => 3893 Payment <b>100.00</b> Discount <b>0.00</b> Write Off <b>0.00</b> Discount 0.00 Due Date 2007-01-17
<input type="checkbox"/>	8080989	2006-07-06	366.00	266.00	0.00	0.00	0.00	
			1469.45	1269.45	0.00	0.00	0.00	

Fig 7: Window for making a payment for an invoice

9. For making a partial payment, click on the button  and changes the default values. Otherwise go to step 10 for paying the total amount.

10. Click on the **Save** button .

11. For adding a new payment to the transaction, repeat the step 7, 8, 9.

12. For saving the transactions do the following:

a. Go on the top of the list of invoices

b. Click on the **Save** transactions button 

c. Click **again** on the **Save** transactions button  for a confirmation.

d. A check number is created and printed on the screen.