

## SPEND PLANS – CREATE A SELF-BILLING PLAN

- In AP Pro, click **Spend plans**.
- Click **Create spend plan** > Select **Organization**, **Invoice type**, and **Self-Billing** as the plan type > Click **Proceed**.
- Enter the required fields under the **Header data** section (see *Spend Plans Header Data*)
- Go to the **Invoices** tab at the bottom of the page > Click **Add first invoice row** > Enter **Invoice Date**, **Gross/Net Total** and **Due Date**.

Invoice date *	Gross total *	Due date *	Reference number	Payment message	Invoice Number	Matched Sum
2/23/2021						

- **Reference Number:** Used for identifying the invoice to be transferred to ERP.
- **Payment Message:** Free-text content and relay data to ERP.
- **Invoice Number & Matched Sum:** Automated fields used for the actual invoice creation.

- 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 created and matched against the plan are shown on the invoice row. The matched sum is visible on the relevant invoice row.