

Invoice Manager Admin Guide

Basware P2P 18.2



1 Invoice Management Overview

The Invoicing tab is a centralized location to manage all types of invoices, such as purchase order invoices, work order invoices, and non-purchase order invoices. Users are able to handle the workflow for purchase orders using invoice settings. Also, the layout for the Invoice Entry page can be managed under the Invoicing tab using the **Invoice Mask** link.

1.1 Flexible Invoice Layouts

The invoice entry, approval, and view pages can be configure so that the invoice header and the detail information are displayed in separate tabs (default configuration) or together.

When the header and detail information are displayed together, this functionality is controlled by their respective invoice settings for the system. The only flexibility allowed by invoice masks is the percentage dedicated to the header section and the detail section. This information is entered in the Options page for the specific mask in the **Header Height** and **Detail Height** fields. The combined percentages must equal 100.

To configure the invoice pages to display the invoice header and detail information together, the following invoice settings need to be enabled with the following information in the Path field:

Invoice Entry from Manage Purchase Order Administration Page

- Invoice Setting: Invoice Entry Module Path
- Path field: ../../swfs/UIE/modules/MinvoiceEntryWithDtls.swf

Invoice Entry from Invoice Entry Tab

- Invoice Setting: Invoice Manager Entry Module Path
- Path field: ../../swfs/InvoiceManager/modules/MinvoiceEntryWithDtls.swf

Approve Invoice

- Invoice Setting: Invoice Approval Module Path
- Path field: ../../swfs/UIE/modules/MinvoiceViewWithDtls.swf

View Invoice from Manage Purchase Order Administration Page

- Invoice Setting: Invoice View Module Path
- Path field: ../../swfs/ViewInvoice/modules/MinvoiceViewWithDtls.swf

View Invoice with Invoice Manager

- Invoice Setting: Invoice Manager View Module Path
- Path field: ../../swfs/ViewInvoice/modules/MinvoiceViewWithDtls.swf

For more information on how to add or edit an invoice setting, see Invoice Setting Addition and Editing.



1.2 Invoice Task Center Layout Options

The Invoice Task Center can be displayed horizontally or vertically. The horizontal display is the default.

moound		Pre Process	1	A Discrepancy		2 Post Pro	cess	Approval		Post Approval		Rayment	
lame	Count	Name	Count	Name	Count	Name	Count	Name	Count	Name Co	ount	Name	Co
laer Entered	1796	Pavels Pre-Process	25	Receiving Discrepancy	19	Post-Proces:	31	PO Invoice	1	Post-Approval	2	Invoices not Exported	
e Upload	61	Pre-Process	32	Financial	2			Non-PO Invoice	G			Invoices without GL Code	
indor Entered	6												
-Known Source	1												
-Entry	8												
n-Batched(Scanned)	۳ 🖬							⇒ I					
and a state of the													
care in easy / Acc												Invi	oice
	Invoice	Number	Reference	e In	voice Date	Date O	zated Vendo	or		Invoice Total	J Reviewer	r	_
Action	ada 18	-9-81		20	17-01-21	2017-0	-91 Adams				5 8115		

Figure 1: Invoice Task Center - Horizontal display (default)

		🐱 Metri	ics	4	Manage Invoices	Inquiries	📄 Invoice Entry	Check Request	Payments			
Inbound (7)		Search	n IN	Entry > ALL								Invo
ame	Count			ction	Invoice Number		Reference	Invoice Date	Date Created	Vendor	Invoice Total	Reviewer
ier Entered	1796		•	X	adq-18-2-N1			2017-01-31	2017-01-31	Adaequare Inc.	10.00	SU2
le Upload	61	9	-0	x	adq-18-1-N1			2017-01-31	2017-01-31	Adaequare Inc.	10.00	SU2
endor Entered	6	0	0	x	adg-18-2-N1			2017-01-30	2017-01-30	Adaequare Inc.	10.00	SU2
n-Known Source	1		0	×	adg-18-1-N1			2017-01-30	2017-01-30	Adaeguare Inc.	10.00	SU2
e-Entry	8	618	0	¥	ado-18-2-N1			2017-01-29	2017-01-29	Adaptuare Inc.	10.00	8112
n-Batched(Scanned)	6		-	÷	ado-18-1-N1			2017-01-29	2017-01-29	Adapture Inc	10.00	SU2
n-Batched(Un-Known Source)	21		•	0	000 10 1 111			2017 01 25	2017 01 25		10100	002
			~	×				1201-2	2 7-2 72			
				*	ato ato ato							
				×	41 21 91			12 12 2017-01-21	2017-01-21	ndu uz to	10.00	92 502
				× × ×	at 10 11 adg-18-2-N1 adg-18-1-N1			12 -2 2017-01-21 2017-01-21	2017-01-21 2017-01-21	nt og for Grundling for Adsequare Inc. Adsequare Inc.	03 03 10.00 10.00	01
				× × ×	at 18-2-N1 adq-18-2-N1 adq-18-1-N1 adq-18-2-N1			11 2017-01-21 2017-01-21 2017-01-21 2017-01-20	2 7-0 ² 28 2017-01-21 2017-01-21 2017-01-21	nda uu in Ga uu in Adaequare Inc. Adaequare Inc.	10.00 10.00 10.00	0_ 5U2 3U2 * 5U2
, Pre Process (2)				× × × ×	02 8 1 at 15 11 adq-18-2-N1 adq-18-1-N1 adq-18-2-N1 adq-18-2-N1 adq-18-1-N1			11	2	nd uu to ca, ca, ch, Adequare Inc. Adequare Inc. Adequare Inc.	10.00 10.00 10.00 10.00 10.00	02 502 502 902 * 502 * 502
pre Process (2) Discrepancy (2)				X X X X X X	32 - 53 - 11 adq-18-2-N1 adq-18-2-N1 adq-18-1-N1 adq-18-2-N1 adq-18-1-N1 adq-18-2-N1			12 1-2 2017-01-21 2017-01-21 2017-01-20 2017-01-20 2017-01-20 2017-01-19	2	Gu, da yin Masquare Jin Masquare Jin Masquare Jin Masquare Jin	10.00 10.00 10.00 10.00 10.00 10.00	UZ SU2 SU2 * SU2 * SU2 * SU2 * SU2
Pre Process (2) . Discrepancy (2) . Post Process (1)				× × × × × ×	<pre>>>**********************************</pre>			12 12 2017-01-21 2017-01-21 2017-01-20 2017-01-20 2017-01-20 2017-01-19	2017-01-21 2017-01-21 2017-01-21 2017-01-20 2017-01-20 2017-01-20 2017-01-19	Sa, utu yifa Adaeguana Inc. Adaeguana Inc. Adaeguana Inc. Adaeguana Inc. Adaeguana Inc.	10.00 10.00 10.00 10.00 10.00 10.00 10.00	UZ SUZ SUZ * SUZ * SUZ * SUZ * SUZ * SUZ
Pre Process (2) Discregancy (2) Past Process (1) Approval (2)				X X X X X X X X	03 8 1 adq-18-2-N1 adq-18-2-N1 adq-18-2-N1 adq-18-2-N1 adq-18-2-N1 adq-18-2-N1 adq-18-2-N1			11	2017-01-21 2017-01-21 2017-01-20 2017-01-20 2017-01-20 2017-01-19 2017-01-19 2017-01-18	Capacitan da Adequan Inc. Adequan Inc. Adequane Inc. Adequane Inc. Adequane Inc. Adequane Inc. Adequane Inc.	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	02 502 502 502 * 502 * 502 * 502 * 502 * 502 * 502
Pre Process (2) Discrepancy (2) Past Process (3) Approval (2) Post Approval (1)		N N N N		× × × × × × × ×	53 53 51 adq-18-2-H1 adq-18-2-H1 adq-18-2-H1 adq-18-2-H1 adq-18-2-H1 adq-18-2-H1 adq-18-2-H1 adq-18-2-H1			12 12 2 2017-01-21 2017-01-21 2017-01-20 2017-01-20 2017-01-19 2017-01-19 2017-01-18	2017-01-21 2017-01-21 2017-01-20 2017-01-20 2017-01-19 2017-01-19 2017-01-18 2017-01-18	Alexandro II. Alexandro III. Alexandro III. Alexandro III. Alexandro III. Alexandro III. Alexandro III. Alexandro III. Alexandro III. Alexandro III.	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	02 502 502 502 502 * 502 * 502 * 502 * 502 * 502 * 502 * 502 * 502

Figure 2: Invoice Task Center - Vertical Display

To configure the vertical display, the following two invoice settings need to be enabled with the following information in the **Path** field:

Invoice Setting	Path Field
Task Center Flow Module Path	//swfs/InvoiceManager/modules/ MinvoiceVTaskFlow.swf
Task Center List Module Path	//swfs/InvoiceManager/modules/ MinvoiceVTaskList.swf

For more information on how to add or edit an invoice setting, see Invoice Setting Addition and Editing.



2 Invoice Mask

An invoice mask determines the behavior of the entry/approval process and the layout of the entry page. Invoice masks can be configured to meet the needs of your organization. Contact your Basware Implementation Team or Client Care Team if you need assistance configuring invoice masks.

Invoice masks are specific to:

- PO Invoices
- WO Invoices
- Non-PO Invoices
- Invoice processing step Pre-Process, Post-Reconciliation, Post-Approval, etc.

Vendors can be customized to use specific masks or a global mask can be used for all vendors.

The following permission is required to manage invoice masks:

• 3510 - Can Manage Invoice Masks

Filter	Show All	~	Keywords	Submit		
* Pu	rchase Order, Standard Pu	Irchase Order M	Mask,		^	Options
* Wo * No	ork Order, Standard Work (on-PO, Standard Non-PO M	Order Mask, lask,				Details
* P0 * P0	rtal Purchase Order, Stand rtal Work Order. Standard	iard Portal Pur Portal Work Or	chase Order Mask, der Mask.			C
* P0	rtal Non-PO, Standard Por	tal Non-PO Ma	sk,			сору
* Pr(e-Process Purchase Order, a-Process Work Order, Star	Standard Pre-	Process Purchase Order Mask,			Delete
* Pro	e-Process Non-PO, Standa	rd Pre-Process	Non-PO Mask,			
* P0	rtal Pre-Process Purchase	Order, Standar	d Portal Pre-Process Purchase ()		Mark Global
* P0	rtal Pre-Process Work Ord	er, Standard Po Standard Porta	ortal Pre Process Work Order Ma I Pro-Process Non-PO Mask	S		Export
Purc	chase Order, PAVELS Stand	ard Purchase O	rder Mask,			
Purc	hase Order, KIPS Standard	l Purchase Ord	er Mask,			Import
Pre-	Process Purchase Order, K	IPS Standard P ard Purchase C	re-Process Purchase Order Mas order Mask	K,		Sync
Non	-PO, Aparna Standard Nor	I-PO Mask,	nder mask,			Sync
Pre-	Process Purchase Order, C	opy Standard I	Pre-Process Purchase Order Mas	ik,		
Non	-PO, header Standard Nor	-PO Mask,				
	Dracass Non DO Datail Ct	andard Dro-Dro	cess Non-PO Mask			

Figure 3: Invoice Mask List page

Table 1: Invoice Mask List page action definitions

Action Name	Definition
Options	Allows the user to customize various aspects of the invoice entry page. The default masks, marked with an asterisk (*) cannot be edited.



