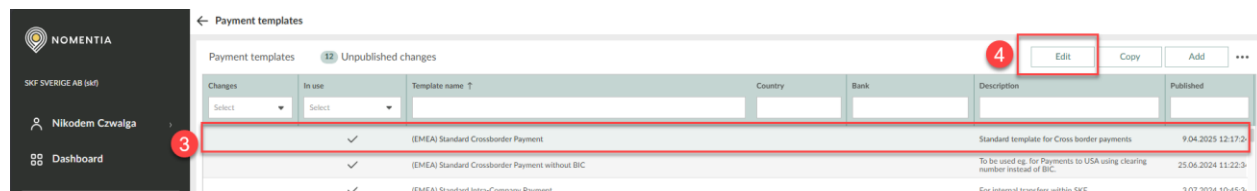
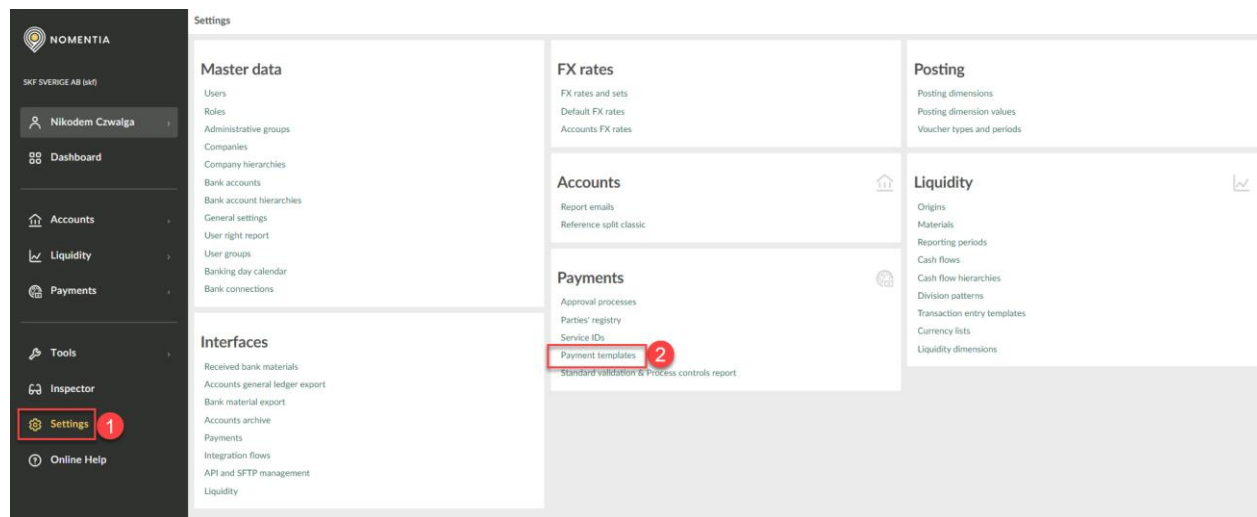


Why I can't see a payment template that my team sees

All the payment templates are created either to be shared with all the SKF users, or they can be shared with specific user/user groups. That's the reason why some people can't see templates. To check if you are added to the shared list follow the steps below:



You can see below that the template above is shared with “selected users only” meaning that if there is a new person in your Team and can't see the payment template you need to add their name to the list, or if the template is shared with specific user group, then you need to make sure that the new colleague is added to the user group. Sharing the template can be done by any P2P accountant. (If someone does not belong to the user group, you need to contact Treasury Team as those changes require inspector approval in Nomentia)

Shared with

Shared with

☐ All

☒ Selected users only

Users

Search...

☐ Show only selected

☐ Nadezhda Tomova-Aleksandrova (nadezhda.tomova-aleksandrova@skf.com)

☐ Susanne Stenborg (susanne.stenborg@skf.com)

☒ Abdullah Tellawi (abdullah.tellawi@skf.com)

☐ Aboli Pande (aboli.pande@skf.com)

☐ Adrian Franco (Adrian.Franco@skf.com)

User groups

Search...

☐ Show only selected

☐ 9181 Approvers

☐ 9181 Notif

☐ 9562 9765 Approvers

☐ 9562 9765 Notif

☐ 9565 Approvers

The important thing is to save and publish the changes:

Edit template

Template name

(EMEA) Standard Crossborder Payment

Country

Select

X

Bank

Select

X

Description

Standard template for Cross border payments

Shared with

Shared with

☐ All

☒ Selected users only

Users

Search...

☐ Show only selected

☐ Nadezhda Tomova-Aleksandrova (nadezhda.tomova-aleksandrova@skf.com)

☐ Susanne Stenborg (susanne.stenborg@skf.com)

☒ Abdullah Tellawi (abdullah.tellawi@skf.com)

☒ Aboli Pande (aboli.pande@skf.com)

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User groups

Search...

☐ Show only selected

☐ 9181 Approvers

☐ 9181 Notif

☐ 9562 9765 Approvers

☐ 9562 9765 Notif

☐ 9565 Approvers

Debtor

Ultimate debtor details

Name

Select

🔒

Bank account

Select

🔒

Ultimate debtor

🔒👁

Account currency

Select

🔒👁

Payment type

5

6

Save

Publish

Reject changes

Close