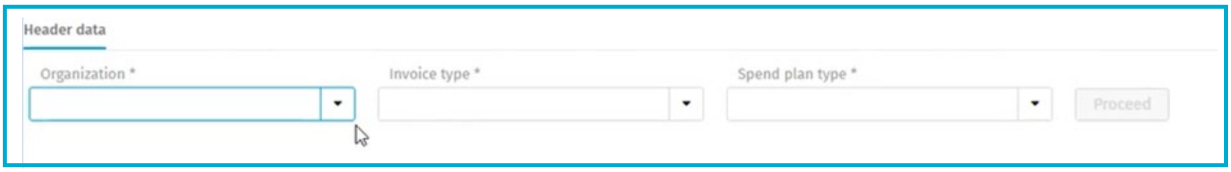
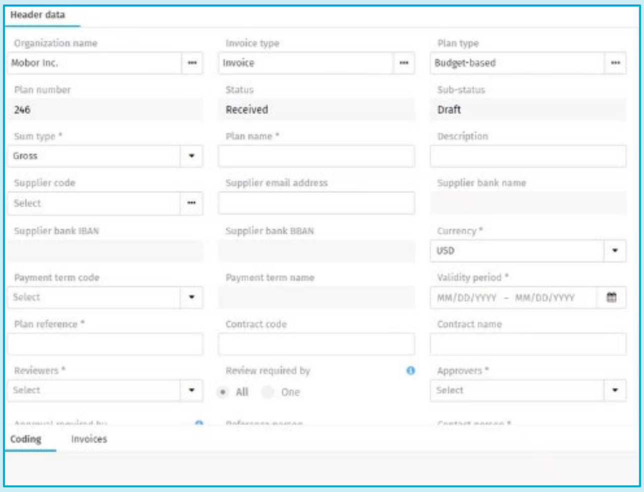
SPEND PLANS HEADER DATA

The spend plan header data consists of general information, such as the plan name and description, supplier, plan reference number, currency, validity period, sum type (net or gross), and reference person.

- In AP Pro, click **Spend plans**.
- Click **Create spend plan** > Select **Organization**, **Invoice type**, and **Plan type** > Click **Proceed**.



- Enter the required fields under the **Header data** section:



- **Sum type:** Select **Gross** or **Net**.
- **Plan name:** A name that will be provided to supplier.
- **Description:** Description of the plan (for example Building Renovation)
- **Supplier code:** The code for the supplier whose invoices will be routed through the spend plan.
- **Validity period:** Select the date range for this spend plan.
- **Plan reference:** Project reference name or number that will be provided to supplier. This reference information must be on the supplier invoice.
- **Contract code:** Contract ID
- **Approvers:** Select one or many to approve the spend plan after it has been reviewed.
- **Action required by only one of the selected users:** You can have one of the approvers to approve the spend plan or all recipients in the **Approvers** field.
- **Reference person**: An internal person that would have knowledge of spend plan and/or project.
- **Total:** The sum of the entire spend plan. This is automatically filled in and you cannot edit the field.
- **Remaining sum:** Amount that is remaining from the original total of spend plan.
- **Plan group:** Select the type of spend being created (for example, Rent, Production, Support, Project, Maintenance, Leasing).