Table 1: Invoice Mask List page action definitions (continued)

Action Name	Definition
Details	Allows the user to customize the field labels, field types, tab order, sort order, default values for fields, etc. on the Invoice Entry page. The default masks, marked with an asterisk (*) cannot be edited.
Сору	Allows the user to copy an existing invoice mask.
Delete	Allows the user to delete an existing invoice mask. The default masks, marked with an asterisk (*) cannot be deleted.
Mark Global	Allows the user to select one mask to be used for all vendors.
Export	Allows the user to export a mask to another user.
Import	Allows the user to import a mask from another user.
Sync	Allows the user to update an existing mask with the latest changes after an upgrade.



The default masks that are shipped with the system are not editable.

2.1 Invoice Mask Options Configuration

Mask Name *	Aparna Standard Purchase Order Mask
Display Invoice after posting	⊖ Yes ⊛ No
Require Distribution	∩ Yes ⊛ No
Require Distribution on Approval	
Dofault Distribution	⊖
Jennise Du Dessiste	
Allow Free Free	
Allow Free Form	
Auto Select PO Receipts	
Auto Select PO Lines	() Yes ⊚ NO
Enable Short Pay	⊖ Yes ⊛ No
Enable Short Receive	⊖ Yes ⊛ No
Enable Invoice Edit During	O None O Post Process O Approval O Post Approval Approval & Post Approval @ All
Image Attachment Required	⊖ Yes ⊛ No
Header Height (Percentage [0-100])*	0
Detail Height (Percentage [0-100])*	0
Image Height (Percentage [0-100])*	0
Image Width (Percentage [0-100])*	0
Mask ID	18

Figure 4: Invoice Mask Options page for PO Invoice



Table 2: Edit Invoice Mask Options page field definitions

Field Name	Mask Type	Definition
Mask Name	PO, Non-PO	Allows the user to enter a name for the mask.
Display Invoice after Posting	PO, Non-PO	When set to Yes, the invoice displayed after processing. If set to No, the processed invoice is not displayed.
		When set to Yes, the invoice is only displayed when invoice entry originates from the Invoice Manager. When a PO is reconciled from the Manage Purchase Order page, the invoice is not displayed after processing and the user is returned to the Manage Purchase Order page.
Display Distribution	PO, Non-PO	When set to Yes, a field is displayed on the invoice to enter account code distribution. This is usually a default setting for non-PO invoices.
Require Distribution	PO, Non-PO	When set to Yes, the user is required to enter account code distribution for purchase order invoices. When set to No, the user is not required to enter account code distribution purchase order invoices.
Require Distribution on Approval	PO, Non-PO	When set to Yes, the approver must enter the account code distribution when approving purchase order invoices. The invoice entry user does not enter distribution.



Table 2: Edit Invoice Mask Options page field definitions (continued)

Field Name	Mask Type	Definition
Default Distribution	PO, Non-PO	Determines where the distribution is to occur. Select none if distribution is not being used for purchase order invoices. Select detail if the distribution is to occur at the line level. Select external if the distribution is coming from an external accounting system (Excalibur or BOLO).
Invoice by Receipts	PO,	When set to Yes, the invoice displays the received lines.
Display Details	Non-PO	When set to Yes, the grid for lines is displayed.
Require Details	Non-PO	When set to Yes, users are required to enter line items.
Allow Free Form	PO, Non-PO	When set to Yes, free form line items can be added to the invoice. This function mostly relates to PO invoices and is useful if there are receiving charges on invoices that are not on the related PO. When set to No, free form line items cannot be added to the invoice.
Auto Select PO Receipts	PO,	When set to Yes, the received line items are automatically populated on the invoice detail if there are open receipts against the PO.
Auto Select PO Lines	PO,	When set to Yes, all PO lines on the invoice are automatically populated if there is no open receipt.
Enable Short Pay	PO, Non-PO	When set to Yes, invoices in financial discrepancy and/or invoice approval can be short paid with a valid reason.
		Reason field needs to be configured for the Invoice Approval Header Display.



Table 2: Edit Invoice Mask Options page field definitions (continued)

Field Name	Mask Type	Definition				
Enable Short Receive	PO,	When set to Yes, invoices in receiving discrepancy can be short received.				
		The Short Receive Reason field needs to be configured for the Invoice Approval Header Display.				
Enable Invoice Edit During	PO, Non-PO	Determines whether purchase order invoices can be edited after the pre- process work queue. Select none if purchase order invoices cannot be edited after the pre-process work queue. Select post process, approval, post approval, or approval and post approval if purchase order invoices can be edited in one of these work queues. Select all if purchase order invoices can be edited in all the work queues listed above.				
Image Attachment Required	PO, Non-PO	Determines whether image attachments are required for purchase order invoices. Select Yes if image attachments are required. Select No if image attachments are not required. The default value is No.				
		This feature is available for the invoice entry mask and/or the pre-process invoice mask. Based on how the masks are configured determines when the image is required.				
Header Height	PO, Non-PO	When a split page is used, this determines the percentage of the page dedicated to the header.				



Field Name	Mask Type	Definition
Detail Height	PO, Non-PO	When a split page is used, this determines the percentage of the page dedicated to the detail section.
Image Height	PO, Non-PO	When viewing images, this determines the height of the image in relationship to the page.
Image Width	PO, Non-PO	When viewing images, this determines the width of the image in relationship to the page.
Mask ID	PO, Non-PO	An auto-generated number assigned by the system.

Table 2: Edit Invoice Mask Options page field definitions (continued)



• For invoice image attachments, only PDF format is supported by Invoice Manager. Other formats can be used, but the client is responsible for troubleshooting issues with formats other than PDF. For more information, please refer to *Invoice Manager User Guide - Chapter 7*.

• System setting 1091 – Absolute Path to Attached Document Directory must have a valid URL when using invoice attachments.

2.2 Invoice Mask Details Configuration Steps

Once the mask options are configured, the next step is to adjust the details. To do this, select the mask and click **Details**. Masks are defined by Mask Screen Type and Mask Field Type.

Mask Screen Types Available:

- Invoice Approval
- Invoice Entry
- View Invoice

Mask Field Types Available:

- Invoice Approval
 - Invoice Approval Routes Display
 - Invoice Header Display
 - Invoice Line Detail Display
 - Invoice Payments Display
 - Invoice Recurring Display
 - Invoice Recurring Parent Display
 - Invoice Work Queue Display



- Invoice Entry (Detail or Advanced)
 - Invoice Detail Attribute
 - Invoice Distribution
 - Invoice Edit Details
 - Invoice Header
 - Invoice Header Attribute
 - Invoice Line Detail
 - Invoice Vendor
- View Invoice
 - Invoice Approval Routes Display
 - Invoice External Distribution Display
 - Invoice Header Display
 - Invoice Line Detail Display
 - Invoice Payments Display
 - Invoice Recurring Display
 - Invoice Recurring Parent Display
 - Invoice Work Queue Display

Step 3

Once the screen and field type is selected, the fields to edit are displayed. The fields vary depending on the mask type. In this example, the Invoice Entry - Invoice Edit Details fields are displayed.

Fields - Aparna	Fields - Aparna Standard Purchase Order Mask - Step 3										1-12 of 12 i	1-12 of 12 items processed		
Field Name 🔳	Field Label	Default Value 🔳	Default Script	Field Type	Width	Max	Required	Editable	Disable	Span	Align		Tab	Order
ItemCategory_ID	Item Category :	0		Select Box ~	0	30					left	~	3	3
ItemName	Item Name :			Text Box ~	200	100					left	~	2	2
ItemPrice	Invoice Unit Cost :	0.00		Text Box ~	200	20					left	~	70	70
ItemQty	Item Qty :	0		Text Box ~	200	20					left	~	60	60
ItemSKU	Item SKU :			Text Box 🗸	200	50					left	~	1	1
LineAccCode	Line Account Code :			Text Box ~	200	100					left	~	3223	3223
LineUsritem1	Line Udef 1 :			Text Box 🗸	200	50					left	~	0	0
LineUsritemz	Line Udef 2 :			Text Box 🗸	200	50					left	~	0	0
LineUsritem3	Line Udef 3 :			Text Box 🗸	200	50					left	~	0	0
LineUsritem4	Line Udef 4 :			Text Box 🗸	200	50					left	~	0	0
LineUsritem5	Line Udef 5 :			Text Box 🗸	200	50					left	~	0	0
Jnit	Unit :	EACH		Select Box ~	0	0					left	~	5	5

Figure 5: Invoice Mask - Details example, Step 3

Table 3: Edit Invoice Mask Details Page Column Definitions

Column Name	Definition
Field Label	The name of the field displayed on the Invoice entry page.
Default Value	The static value defaulted on the page for the specific field.



Column Name	Definition
Default Script	The dynamic default value from the following tables:
	Purchase Orders (for PO Masks)
	Vendors (for Vendor Masks) Work Orders (for WO Masks)
	• Work Orders (101 WO Wlasks)
Field Type	This identifies the entry type for the field. The field types available are check box, currency, date, display, list, lookup, numeric, radio button, select box, text area, textbox, and TLA. Some field types such as list boxes or drop-down boxes require extended mask parameters.
Width	The width of text fields.
Max	The maximum number of characters in the text field.
Required	Select if the field is required.
Editable	Select if the information in the field is editable.
Disable	Select if the field should be disabled.
Span	Select if the information needs to be displayed in more than one column.
Align	Select if the information is to be displayed left- aligned, right-aligned, or centered.
Tab	Set up the tabbing sequence for the cursor.
	Basware recommends entering in increments of 10 – starting with 10. Using this convention allows you the flexibility to move/reorder a field between two other fields without having to renumber everything.
Order	The field Display order. Odd numbers display on left (header) and even numbers on right (header).
	Basware also recommends using the same numbers for the Tab and Order fields. Using this convention keeps the mask organized.

Table 3: Edit Invoice Mask Details Page Column Definitions (continued)



For invoice entry masks, the cursor defaults to the field with the lowest tab sequence. This is usually the first data entry field on the invoice. The default cursor affects the following pages:

- Invoice Entry from the Reconcile Purchase Order page
- Invoice Entry from the Vendor Portal
- Entering a new invoice from the Manage Invoice page
- Viewing an invoice in the Inbound Work Queue from the Manage Invoice page
- Viewing an invoice in the Pre-Process Work Queue from the Manage Invoice page



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For non-PO e-invoices, the non-PO invoice mask has to be configured to have a location ID set up in the Default Value column for the Location ID field. If there is not a location ID in the Default Value column for the Location ID field, the non-PO e-invoice has a location ID of 0. This means that the non-PO invoice cannot be viewed or sent for approval.

Step 4

The Field Mask/Message page is displayed. Here is where field mask information, error messages, and help messages are entered.

Field Mask/Message - Aparna Standard Non-PO Mask - Step 4				1-4 of 4 items processed
Field Name	Field Type	Field Mask	Error Message	Help Message
ItemName	Text Box			
ItemPrice	Text Box			
ItemQty	Text Box			
ItemSKU	Text Box			
				Cancel Next >

Figure 6: Invoice Mask - Edit Field Mask/Message example, step 4

Tuble if I feld filessale pare column definitions	Table 4:	Field	Mask/	Message	page	column	definitions
---	----------	-------	-------	---------	------	--------	-------------

Column Name	Definition
Field Name	The name if the field entered in step 3.
Field Type	The type of field, as selected in step 3.
Field mask	The way the information is displayed for the field. For example, the way dates are displayed come from this setting. Enter 99/99/9999 to require two digits for the month and four digits for the year. Characters can be configured from this mask as well.
Error Message	The message displayed for the selected field when information is entered incorrectly or not entered.
Help Message	The message displayed to inform the user of what type of information is needed for the selected field.

