

REQUESTING A SPEND PLAN FROM AN INVOICE

Invoice approvers and AP users can create a request for a spend plan when processing invoices. These recurring invoices can be automatically identified by both professional and personal users.

• When viewing the supplier's invoice, during the approval process or within AP Pro > Click More

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Options	

> Select **Request spend plan**.

• Enter the required fields under the **Header data** section (see Spend Plans Header Data)

meader data					
Plan type		Plan name *	Plan reference	Contact person *	
Schedule-based	-			Hansen Wendy	
Reviewers *		Approvers *	Contract code	Contract Title	
Payment schedule Gross total 1,016.91 EUR		Hisimum - Maximum sum		3	
Payment schedule Gross total 1,016.91 EUR Repeats *		Misimum - Maximum sam		•	
Puyment schedule Gross total 1,016.91 EUR Repeats * Monthly	•	Minimum - Maximum sum		•	
Puyment schedule Gross total 1,016.91 EUR Repeats * Monthly Shart date *		Minimum - Maximum sum		Tolerance (+/- d	Gree

- Fill in the **Payment schedule**:
 - **Minimum Maximum sum:** Invoice amounts (+/-) that are allowed to be paid. The minimum value must be greater than zero. The maximum sum must be greater than or equal to the gross total.
 - **Repeats:** The repeating of invoices received for this plan name. Options are daily, weekly, or monthly.
 - **Every:** "X" times per months, based on **Repeats**.
 - Start date: The default value is the current day of request.
 - **End:** Options available based on occurrences.
 - **Occurrences:** The "X" number of times that this plan will receive invoices.
 - **Tolerance:** The number of days (+/-) before or after the invoice is allowed to be received.
- Click **Done** > Preview the spend plan, edit, or delete data.
- Click **Submit** > Provide a comment for spend plan. > Click **Submit** again.

Note: You must fill in the Coding and Header data before you can create the spend plan request.