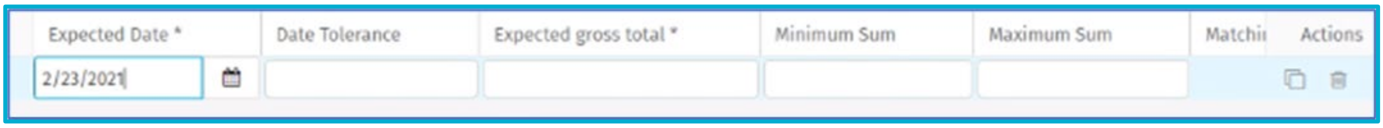
SPEND PLANS – CREATE A SCHEDULE-BASED PLAN

- In AP Pro, click **Spend plans**.
- Click **Create spend plan** > Select **Organization**, **Invoice type**, and **Scheduled-based** as the plan type > Click **Proceed**.
- Enter the required fields under the **Header data** section (see *Spend Plans Header Data).*
- Go to the **Payment schedule** tab > Click **Add first scheduled row** > Enter **Expected Date, Date Tolerance, Expected Gross/Net Total, and Tolerance(s)**.



- **Expected Date:** Refers to the invoice date of the invoices that are matched to the plan.
- **Date Tolerance:** How many days the actual invoice date can vary from the defined expected date.
- **Expected Gross Total or Expected Net Total**: Invoice total of a single invoice that can be matched to the plan.
- **Minimum Sum and Maximum Sum:** Approval tolerance for gross/net total.

- Click **Duplicate row** to add more rows to the plan.
- Click the **Attachments** tab > Attach any supporting documents to this spend plan.
- Go to the **Coding** section at the bottom of the page > Click **Add first coding row** > Fill in the required coding row fields.
- Click **Send to validation** for approval.

Note: Invoices that have already been matched against the plan are shown on the **Payment schedule** tab. It is also used to show invoices that have already been matched against the plan.