Step 5

The Query/Lookup page is displayed for select boxes (step 5) and check boxes (step 6).

Query/Lookup - Aparna S	Standard Non-PO Mask - Step	5						1-3 of 3 items processed
Field Name	Field Type	Error Message	Help Message	Query Name	Query SQL	Query Display	Query Value	Lookup Name
ItemCategory_ID	Select Box			qryGetCategories		CategoryName	ItemCategory_ID	
ItemQty	Select Box							
Unit	Select Box				SELECT Unit FROM Units	Unit	Unit	
								Cancel Finish

Figure 7: Invoice Mask - Query/Lookup page example, step 5 & 6



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Columns may vary depending on the field type being configured.

Table 5: Select Box Query/Lookup Page Column Definitions

Column Name	Definition
Field Name	The name of the field entered in step 3.
Field Type	The type of field selected in step 3.
Error Message	The message displayed for the selected field when information is entered incorrectly or not entered.
Help Message	The message displayed to inform the user of what type of information is needed for the selected field.
Query Name	The name of query file. This must be in the common\manage folder.
Query SQL	The SQL for the query. Use this in lieu of the Query Name field.
Query Display	The value that is displayed to the user. This is case sensitive. This information must match the information in the Query Value field.
Query Value	The value stored in the field. This information must match the information in the Query Display field.
Lookup Name	The look up name is configured in this field from the list of look ups established in Look Ups from the Admin tab.
Radio/Check Display	The value that is displayed to the user.
Radio/Check Value	The value stored in the field.

2.3 Invoice Mask Details Configuration - Advanced

Some mask field types, such as on the Invoice Entry screen types, allow for Advanced Editing.

Field Type - Aparna Standard Non-PO Mask - Step 2						
Mask Field Type * Select Type *	Invoice Header v					
	Cancel Next>					

Each field allows the user to write a customized action script. For more information or assistance, contact your Implementation or Client Care team.



Invoice Advance	ed Mask Details - Aparna S	tandard Non-PO Mask							1-40 of 40 items processed
Field Name	On Focus	On Blur	On Change	On Click	On Key Down	On Key Up	On Mouse Down	On Mouse Up	On Validate=
DiscountAmt									
DueDate									
Exception_ID									
ExceptionName									
Freight									
FreightAccount									

Figure 8: Invoice Advanced Mask Details



3 Invoice Settings

Invoice Settings define the parameters that drive the behavior of the workflow process such as discrepancy, verification, etc.

Also, users can set up account global discrepancy parameters to trigger Financial Discrepancy or make Tax and/or Freight fields required during Invoice Entry.

The following permission is required to be able to access this functionality:

• 138 – Manage Invoice Settings

ter Show All v - and - All v Keywords	Submit			
Compare entered involce total and Calculated PO Total for PO Discrepancy,	^	Add	View Settings	All
* Flag discrepancy on line item unit cost, All, Max. Percentage to flag discrepancies, All, Max. Amount to flag discrepancies, All,		Edit	view settings	
Enforce 3-way match, All, Default item Category for Off Catalog items, item Category.		Enable		Submit
Ana process to show for involved and process to show for each of the show for involved and the show for involved and the show for involved and the show of the sho		Disable		
		Delete		
Involce POP3 Server, All, Involce POP3 Server Post, All, Involce POP3 Server Port, All, Involce POP3 Server User Name, All, Involce POP3 Server User Name, All,				
Enable Itagging of Discrepant purchase orders, All, Max Wait Days for Receiving Discrepancy, All, Check Buided Availability for Non-Do Invoice, All				
Task Center Flow Module Path, All				
nan outer Lise mounter any my				

Figure 9: Manage Invoice Settings page

Action Name	Definition
Add	Allows the user to add a new setting.
Edit	Allows the user to edit an existing setting.
Enable	Allows the user to enable a setting that has been disabled.
Disable	Allows the user to disable a setting that is enabled.
Delete	Allows the user to delete an existing setting.

3.1 View Settings

The view settings feature allows the user to view the settings in one table. To view the settings, select one of the following from the Drop-down field: All, General, PO Reconciliation, PO Discrepancy, Invoicing, and Layout. Click Retrieve.



Invoice Setting List							
Filter Show All v - and - All v Keywords Submit							
Compare entered invoice Total and Calculated PO Total for PO Discrepancy,	Add	View Settings General V					
Max. Percentage to flag discrepancies, All, Max. Amount to flag discrepancies, All	Edit						
Enforce 3-way match, All, Default item Category for Off Catalog items, item Category,	Enable	Submit					
Map process to show for invoice Map, All, stop Reconciliation of fully reconciled Purchase Orders, All,	Disable						
Check Recursive WQ for specified Work Queues, All, * Image reference URL, All,	Delete						
Invoice POP3 Server, All, Invoice POP3 Server Password, All,							
Invoice POP3 Server Port, Au, Invoice POP3 Server User Name, All, Enable Brading of Discrement purchase orders. All							
Max Walt Days for Receiving Discrepancy, All, Check Budget Availability for Non-PO involce, All,							
Task Center Flow Module Path, All, Task Center List Module Path, All,							
Showing 19 Item(s)							

Figure 10: View Settings page 1

Invoice Settings				1-13 of 13 items processed
Setting	Default	Upper Value	Lower Value	Enabled
Check Budget Availability for Non-PO Invoice	No	Yes		Yes
Check Recursive WQ for specified Work Queues		12		Yes
Enable exact match receiving for E-Invoice	No			
Generate System Invoice Image	No			
Image reference URL		https://qa11.verian.com /pitdocs/qapd/t4 /co/[].pdf		No
Image URL for external reference				
Map process to show for Invoice Map	1,2,3,4,5,6,7	1,2,3,4,5,6,7		Yes
Max Wait Days for e-invoice	60			
Max Wait Days for Receiving Discrepancy	0	5		Yes
Max Wait Days in Workflow	10			
Non-PO Invoice Import Specification	0			
Purchase Order Invoice Import Specification	0			
Work Order Invoice Import Specification	0			

Figure 11: View Settings page 2

Column Name	Definition
Setting	Displays the name of the setting.
Default	Displays the default value for the setting.
Upper Value	Displays the upper value for the setting.
Lower Value	Displays the lower value for the setting.
Enabled	Displays whether the setting is enabled or not.

Invoice Settings are classified into the following groups: general, PO reconciliation, PO discrepancy, WO reconciliation, WO discrepancy, and layout.

3.1.1 General Invoice Settings

Calculate Tax on auto-reconciliation of a shipment

• This setting determines whether tax is calculated when a shipment is auto-reconciled.



Check Budget Availability for Non-PO Invoice

• This setting determines whether budget availability is checked when processing a non-PO invoice.

Check Recursive Work Queue for Specified Work Queue

• This setting determines whether work queues can be checked recursively.

Enable Exact Match Receiving for e-Invoice

• This setting determines whether the receipt of the goods and the e-Invoice must match to be reconciled.

Image Reference URL

• This setting allows the user to set up a URL for images used for batch invoices. The following configuration must be used:

http://<server>/pitdocs/<instance>/t<tenant-id>/c0[].pdf

A .zip file containing images and an XML descriptor must be placed in the Basware File Manager in the t<tenant-id>/c0/zip directory. When the ProcessInboundInvoice template is run, it unzips the invoice images in this zip file to the t<tenant-id>/c0/XMLImage/image/<MMDDYYYY> folder.

These invoice images appear in the In Entry work queue or can be accessed from the Batches tab in the Invoice Manager. When a batch invoice is matched to a vendor or purchased order, the invoice image is copied to the t<tenant-id>/c0/invoice/Batch/<MMDDYYYY> folder in the Basware File Manager.

For invoice image attachments, only PDF format is supported by Basware P2P Invoice Manager. Other formats can be used, but the client is responsible for troubleshooting issues with formats other than PDF. For more information, refer to the Invoice Manager – User Guide – Chapter 7.

Image URL for External Reference

• This setting allows the system to retrieve images that are stored in an external system.

Map process to Show for Invoice Map

• This setting allows for the display of where invoices are in the invoice process.

Max Wait Days for e-invoice

 This setting determines the maximum number of days an e-invoice can stay in the inbound work queue without any action taken against it. When the maximum number of calendar days is reached, the invoice is automatically canceled and an e-mail is sent to the e-invoice manager (users with permission 3515 – Manage e-invoice). This is based on the invoice creation date.

Max Wait Days for Receiving Discrepancy



• This setting determines the number of days an invoice that is between being processed and being sent to receiving discrepancy waits before it is actually sent to the receiving discrepancy work queue. Once the invoice has exceeded the determined number of wait days, it is sent to receiving discrepancy. If the discrepancy no longer exists, the invoice is sent to the appropriate work queue.

Max Wait Days in Workflow

• This setting determines the number of days an invoice stays in the workflow before it is flagged in the Invoice Task Center. Invoices that are flagged are highlighted in orange in the grid.

Non-PO Invoice Import Specification

• This setting determines which non-PO invoice import specification is used.

Purchase Order Invoice Import Specification

• This setting determines which PO invoice import specification is used.

Work Order Invoice Import Specification

• This setting determines which WO invoice import specification is used.

Default Item Category for Free Form Items

• This setting displays the default item category selected for free form items.

3.1.2 PO Reconciliation Invoice Settings

Account Code Type to Verify Invoice Udef 1 Entry

- This setting allows the setup of a custom verification method for account codes. This setting is dependent on the organization's accounting practices.
- Specify which type of account codes (in the accounting codes table) the entry in Invoice Udef 1 field is to be verified.

Account Code Type to Verify Invoice Udef 2 Entry

- This setting allows the setup of a custom verification method for account codes. This setting is dependent on the organization's accounting practices.
- Specify which type of account codes (in the accounting codes table) the entry in Invoice Udef 2 field is to be verified.

Account Code Type to Verify Invoice Udef 3 Entry

- This setting allows the setup of a custom verification method for account codes. This setting is dependent on the organization's accounting practices.
- Specify which type of account codes (in the accounting codes table) the entry in Invoice Udef 3 field is to be verified.

Account Code Type to Verify Invoice Udef 4 Entry



- This setting allows the setup of a custom verification method for account codes. This setting is dependent on the organization's accounting practices.
- Specify which type of account codes (in the accounting codes table) the entry in Invoice Udef 4 field is to be verified.

Account Code Type to Verify Invoice Udef 5 Entry

- This setting allows the setup of a custom verification method for account codes. This setting is dependent on the organization's accounting practices.
- Specify which type of account codes (in the accounting codes table) the entry in Invoice Udef 5 field is to be verified.

Enable Flagging of Discrepant Purchase Orders

• This setting determines whether the Discrepancy Review process is used for PO invoices.

Enable Inspection Rejected Items for Invoicing

• This setting allows for items in the rejected receipt inspection work queue to be reconciled.

Enforce 3-Way Match

• This setting requires all three components (Purchase Order-Receipt-Invoice) to complete the purchase to invoice process. This setting helps organizations achieve a 3-way match as dictated by their business requirements.

Line Account Codes required in PO Reconciliation

• This setting requires an AP account code to be entered for all line items on the invoice.

Overwrite the Invoice Creator with Discrepancy Reviewer

• This setting determines the user name referenced on an invoice as the invoice creator. If set to Yes, the last person to approve the invoice is listed as the invoice creator.

Require Freight Account Code to be Entered

• This setting requires a freight account code to be entered on the invoice. This is typically used in conjunction with the accounting export.

Require Tax Account Code to be Entered

• This setting requires a tax account code to be entered on the invoice. This is typically used in conjunction with the accounting export.

Restrict Invoice Line Items to 2 Decimals

• This setting determines the number of decimals displayed. When enabled, line items are extended by two decimal points. When disabled the line items are extended by four decimal points.

Stop Reconciliation of fully Reconciled Orders

• This setting prevents further action from being taken on an order that has been fully processed.

Type of Account Codes to Verify the AP Account Code



• This setting determines whether AP account codes are verified against standard accounting codes instead of AP specific account codes.

Update Inventory Item Cost on Reconcile

- This setting determines whether reconciliation changes the associated inventory cost.
- This setting is enabled if average costing is used by your organization. If enabled, the inventory value changes when the invoice price differs from the purchase order price. If not enabled then the inventory value does not change when the invoice price differs from the purchase order price.
- The use of this setting requires companies to evaluate how their reconciliation process works in conjunction with inventory costs.

The following scenario may occur if this setting is enabled. One catalog item (ABC) is ordered for \$10 and this information is placed on the purchase order. The Vendor sends an invoice for \$20 due to a recent price change. If this setting is enabled then when the accounting department reconciles the PO the new catalog price is updated to \$20.

However, what happens if a price discount is received from the vendor for a bulk purchase? The new invoice cost information may only apply to a special promotion or a price discount for bulk. The organization process may not want the accounting department to be able to change the catalog price for item ABC since the new price could be incorrect if future purchases are not bulk or do not fall within the parameters of a promotional campaign.

This setting requires the organization to think about the relationship between accounting and the purchasing department. Is accounting to have the ability to change price information for inventory items during reconciliation?

Update Vendor Pricing during Reconciliation

- This setting affects the cost of an item in the catalog. If Yes is selected then the new item price is automatically updated in the master item catalog. If No is selected then any adjustments made to the vendor price are not be added and saved.
- Enabling this setting may update the price of an item when reconciliation is performed. If the PO price and the invoice price do not match, then the catalog price is automatically updated to match the cost of the invoice. The only exception to this case is when the system and the contract do not allow price updates during the reconciliation process.
- Enabling this setting may reduce catalog maintenance time for the catalog manager. However, at the same time, the catalog manager loses some control over catalog price updates.

Verify Freight Account Codes against Standard Account Codes

• This setting determines whether freight account codes are verified against standard accounting codes instead of freight specific account codes.

Wait Period for Receiving when Using e-Invoicing

• This setting controls the number of days after which an invoice is rejected due to non-receipt of goods.



3.1.3 PO Discrepancy Invoice Settings

Compare entered Invoice Total and Calculate PO Total for PO Discrepancy

• If the organization uses the discrepancy review process, this setting is used to determine if the discrepancy check is made against invoice totals or against individual item costs.

Enable Discrepancy for Invoice Overage Only

• This setting is enabled only if the organization requires flagging POs for discrepancy when the invoice total is greater than the PO total. When this setting is set to Yes, any invoice that has a total less than the PO total is not considered discrepant.

Enable Notification for Invoice Resolution to Invoice Creator

• This setting determines whether a message is sent to the invoice creator when a discrepant invoice has been accepted or rejected.

Include Freight Amount to flag PO Discrepancy

- This setting determines whether freight charges are factored in for discrepancy flagging.
- This setting affects the reconciliation process. If the setting is set to Yes, then the freight charges are factored in. If the setting is No, then the freight charges are not factored in.
- It is the company's decision to decide whether these charges are factored in for flagging during the reconciliation process.

Max % Diff to flag PO Discrepancy

- This setting determines the allowed percentage difference between the PO total and reconciled total without a discrepancy flag.
- This setting is a percentage value expressed as a number. If the setting enable flagging of discrepant purchase order's is enabled, then the discrepancy review process uses this setting to determine if an invoice needs review. If the percentage of discrepancy is greater than this setting value, then the invoice is flagged for discrepancy. If this value is set to zero, then all invoices that have a discrepancy are flagged.
- The present value useful for discrepancies involving purchase orders with smaller item costs.
- Companies are interested in pricing discrepancies. Pricing discrepancies are often the result of human error (e.g. pricing added incorrectly to the system) and vendor catalog updates. If companies have contractual obligations with vendors, then price variation becomes a focal point of cash flow management. However, the company must make a managerial decision in terms of what percentage in price difference warrants investigation. For example, an item price might be listed at \$10.00, yet the invoice from the vendor reads \$10.02. This difference may not warrant the allocation of additional labor time in order to find the cause. This price difference may become instrumental if order quantities are large. Management must determine a suitable percentage difference for the system to flag an item.

Max Amount Diff to flag PO Discrepancy



- This setting determines the allowed absolute amount between the PO total and reconciled total without a discrepancy flag.
- This setting is a numeric value. The setting determines the maximum discrepancy allowed in dollars between the PO created in the system and the corresponding invoice. This setting works in conjunction with the previous setting to determine if a discrepancy has occurred.
- When the actual discrepancy exceeds either value, the invoice is marked for review. This setting is used for POs with higher item costs and/or higher total costs.
- This setting serves as a cross check against the Max % Diff setting described previously. For example, a single item PO total is \$100 and the Max % difference is set to ten percent. The accounting department receives an invoice for \$108 for the item. Under the Max % setting of 10%, a flag is not being created for this PO. Now, expand the problem and state that 1000 units of the item were ordered at \$100 per unit. The total order would be \$100,000, yet the invoice from the vendor would be \$108,000. This might be an unacceptable difference for the company's accounting department without further investigation. If the absolute dollar amount setting was set to \$3.00, then a flag appears automatically and further investigation is started earlier in the accounting process. The combination of the max percentage difference setting and the max amount difference setting is a powerful discrepancy detection tool.

Use Only Line Item Unit Cost to flag PO Discrepancy

- This setting determines whether tax is included in the discrepancy calculation.
- When the setting is enabled, then only discrepancies for individual item costs are reviewed. If the setting is not enabled, then taxes are included during the discrepancy review process.
- This setting must be used if the company's discrepancy review process includes taxes and the setting set to No. If item cost discrepancies are the primary concern, then this setting should be Yes.

3.1.4 WO Reconciliation Invoice Settings

Default Work Order Type for Open Service Invoice

• This setting determines the default WO type for service items.

Service Invoice Discrepancy Review Type

• This setting determines the type of user to review WO discrepancies.

3.1.5 WO Discrepancy Invoice Settings

Enable Discrepancy for Assets under Warranty

• Discrepancy review is triggered for service invoice line items that are for assets under warranty when set to Yes.

Enable Discrepancy if Line Item Asset does not Match Work Order



• Service invoice line items are flagged for discrepancy if line item assets do not match an asset on the work order when set to Yes.

Enable Discrepancy if no Asset Specified

• Service invoice line items are flagged for discrepancy if line item is not associated with an asset when set to Yes.

Flag Discrepancy for Asset/WO Location mismatch

• When a location mismatch between assets and work orders occur the discrepancy is flagged when set to Yes.

History Days for Discrepancy Review

• The number of days used to check service history of an asset to determine if it is flagged for discrepancy. Leave blank for no discrepancy.

Invoice Labor Total Amount for Automatic Discrepancy

• This setting determines the amount for the total of labor line items to trigger discrepancy. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Invoice Parts Total Amount for Automatic Discrepancy

• This setting determines the amount for part for the total parts line items to trigger discrepancy. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Invoice Total Amount for Automatic Discrepancy

• This setting determines the total invoice amount of a WO invoice to trigger a discrepancy review. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Line Item Labor Amount for Automatic Discrepancy

• This setting determines the line item amount for labor to trigger a discrepancy review. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Line Item Labor Quantity for Automatic Discrepancy

• This setting determines the line item quantity for labor to trigger a discrepancy review. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Line Item Labor Total Amount for Automatic Discrepancy

• This setting determines the total of the labor line item amount to trigger a discrepancy review. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Line Item Part Amount for Automatic Discrepancy



• This setting determines the line item part amount to trigger a discrepancy review. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Line Item Part Quantity for Automatic Discrepancy

• This setting determines the line item quantity for parts to trigger a discrepancy review. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

Line Item Parts Total Amount for Automatic Discrepancy

• This setting determines the total of the parts line item amount to trigger a discrepancy review. Enter the amount in the field to trigger the discrepancy. Leave this field blank if this discrepancy review is not needed.

3.1.6 Layout Invoice Settings

Custom Invoice Template File

- This defines the location of the customized invoice entry files.
 - Example: custom/customerABC/UIE.cfm

Custom View Invoice Template File

• This defines the preview template file location to view the invoice during entry when customized.

Enable browser scroll bar during invoice entry

• This determines whether the browser scroll bar is visible on the Invoice Entry page.

Invoice Approval Attachment Module Path

• This determines the path to use when the invoice approval attachment module is customized.

Invoice Approval Budget Module Path

• This determines the path to use when the invoice approval budget module is customized.

Invoice Approval Detail Module Path

• This determines the path to use when the invoice approval detail module is customized.

Invoice Approval Distribution Module Path

• This determines the path to use when the invoice approval distribution module is customized.

Invoice Approval Header Module Path

• This determines the path to use when the invoice approval header module is customized.

Invoice Approval Module Path



- This invoice setting is used to display the approval header and detail information on the same page.
- Enter the following information in the Path field:
- ../../swfs/ApproveInvoice/modules/MinvoiceViewWithDtls.swf

Invoice Approval Notes Module Path

• This determines the path to use when the invoice approval notes module is customized.

Invoice Approval Route Module Path

• This determines the path to use when the invoice approval route module is customized.

Invoice Approval Vendor Module Path

• This determines the path to use when the invoice approval vendor module is customized.

Invoice Approve Module Path

• This determines the path to use when the invoice approve module is customized.

Invoice Entry Module Path

- This invoice setting is used to display the invoice entry header and detail header information on the same page when the user accesses the Invoice Entry page from the Purchase Order Administration page.
- Enter the following information in the Path field:
- ../../swfs/UIE/modules/MinvoiceEntryWithDtls.swf

Invoice Entry Style Sheet Path

• This determines the path to use when the invoice entry style sheet is customized.

Invoice Manager Attachment Module Path

• This determines the path to use when the Invoice Manager Attachment module is customized.

Invoice Manager Detail Module Path

• This determines the path to use when the Invoice Manager Detail module is customized.

Invoice Manager Distribution Module Path

• This determines the path to use when the Invoice Manager Distribution module is customized.

Invoice Manager Entry Module Path

- This setting is used to display the invoice entry header and detail information on the same page when the user accesses the Invoice Entry page from the Invoice Entry tab.
- Enter the following information in the Path field:
- ../../swfs/InvoiceManager/modules/MinvoiceEntryWithDtls.swf

Invoice Manager Header Module Path

• This determines the path to use when the Invoice Manager Header module is customized.

Invoice Manager List Module Path



• This determines the path to use when the Invoice Manager List module is customized.

Invoice Manager Notes Module Path

• This determines the path to use when the Invoice Manager Notes module is customized.

Invoice Manager Search Module Path

• This determines the path to use when the Invoice Manager Search module is customized.

Invoice Manager Vendor Module Path

• This determines the path to use when the Invoice Manager Vendor module is customized.

Invoice Manager View Attachment Module Path

• This determines the path to use when the Invoice Manager View Attachment module is customized.

Invoice Manager View Detail Module Path

• This determines the path to use when the Invoice Manager View Detail module is customized.

Invoice Manager View Distribution Module Path

• This determines the path to use when the Invoice Manager View Distribution module is customized.

Invoice Manager View Header Module Path

• This determines the path to use when the Invoice Manager View Header module is customized.

Invoice Manager View Module Path

- This setting is used to display the invoice header and detail information on the same page when the user views the invoice from the Invoice Manager module.
- Enter the following information in the Path field:
- ../../swfs/InvoiceManager/modules/MinvoiceViewWithDtls.swf

Invoice Manager View Notes Module Path

• This determines the path to use when the Invoice Manager View Notes module is customized.

Invoice Manager View Vendor Module Path

• This determines the path to use when the Invoice Manager Vendor module is customized.

Invoice Module Path

• This determines the path to use when the invoice module is customized.

Invoice Notes Module Path

• This determines the path to use when the invoice notes module is customized.

Invoice Search Module Path

• This determines the path to use when the invoice search module is customized.

Invoice Template Path



• This determines the path to use when the invoice template is customized.

Invoice Vendor Module Path

• This determines the path to use when the invoice vendor module is customized.

Invoice View Attachment Module Path

• This determines the path to use when the invoice view attachment module is customized.

Invoice View Detail Module Path

• This determines the path to use when the invoice view detail module is customized.

Invoice View Distribution Module Path

• This determines the path to use when the invoice view distribution module is customized.

Invoice View Header Module Path

• This determines the path to use when the invoice view header module is customized.

Invoice View Module Path

- This setting is used to display the invoice header and detail information on the same page when the user views the invoice from the Purchase Order Administration Page.
- Enter the following information in the Path field:
- ../../swfs/ViewInvoice/modules/MinvoiceViewWithDtls.swf

Invoice View Notes Module Path

• This determines the path to use when the invoice view notes module is customized.

Invoice View Vendor Module Path

• This determines the path to use when the invoice view vendor module is customized.

Purchase Order Template Path

• This determines the path to use when the purchase order template is customized

Task Center Flow Module Path

- This invoice setting is used to display the Invoice Task Center vertically.
- This invoice setting works in conjunction with Task center List Module Path.
- Enter the following information in the Path field: ../../swfs/InvoiceManager/modules/ MinvoiceVTaskFlow.swf

Task Center List Module Path

This invoice setting is used to display the Invoice Task Center vertically.

- This invoice setting works in conjunction with Task Center Flow Module Path.
- Enter the following information in the Path field:
- ../../swfs/InvoiceManager/modules/MinvoiceVTaskList.swf

Vendor Template Path



• This determines the path to use when the vendor module is customized.

Work Order Template Path

• This determines the path to use when the work order template module is customized.

3.2 Invoice Setting Addition and Editing

The Invoice Setting Wizard is used to add or edit invoice settings. Users can access it using the **Add** or **Edit** actions on the Invoice Settings List page.



Figure 12: Add Invoice Setting – Step 1 page

Invoice Setting Wizard	Invoice Setting Type	Step 2 of 4
	Select Setting * Check Budget Availability for Non-PO Invoice V	
	Cancel < Back Next>	

Figure 13: Add Invoice Setting – Step 2 page

Invoice Setting Wizard	Select Invoice Setting Level - Image reference URL	Step 3 of 4
	Select Setting Level * All v	
	Cancel < Back Next>	

Figure 14: Add Invoice Setting – Step 3 page



Invoice Setting Wizard step 4 varies depending on the invoice setting and other options selected in steps 1, 2, and 3.



3.2.1 Adding Invoice Settings

To add an Invoice Setting:

1.

1

From the Dashboard, navigate to **Settings**.

- 2. Click Add.
- 3. In step 1 of the Invoice Setting Wizard, select the setting type that corresponds with the setting to add.
- 4. Click Next.
- 5. In step 2 of the Invoice Setting Wizard, select the setting to be enabled.
- 6. Click Next.
- 7. In step 3 of the Invoice Setting Wizard, select whether the invoice setting needs to be configured based on vendor, item, item category, asset category, or all. If all is selected, it is used as a global setting for all vendors and categories.



Not all options are available for all system settings.

- Click Next. 8.
- In step 4 of the Invoice Setting Wizard, set the fields available. These fields vary 9. depending on the invoice setting selected.
- 10. Click Finish.

The added setting is displayed in the Invoice Settings List page.

3.2.2 Editing Invoice Settings



The options chosen in steps 1 and 2 of the Invoice Setting Wizard cannot be edited. If you wish to change those selections, create a new invoice setting.

To edit an invoice setting:



1.

From the Dashboard, navigate to \Rightarrow Invoice > Invoice Settings.

- 2. From the Invoice Settings List page, select the setting to edit and click Edit Setting.
- 3. In step 3 of the Invoice Setting Wizard, select whether the invoice setting needs to be configured based on vendor, item, item category, asset category, or all. If all is selected, it is used as a global setting for all vendors and categories.





Not all options are available for all system settings.

- 4. Click Next.
- 5. In step 4 of the Invoice Setting Wizard, set the fields available. These fields vary depending on the invoice setting selected.
- 6. Click Finish.

3.3 Enabling or Disabling Invoice Settings

To enable or disable an Invoice Setting:



1.

- From the Dashboard, navigate to **Provide Invoice Settings**.
- 2. From the Invoice Settings List page, select the desired option:
 - Disable Setting turns off the invoice setting but does not delete it.
 - Enable Setting reactivates an invoice setting that was previously disabled.

3.4 Deleting Invoice Settings

To delete an invoice setting:



- 1. From the Dashboard, navigate to > Invoice > Invoice Settings.
- 2. From the Invoice Settings List page, select the setting to delete and click **Delete**.
- 3. Click **OK** on the pop-up verification window



4 Account Code Templates

Account Code templates allow users to group account codes together that are used frequently for invoicing.

For information on using Account Code Templates for invoice entry, see Invoice Manager User Guide - Chapter 7.

The following permission is required to manage Account Code templates.

• 3509 – Can Manage GL Templates

Account Code Template List			
Filter Keywords Submit			
24 - Accounts Coding	^	Add	
		Edit	
		View	
		Delete	
		Import	
		Export	
chaulag 1 Ham/e)	× .		
Snowing Titem(s)			

Figure 15: Account Code Template Management page

Action	Definition
Add	Allows the user to add a new account code template.
Edit	Allows the user to edit an existing account code template.
View	Allows the user to view an existing account code template.
Delete	Allows the user to delete an account code template.
Import	Allows the user to import an account code template.
	The import spec for an accounting code template must be created before this feature can be used.
Export	Allows the user to export an account code template.



4.1 Account Code Template Addition and Editing

The Add Account Code Template page and the Edit Account Code Template page have similar attributes.

Add/Edit Account Code Template			
Name *			
Туре	Any ~		
Vendor			٩
Notes			
Default			
Accounts Coding *	Percentage (0-1)	Notes	Action
Location Start Typing - Site			
Start Typing - SubLocation	0		Add
Start Typing			
Total:	0.0000 (0.0000%)		Done

Figure 16: The Add/Edit Account Code Template page

Field Name	Definition
Name*	Enter the name of this account code template. This is a required field. Example: Phone Bill
Туре	Select the type for this account code template. The available options are any, PO invoice, non-PO invoice, WO invoice, purchase order, and request.
Vendor	Select the vendor for this account code template.
Notes	Enter any notes that are relevant to this account code template.
Default	Check this box if this template is to be the default template for the values selected. This only applies for header distribution.

4.1.1 Adding an Account Code Template

There can only be one default template for each type. The default template only works for header distribution.

To add an account code template:

1.



From the Dashboard, navigate to \Rightarrow Accounting > Account Code Template.

- 2. Click Add.
- 3. Enter the name for the account code template in the Name field.
- 4. Select the type for the account code template.
- 5. Select a vendor if applicable.
- 6. Enter any notes if needed.
- 7. Select the default checkbox if this is to be the default account code template for the type selected.
- 8. Enter an account code and its percentage in their respective fields.



Account code templates can be created without specifying the split percentages. Users enter the account code in the Account Code field and 0 in the Percentage field.

- 9. Click Add.
- 10. Repeat until the percentage equals 100.
- 11. Click **Done** when finished.

4.1.2 Editing an Account Code Template

To edit an Account Code template:



1.

From the Dashboard, navigate to **Accounting** > Account Code Template.

- 2. Click Retrieve.
- Select the account code template that is to be edited. 3.
- 4. Click Edit. The Add/Edit Account Code Template page is displayed.
- 5. Edit the necessary information.
- To edit the account codes and percentages, click Delete to remove the current codes and 6. then add the new codes and percentages.

The account code codes and percentages are deleted.

- 7. Click Add.
- Repeat until the percentage equals 100. 8.
- 9. Click Done.

4.2 Viewing an Account Code Template

Accounts Coding	
Accounts Coding	
Event	
cvent	
Percentage (0-1) *	Notes
0.6000	
0.4000	
1.0000	
	Percentage (0-1) * 0.6000 0.4000 1.0000

Figure 17: View Account Code Template page

To view an account code template:



1.

From the Dashboard, navigate to Accounting > Account Code Template.



- 2. Click Retrieve.
- 3. Select the account code template that is to be viewed.
- 4. Click View.

4.3 Deleting an Account Code Template

To delete an account code template:



From the Dashboard, navigate to **Accounting** > Account Code Template. 1.

- 2. Click Retrieve.
- 3. Select the account code template that is to be deleted.
- 4. Click **Delete**.
- 5. Click OK in the confirmation pop-up.

4.4 Exporting an Account Code Template

Existing account code templates can be exported from the system as a .csv file.

A	1	• : >	< 🗸 .	f _x A	CCODE											
	A	В	С	D	E	F	G	н	1	J	к	L	м	N	0	Р
1	ACCCODE	ACCDISTT	FLAGDEFA	NOTES	SPLITPERC	TEMPLATE	TEMPLATE	VENDORN	VENDOR_I	ID						
2	Ac5G-01A	Accounts	0		0.6		1	Event	2261							
3	Ac2G-02A	Accounts	0		0.4		1	Event	2261							
4																
5																
6																
7																
8																
9																
10																
11																
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15																
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18																
19																
20																
21																
22																
23		Dama at	D-4- U204													

Figure 18: CSV file for account code template export

To export an Account Code template:



1.

From the Dashboard, navigate to **Accounting** > Account Code Template.

- 2. Select the account code template that is to be exported.
- 3. Click Export.
- Click Save. 4.



- 5. Select the location where to save the file.
- 6. Enter the file name in the File Name field.
- 7. Click Save.



5 Invoice Types

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Invoice types are a way to categorize invoices.

The following permission is required to manage invoice types.

• 3510 – Manage Invoice Types

104 Involce Type Rule	^	Add	
3 Default		Edit	
		View	
		Delete	
		Enable	
		Disable	
owing Active records. 3 item(s)	~		

Figure 19: Invoice Type Management page

An asterisk to the left of the invoice type means that it is the default invoice type.

Action	Definition
Add	Allows the user to add a new invoice type.
Edit	Allows the user to edit an existing invoice type.
View	Allows the user to view an existing invoice type.
Delete	Allows the user to delete an invoice type.
Enable	Allows the user enable an inactive invoice type.
Disable	Allows the user to disable an active invoice type.

5.1 Invoice Types Addition and Editing

The Add Invoice Type page and the Edit Invoice Type page have similar attributes.



Add/Edit Invoice Type	
Invoice Type Name *	
Owner	Q
Notes	
Default	⊛ Yes ⊖ No
Enabled	⊛ Yes ⊖ No
	Add/Edit Invoice Type Clear Entries

Figure 20: The Add/Edit Invoice Type page

Field Name	Definition
Invoice Type Name*	Enter the name of the invoice type. This is a required field. Example: Debit Memo
Owner	Select the owner for this invoice type. Invoice spend rules can be filtered by invoice type owners.
Notes	Enter any notes that are relevant to this invoice type.
Default	Select Yes if this invoice type is to be the default invoice type. Only one invoice type can be the default.
Enabled	Select Yes if this invoice type is to be enabled. Select No if this invoice type is to be disabled.

5.1.1 Adding an Invoice Type

To add an invoice type:

- ₽
- 1. From the Dashboard, navigate to 2 1 > Invoice > Invoice Types.
- 2. Click Add.
- 3. Enter the name for the invoice type in the Invoice Type Name field.
- 4. Select the owner for the invoice type.
- 5. Enter any notes if needed.
- 6. Select the **Yes** radio button if this is to be the default invoice type.





There can only be one default invoice type.

- 7. Select the **Yes** radio button if this invoice type is to be enabled.
- 8. Click Add/Edit Invoice Type.

5.1.2 Editing an Invoice Type

To edit an invoice type:

1.



From the Dashboard, navigate to \checkmark > Invoice > Invoice Types.

- 2. Select the invoice type that is to be edited.
- 3. Click Edit.
- 4. Edit the necessary information.
- 5. Click Add/Edit Invoice Type.

5.2 Viewing an Invoice Type

View Invoice Type	
Invoice Type Name *	Invoice Type Rule
Owner	Admin (4)
Notes	
Default	No
Enabled	Yes

Figure 21: View Invoice Type page

To view an invoice type:

1.



From the Dashboard, navigate to **Provide Science Scien**

- 2. Select the invoice type that is to be viewed.
- 3. Click View.

5.3 Deleting an Invoice Type

To delete an invoice type:





1.

- From the Dashboard, navigate to > Invoice > Invoice Types.
- 2. Select the invoice type that is to be deleted.
- 3. Click **Delete**.
- 4. Click **OK** in the confirmation pop-up.

5.4 Enabling an Invoice Type

To enable an invoice type:



- 1. From the Dashboard, navigate to 2×10^{-1} > Invoice > Invoice Types.
- 2. Filter for inactive invoice types.
- 3. Select the invoice type that is to be enabled.
- 4. Click Enable.

5.5 Disabling an Invoice Type

To disable an invoice type:

1.



- From the Dashboard, navigate to 2 2 = 1000 From the Dashboard, navigate to 2 2 = 1000
- 2. Filter for active invoice types.
- 3. Select the invoice type that is to be disabled.
- 4. Click Disable.



6 Invoice Rejections

The invoice rejection list is a predetermined list of reasons why an invoice is rejected during invoice approval. The field(s) to select the invoice rejection reason are set up in the invoice approval mask.

The following permission is required to manage invoice rejections.

• 3513 – Manage Invoice Rejections

ter Active V Keywords	Submit			
* - 37 Pavels Rejection		^	Add	
- so second rejection - 2 NA		Edit		
		View		
		Delete		
			Enable	
			Disable	

Figure 22: Invoice Rejection Management page



An asterisk to the left of the invoice rejection means that it is the default invoice rejection.

Action	Definition
Add	Allows the user to add a new invoice rejection.
Edit	Allows the user to edit an existing invoice rejection.
View	Allows the user to view an existing invoice rejection.
Delete	Allows the user to delete an invoice rejection.
Enable	Allows the user enable an inactive invoice rejection.
Disable	Allows the user to disable an active invoice rejection.

6.1 Invoice Rejection Addition and Editing

The Add Invoice Rejection page and the Edit Invoice Rejection page have similar attributes.



Add/Edit Invoice Rejection	
Invoice Rejection Name *	
Notes	
Reason Required	● Yes 🔿 No
Default	● Yes 🔿 No
Enabled	⊛ Yes ⊖ No
	Add/Edit Invoice Rejection Clear Entries

Figure 23: The Add/Edit Invoice Rejection page

Field Name	Definition
Invoice Rejection Name*	Enter the name of the invoice rejection. This is a required field. Example: Service not Acceptable
Notes	Enter any notes that are relevant to this invoice rejection.
Reason Required	Select Yes if a reason is required for this rejection. Select No if a reason is not required for this rejection.
Default	Select Yes if this invoice rejection is to be the default invoice rejection. Select No if this not to be the default invoice rejection.
Enabled	Select Yes if this invoice rejection is to be enabled. Select No if this invoice rejection is to be disabled.

6.1.1 Adding an Invoice Rejection

To add an invoice rejection:

	_	_	
	-	_	
	-	_	
	-	_	
	-	_	
	-	- 20	
	-	_	
_			

- 1. From the Dashboard, navigate to > Invoice > Invoice Rejections.
- 2. Click Add.
- 3. Enter the name for the invoice rejection in the Invoice Rejection Name field.
- 4. Enter any notes if needed.
- 5. Select the **Yes** radio button if a reason is required for this invoice rejection.
- 6. Select the **Yes** radio button if this is to be the default invoice rejection.



There can only be one default invoice rejection.



- 7. Select the **Yes** radio button if this invoice rejection is to be enabled.
- 8. Click Add/Edit Invoice Rejection.

6.1.2 Editing an Invoice Rejection

To edit an invoice rejection:

- 1. From the Dashboard, navigate to **Provide** > Invoice > Invoice Rejections.
- 2. Select the invoice rejection that is to be edited.
- 3. Click Edit.
- 4. Edit the necessary information.
- 5. Click Add/Edit Invoice Rejection.

6.2 Viewing an Invoice Rejection

View Invoice Rejection
Invoice Rejection Name Second Rejection
Notes Second Rejection
Reason Required Yes
Default No
Enabled Yes



To view an invoice rejection:

1.



From the Dashboard, navigate to 2 > Invoice > Invoice Rejections.

- 2. Select the invoice rejection that is to be viewed.
- 3. Click View.

6.3 Deleting an Invoice Rejection

To delete an invoice rejection:

1.



- From the Dashboard, navigate to **Provide From** the Dashboard, navigate to
- 2. Select the invoice rejection that is to be deleted.



- 3. Click **Delete**.
- 4. Click **OK** on the confirmation pop-up.

6.4 Enabling an Invoice Rejection

To enable an invoice rejection:

1.



- From the Dashboard, navigate to 2×10^{-1} > Invoice > Invoice Rejections.
- 2. Select the invoice rejection that is to be enabled.
- 3. Click Enable.

6.5 Disabling an Invoice Rejection

To disable an invoice rejection:



- 1. From the Dashboard, navigate to > Invoice > Invoice Rejections.
- 2. Filter for active invoice rejection.
- 3. Select the invoice rejection that is to be disabled.
- 4. Click **Disable**.



7 Invoice Exceptions

Invoice exception is a predetermined list of reasons why an invoice cannot be processed and is sent to a pre-process work queue. To learn more about work queues please read Chapter 2 of the General User Guide.

The following permission is required to manage invoice exceptions.

• 3512 – Manage Invoice Exceptions

Invoice Exception List	
Filter Show All Keywords Submit	
- 2 NA	Add
	Edit
	View
	Delete
	Enable
	Disable
	~
Showing Show All records. 1 item(s)	

Figure 25: Invoice Exception Management page

П

An asterisk to the left of the invoice exception means that it is the default invoice exception.

Action	Definition
Add	Allows the user to add a new invoice exception.
Edit	Allows the user to edit an existing invoice exception.
View	Allows the user to view an existing invoice exception.
Delete	Allows the user to delete an invoice exception.
Enable	Allows the user enable an inactive invoice exception.
Disable	Allows the user to disable an active invoice exception.



7.1 Invoice Exception Addition and Editing

The Add Invoice Exception page and the Edit Invoice Exception page have similar attributes.

Add/Edit Invoice Exception			
Invoice Exception Name *			
Notes			
Skip Validation	● Yes ○ No		
Default	● Yes ○ No		
Enabled	● Yes ○ No		
	Add/Edit Invoice Exception Clear Entries		

Figure 26: The Add/Edit Invoice Exception page

Field Name	Definition
Invoice Exception Name*	Enter the name of the invoice exception. This is a required field. Example: Image not Available
Notes	Enter any notes that are relevant to this invoice exception.
Skip Validation	Select Yes if validation is to be skipped. Select No if validation is not to be skipped.
Default	Select Yes if this invoice exception is to be the default invoice exception. Select No if this not to be the default invoice exception.
	Only one invoice exception type can be the default.
Enabled	Select Yes if this invoice exception is to be enabled. Select No if this invoice exception type is
	to be disabled.

7.1.1 Adding an Invoice Exception

To add an invoice exception:

1.

- ₽
- From the Dashboard, navigate to 2 > Invoice > Invoice Rejections.
- 2. Click Add.
- 3. Enter the name for the invoice exception in the Invoice Exception Name field.
- 4. Enter any notes if needed.



- 5. Select the Yes radio button if validation is to be skipped.
- 6. Select the Yes radio button if this is to be the default invoice exception.



There can only be one default invoice exception.

- 7. Select the Yes radio button if this invoice exception is to be enabled.
- 8. Click Add/Edit Invoice Exception.

7.1.2 Editing an Invoice Exception

To edit an invoice exception:



- 1. From the Dashboard, navigate to > Invoice > Invoice Rejections.
- 2. Select the invoice exception that is to be edited.
- 3. Click Edit.
- 4. Edit the necessary information.
- 5. Click Add/Edit Invoice Exception.

7.2 Viewing an Invoice Exception



Figure 27: View Invoice Exception page

To view an invoice exception:

1.



- From the Dashboard, navigate to **Provide Invoice Provide From Fr**
- 2. Select the invoice exception that is to be viewed.
- 3. Click View.



7.3 Deleting an Invoice Exception

To delete an invoice exception:

- ₽
- 1. From the Dashboard, navigate to **Provide** > Invoice > Invoice Rejections.
- 2. Select the invoice exception that is to be deleted.
- 3. Click **Delete**.
- 4. Click **OK** in the confirmation pop-up.

7.4 Enabling an Invoice Exception

To enable an invoice exception:

- 1. From the Dashboard, navigate to > Invoice > Invoice Rejections.
- 2. Filter for inactive invoice exceptions.
- 3. Select the invoice exception that is to be enabled.
- 4. Click Enable.

7.5 Disabling an Invoice Exception

To disable an invoice exception:



1.

圓

- From the Dashboard, navigate to **Provide Invoice Provide From Fr**
- 2. Filter for active invoice exceptions.
- 3. Select the invoice exception that is to be disabled.
- 4. Click **Disable**.



8 E-Invoice Manager

E-Invoice manager allows users to streamline processing of invoices in electronic formats such as cXML and EDI invoices.

The validation for e-invoices is a two-step process. The first step is submission validation, and the second step is processing validation.

If e-invoices fail validation and cannot be processed, the system moves the incorrect e-invoices to an inbound work queue for the appropriate source and proceeds with processing the rest of the invoices in the batch.

The following system setting is required to manage archived files:

• 4055 - Number of Days to Keep Archived E-Invoice Documents

8.1 E-Invoice Process Flow

The processing steps for e-invoices that are submitted to the system are as follows:

- 1. Invoices sent electronically from vendors are dropped in a drop box that is managed using the File Manager capabilities.
- 2. Invoices are picked up from the drop box by a reader process that reads the documents and stores the information in a temporary table. This process performs a credential validation or origin validation depending on the type of document being read.
- 3. Once the invoices are read, they are available in the E-invoice Manager.
- **4.** After the credentials or origins are validated, a generic processor (that is not dependent on the document source) processes the invoices and creates the invoices in the system for further processing.
- 5. E-invoices without any errors are placed in the invoice workflow.
- 6. E-invoices with errors are placed in the inbound work queue to be manually corrected.

8.1.1 File Manager

The file structure needed for the drop box is created and maintained through a scheduled task. It is managed through the system's file manager. The file structure for archive-failure and archive-success folders includes a file type and date structure. Files in these folders are sorted by file type > year > month > day. The file structure for the in, out, and staging folders include just a file type structure. The staging folder is for files that do not go through the initial validation process. An example of a file not going through the initial validation process is directly performing a file transfer (FTP) to the server.



Figure 28: Archive Success – e-invoice file structure

8.1.2 Drop Box

When vendors send files to the system via HTTP or FTP, the system stores the files in a temporary holding area. From here, the e-invoicing reader picks up the files to read for credential validation.



Figure 29: Drop Box workflow

8.1.3 Document Reader

The system has a common reader that reads stored files in the drop box and stores files temporarily for credential validation and e-invoice validation. If an error occurs (file is unreadable, unsupported, etc.) the system archives the file and sends the appropriate e-mail notifications. This reader is run through a scheduled task.



Figure 30: Common Reader for credential validated files

8.1.4 Processor

After the files are read, the data is processed, extracted, and transferred to the database. A common processor analyzes and validates the data. If the initial validations pass, the system creates an invoice for further processing.



Figure 31: Common Processor workflow

8.1.5 Credential Validation

For e-invoice documents that require credential information to be included in the document, it is important to store the credential information in the system so that it can be used to validate the sender and receiver information. This information is stored in the e-invoice Vendor Attributes located under Vendor Management.

The system validates the origin of information for electronic documents that do not require or have credential information.

Validation

The system expects the information listed below to be associated with the tenant and the invoice sender. The credential information is generated manually and shared between the buyers and the vendors offline.

- System Credential Domain
- Credential Identity
- Credential Domain
- System Sender Domain
- Sender Domain Identity
- Sender Domain Secret
- Vendor Password

URL Checks

When an e-invoice is posted to an URL, the vendor can either include the tenant_ID and the vendor_ID in the information or include the credential information in the file. The system performs the following checks when an e-invoice is posted an URL:

- If the tenant_ID and vendor_ID are available in the URL and both are valid, the system does not use the credential information from the file.
- If the tenant_ID or Vendor_ID or both are missing from the URL or are incorrect, the system looks for the credential information in the file and matches the credentials if available.
- If the credentials in the file do not match for a missing or an incorrect vendor_ID in the URL, but the tenant_ID is valid, the system identifies the user who has permission 3515 (Manage e-invoice) for the tenant and sends a notification to the user and the vendor stating the vendor_ID is invalid.

8.1.6 Electronic Submission

When an e-invoice is submitted electronically, the system uses the combination of the sender domain identity and credential identity from the file to identify the correct tenant. If a match is found, the e-invoice is created in the system for the tenant.

If a match is not found for the sender domain and credential identity or if the tenant and/or vendor information in the URL is not valid, the system:

- Archives the file.
- Makes an entry in the log file to indicate the error.
- Sends an e-mail to the global administrator. This only happens if the system is unable to determine the tenant.
- Sends an e-mail to the tenant e-invoice manager (the user who has permission 3515) if the tenant information is in the URL and is valid.

8.1.7 Multiple Vendor Profiles for Same Vendor

When a vendor has multiple profiles in the system and e-invoicing is used, all the vendor profiles associated with that vendor need to have the same e-invoicing vendor attributes in their vendor profiles in order for the system to match the PO with the correct vendor profile for that real-world vendor.

- When an e-invoice is submitted for any of the vendors, the invoice's vendor is temporarily set to the vendor with the lowest vendor ID.
- When the PO is matched, the vendor ID is updated to the correct one if necessary.
- In the event that the e-invoice cannot be matched to a PO, the invoice is sent to the EDI/XML Inbound work queue and a user selects the correct vendor and PO.

Example

A client may have the following vendor profiles for OfficeMax:

- OfficeMax main profile
- OfficeMax_XML this profile is set up to deliver POs to OfficeMax via cXML
- OfficeMax_e-mail this profile is set up to deliver POs to OfficeMax via e-mail

When an e-invoice is submitted from OfficeMax from any of the vendors, the invoice's vendor is temporarily set to the vendor with the lowest vendor ID in the system. When the PO is matched, the

vendor ID is updated to the correct one if necessary. In the event that the e-invoice cannot be matched to a PO, the invoice is sent to the EDI/XML Inbound work queue, and a user selects the correct vendor and/or PO.

8.1.8 High Volume Processing

The processing of bulk e-invoices is done through the database. The system handles the locking to ensure that the high volume batches are processed efficiently and without disrupting the invoicing processing performed by the users. The maximum number of invoices that can be processed in a scheduled run per invoice type (cXML and EDI) is determined by hidden system setting *999200030 - No. of e-invoices to process each cycle*. The default value is 50. The processing of e-invoices is handled in their own scheduled tasks which run by default every 10 minutes. These scheduled tasks are PITEInvoiceRead and PITEInvoiceCheck.

8.2 E-Invoice Management

The following permission is required to manage e-invoices:

• 3515 – Manage E-Invoice

E-invoice List	
Filter Show All V Kaywords Submit	
	Validate Invoice Filter for E-invoice Search Process Invoice Vendor View Invoice Location Upload Invoice Fine Download Invoice Received Date To (mm/dd) Image: State St
Showing 0 Item(s)	

Figure 32: Manage E-Invoice page

Action	Definition
Validate Invoice	Allows the user to manually validate an e-invoice. This process validates that the e-invoice is ready to send to the invoice workflow. If the e-invoice contains errors, it is sent to the inbound work queue.
Process Invoice	Allows the user to process an e-invoice that is in the system. Once processed, the invoice is placed in the appropriate work queue.



Action	Definition
View Invoice	Allows the user to the view an electronic invoice but changes cannot be made to it.
Upload Invoice	Allows the user to upload an e-invoice.
Download Invoice	Allows the user to download an e-invoice

Filter/Sort

Users are able to filter by the following statuses:

- Show All this option displays e-invoices regardless of status
- New Invoice this option displays e-invoices that have been uploaded but not validated by the system.
- Error this option displays e-invoices that contain errors such as invalid PO number, missing information, etc.
- Processed this option displays e-invoices that have been validated by the system and are in the pre-process work queue.

8.2.1 Validating an E-Invoice

The Validate Invoice action allows the users to validate e-invoices manually that have been stored in the e-invoice drop box. When the e-invoices are successfully validated, they are ready to be processed and placed in the invoice workflow. If there is an issue with the validation, the problematic invoices are placed in the inbound work queue in the Invoice Task Center.

The validation process for e-invoices has been separated from the acceptance and read processes. The validation process occurs on e-invoices that have been batched and are available as temporary invoices. If an e-invoice record fails validation, an image of the e-invoice is created with the validation errors indicated in red and the invoice is sent to the inbound EDI/XML work queue in the Invoice Task Center. Users with permission 3502 (Manage Invoices) have the opportunity to view and correct the data on the invoice at this stage. Users can fix an e-invoice with a PO number mismatch by using the invoice reset functionality.

- The data for a PO e-invoice undergoes several validations; the major ones are:
- PO line ID match (If there is a match, the remainder of the line validations do not take place. If there is no match, the line validations starting in step 2 take place).
- Duplicate invoice
- PO number match PO line match
- PO number + Item SKU + UOM combination
- PO number + Vendor item number + UOM combination
- PO number + Item description combination
- PO number + UOM + Price combination
- Free form lines
- Free form lines cause the record to be skipped the first time they are validated during bulk processing. Users are able to correct the error when editing the e-invoice in the inbound EDI/XML work queue.



The purchase order invoice mask must be configured to allow free form items.



- Invoice total
- Entry of tax and freight account codes in the header based in invoice settings.
- UDEF (UserItem 1-5) fields on the header level can contain account codes.
- These are not validated at the time of bulk processing. They are validated only if the e-invoice has other errors, is placed in the EDI/XML work queue, and the user reprocesses the e-invoice.
- The standard UDEF validation processing remains the same in the invoice workflow and is • performed there if the e-invoice has no errors.
- If there is a PO number mismatch error, users are redirected to the Reset Page to select a purchase order for the invoice.
- Validations are performed on e-invoices every time the user processes e-invoices from the inbound or pre-process work queues (as long as the invoice remains as a temporary invoice).
- Account code validations (except invoice settings Require Tax Account code to Be Entered and Require Use Tax Account Code to Be Entered) are not performed during the bulk processing. They are however performed if the user processes the invoice out of the inbound and pre-process work queues from the UI.
- If account code validations related to UDEF fields, System setting 828 (Accounting Code: Enable Verification) need to be performed on e-invoices, then it is recommended to have a preprocess work queue enabled. If this work queue is not enabled and there are no other errors on the e-invoices, they are routed through the regular invoice workflow without triggering account code validations.

To validate an e-invoice:

- From the Dashboard, navigate to $\mathbf{P} = \mathbf{P} \mathbf{P} \mathbf{P}$ > **Invoice** > **E-invoice** Manager. 1.
 - Use the filter options to find the desired invoice, then select it from the list. 2.
 - 3. Click Validate Invoice.

A success message is displayed. If the e-invoice has no errors, it is ready to be processed. If the e-invoice has an error, it is sent to the inbound work queue in the Invoice Task Center.

8.2.2 Processing an E-Invoice

If the e-invoice is selected and has an error, the invoice date and error are shown below the Filter field. einvoices that have errors cannot be processed. For e-invoices to be processed successfully, the item number/SKU on the Edit Item needs to be in the vendor item number field on the Edit Item Step 2 page.

To process an e-invoice:



1.

From the Dashboard, navigate to 2 = 1000 solution = 1000 solution

- 2. Use the filter options to find the desired invoices, then select the invoices that are ready to be processed.
- 3. Click Process Invoice.

A success message is displayed in the processing feedback section and the e-invoice is placed in the appropriate status and work queue in the Invoice Manager module.



8.2.3 Viewing an E-Invoice

For non-PO e-invoices, the non-PO invoice mask has to be configured to have a location ID set up in the Default Value column for the Location ID field. If there is not a location ID in the Default Value column for the Location ID field, the non-PO e-invoice has a location ID of 0. This means that the non-PO invoice cannot be viewed or sent for approval.

2016-5467267										
	Vendor Name :	Unknown				Addres	s1:			
	Account Code :					City/State/2	(ip :	Charlotte, NC 28269		
	Contact 1 :					Contac	t 2 :			
	Payment Term :	Net 30				Payment Ty	pe :	Credit Card		
	Default Invoice Type :	Default								
	User Name					N	otes			
	Invoice Number :	2016-5467267				Invoice D	ate :	05/17/2016		
	Status :	in processing				Date Cre	ated	05/17/2016		
	Payment Term :					Frei	ght :	0.00		
	Payment Type :	Credit Card					Tax :	52.50		
	Date Created :	05/17/2016				Invoice To	otal :	927.50		
	Created By :					No	otes :			
Details										
tem Type Item D SKU	Line Udef Line Udef Line Ud 1 2 3	def Expensed Amount	ltem Name	Period Item Category	Committed Amount	Unit Held Amount	Available Amount	Qty Cost	Name Ext. Cost	Statu
1			ltem Desc.					5.0 10.00	50.00	
1			Item Desc.					1.0 100.00	100.00)
			Item Desc.					1.0 100.00	100.00	i -

Figure 33: View Invoice page

To view an e-invoice:



- 1. From the Dashboard, navigate to 2 = 1000 solution = 1000 solution
- 2. Use the filter options to find the desired invoice, then select the invoice to be viewed.
- 3. Click View.
- 4. If available, click the **Image** link to view an image of the invoice.
- 5. Click the browser's back icon to return to the e-invoice Manager page.



8.2.4 Uploading an E-Invoice

E-Invoices that are ready to be brought into the system can be uploaded one at a time through the user interface.

E-invoice Upload Wizard - Step 1			
Source *	EDI/XML		
	Next >> Clear Entries		

Figure 34: E-Invoice Upload Wizard – Step 1

E-invoice Upload Wizard - Step 2					
Vendor *	None				
cXML File *	Browse No file selected.				
	Next >> Clear Entries				

Figure 35: E-Invoice Upload Wizard – Step 2

To upload an e-invoice:



2. Click Upload Invoice.

- 3. Select the upload source from the Source field.
- 4. Click Next >>.
- 5. Select the vendor from the Vendor drop-down field.



Only vendors with vendor attributes are displayed in this list.

- 6. Click **Browse** to browse for the file to upload and click **Open**.
- 7. Click **Next** >> to finish the invoice upload.

8.2.5 Downloading an E-Invoice

Electronic invoices can be downloaded from the system.

To download an E-invoice:



- 2. Use the filter options to find the desired invoice, then select the invoice to be downloaded.
- 3. Click **Download Invoice**.

A confirmation window opens.

- 4. Enter the appropriate information.
- 5. Click OK.

The e-invoice file is opened or saved.

8.3 E-Invoice Process Validations

When e-invoices fail validation and cannot be processed, the system moves the failed e-invoices to an inbound work queue for the appropriate source and proceeds with processing the rest of the invoices in the batch.

The status of the failed e-invoices is needs review. This status prevents the system from re-processing the failed e-invoices until they are manually corrected. Once the e-invoices are corrected, they must be processed manually through the Invoice Manager module.

When e-invoices are edited, the system archives the original invoice using the system's archival capabilities.

Users are able to reject failed e-invoices in the inbound work queue. Before the e-invoice is rejected, the user enters a reason for rejecting the e-invoice. The system sends an e-mail to the vendor with the reason for the rejection.

The following validations are performed during processing.

8.3.1 Valid Purchase Order Number

The system validates the purchase order number in the cXML document with the purchase orders in the system.

- If a valid purchase order number is not found and the e-invoice is in the inbound work queue, the invoice image rendered based on the XML document has "Invalid PO Number" displayed in red next to the purchase order number.
- After the user resets the purchase order, the correct purchase order can be associated with the e-invoice. The user is able to search for the correct purchase order. It is important that the user makes a note of the correct purchase order number before resetting.
- When the correct purchase order is assigned to the invoice, the Details tab on the invoice is refreshed with the line items from the correct purchase order.
- The rendered e-invoice image does not change. This makes it easier for the user to update the e-invoice line items in the Details tab.



8.3.2 Valid Purchase Order Item

- The system matches the PO line number in the file with PO line number in the system. If a valid match is found, the system skips the rest of the validation.
- If a match is not found, the system treats all unmatched line items as free form line items. Users who have permission 3502 - Manage Invoices have the ability to edit the free form line items in the inbound work queue.

8.3.3 Other Validations

- The system identifies duplicate e-invoices based on invoice number and vendor_ID.
- Users who have permission 3502 Manage Invoices have the ability to open the e-invoice that failed as a duplicate e-invoice to change the invoice number and resubmit it.
- The system validates invoice total with line items plus tax and freight.
- Users who have permission 3502 Manage Invoices have the ability to open the e-invoice that failed due to an imbalanced invoice and change the invoice amount, freight, and tax on the invoice header to balance the invoice total.
- The system validates the entry of header tax account codes if tax account codes are required when invoice setting Require Tax Account Code to be Entered is enabled.
- Users who have permission 3502 Manage Invoices have the ability to open the e-invoice that failed validation due to missing header tax account code to enter the header tax account code and process the e-invoice.
- The system validates the entry of header freight account codes if freight account codes are required when invoice setting Require Freight Account Code to be Entered is enabled.
- Users who have permission 3502 Manage Invoices have the ability to open the e-invoice that failed validation due to missing header tax account code to enter the header tax account code and process the e-invoice.

8.3.4 User Validations

- The system supports the ability to associate a user to a vendor using vendor attributes.
- For incoming e-invoices, the system looks up the e-invoice user attribute associated with the vendor. If a user is found, the system assigns the user as the invoice creator.
- If no users are associated with the vendor, the system skips the validation related to the invoice creator.
- When non-PO invoices are submitted as e-invoices, the system defaults the accounting information based on the vendor/account code template. If a default is not found, the system sends the non-PO e-invoice to an inbound work queue for user action.



8.4 Correcting a Failed E-Invoice

E-invoices that fail validation can be corrected in the Inbound EDI/XML Work Queue so they can be sent through the regular invoice workflow.

The system considers unmatched PO lines as free form items. Failed PO lines are highlighted in red when in the Inbound and Pre-Process Queues. Passed PO lines are highlighted in green when in the Inbound and Pre-Process Queues. To correct this, the user can take one of the following actions:

- Allow the failed line to be processed as a free form item.
- Update the failed line to match the PO line.
- Reject the invoice.

To update a failed line to match the PO line, the user needs to manually correct the invoice line so that the information on the e-invoice matches the PO line. If the failed e-invoice line is marked as a free form item, the system does not attempt to match it when Process is clicked. If the unmatched line item is not marked as a free form item and there is still an error with the unmatched line, an error message is displayed.

Invoice masks used for e-invoices must be configured to allow free form.

To correct a failed e-invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Manager** > **Invoice Dashboard**.
- 2. Click the EDI/XML link in the inbound work queue.

The e-invoices in the inbound work queue are listed in the grid below.

- 3. Click the red magnifying account glass S icon in the Action column for the e-invoice to be edited.
- 4. The system-generated invoice image shows the error that caused the e-invoice to fail in red. Correct this error on the Edit Invoice page.
- 5. Click **Process** once the error is corrected.

The e-invoice is sent to the invoice workflow and is removed from the e-invoice Management List.

8.5 Resetting a PO e-invoice from the Inbound Work Queue

To reset a PO e-invoice from the Inbound Work Queue:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Manager** > **Invoice Dashboard**.
- 2. Click the **EDI/XML** link in the inbound work queue.

The e-invoices in the inbound work queue are listed in the grid below.

- 3. Click the red magnifying account glass sicon in the Action column for the e-invoice to be reset.
- 4. The system-generated invoice image shows the error that caused the e-invoice to fail in red.
- 5. If the error is a mismatched purchase order, the user needs to click View PO to determine view the purchase order that is associated with the e-invoice.



The associated purchase order is displayed in to the right of the invoice.

- 6. Click **Reset** to disassociate the purchase order with the invoice.
- 7. In the Reset Invoice Reason window, enter a reason for resetting the invoice.
- 8. Filter for the correct purchase order.
- 9. Click Search.
- 10. Click **Notepad**
- 11. Click **Pencil** *i* to associate the purchase with the invoice.

When the purchase order is associated with the invoice, the invoice line details under the Details tab are updated to match the purchase order lines. However, the system-generated invoice image remains the same.

- 12. Complete the remaining edits.
- 13. Click **Process** once the error is corrected.

The e-invoice is sent to the invoice workflow and is removed from the e-invoice Management List.

8.6 Max Wait Days for E-Invoices

When invoice setting Max Wait Days for E-Invoices is enabled, e-invoices that are in *in entry* status are canceled on the indicated number of days from the invoice creation date. The system looks at the number of calendar days from the date the invoice was created to cancel an e-invoice. This check is performed daily by a scheduled task. When the e-invoice is cancelled, an e-mail is sent to the e-invoice manager (users with permission 3515 – Manage e-invoices).

Example

If the Max Wait Days for e-invoices is set to 10 days and the e-invoice is created on August 30, the e-invoice is automatically cancelled on September 9 if no action has been taken.



9 AP Export for Batched Invoices

The AP Export functionality automatically flattens (denormalizes) data for invoices in "Ready for Payment" status, preparing the data for export to an external Accounts Payable system or wherever the tenant wants to use the data.

The tenant must have system setting 932 - Enable Automated AP Data Extracts enabled for AP Export functionality.

The data is flattened every 30 minutes via a scheduled task. It can be downloaded either to an Excel spreadsheet from the desktop application, or via API call into a data structure. Contact Basware support to learn more about the API functionality of AP Exports.

The following are required to access batch invoice data.

- System setting 932 Enable Automated AP Data Extracts
- Permission 180 Manage AP Export Batches

9.1 Invoice Statuses

Invoice Statuses

All invoices that are in "Ready for Payment" status are flattened and included in a batch during the scheduled task. The invoice remains in "Ready for Payment" status until the batch data has been downloaded via the API. After the data is downloaded, the invoice status automatically changes to "In Payment."



Downloading the batch data to an Excel spreadsheet does not change the invoice status. The Last Download field on the AP Export Data Management grid does not show any instances in which the batch is downloaded to Excel.

If an invoice is voided after being added to the batch, but before the batch is marked as downloaded/ exported, the invoice is removed from the batch. If all invoices in a batch are voided before the batch is marked as downloaded/exported, the entire batch is removed from the system.

If an invoice is voided after the batch has been downloaded/exported, the record is not removed from the batch. Locking in the invoice ensures the batch in the system reflects the invoice data at the type it was exported to the payment system.



9.2 Viewing and Managing AP Export Data

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Inv	Invoice Batches						
	Batch ID	Batch Date	Invoice Count	Batch Total	Last Download		
	18330	11/16/2016	0	0	^		
	18329	11/16/2016	73	7291454.32			
	18093	08/10/2016	0	0			
	17269	12/15/2015	1	150			
	17268	12/15/2015	0	0			
	17150	08/27/2015	1	399.99			
	10995	06/13/2014	3	444			
	10994	06/13/2014	2	180			
	10993	06/13/2014	1	4			
	10988	06/12/2014	1	120			
	√ ≪ ≪ Page 1 of 2 → → 20 √ Showing 1 - 20 of 29 items						

Figure 36: Manage Invoice Batches page

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To view and manage batched AP Export Data:

- 1. Navigate to ***** Invoice > Invoice Batch Manager.
- 2. To view the data included in the batch, click the hyperlinked **Batch ID** for the batch to view.
- 3. To export the data into an Excel spreadsheet, return to the Manage Invoice Batches management grid and select the batch to export.
- 4. Click the action in the top right.

A dialog box opens, prompting the user to select a location in which to save the Excel file.

Downloading the batch data to an Excel spreadsheet does not change the invoice status. The Last Download field on the AP Export Data Management grid does not show any instances in which the batch is downloaded to Excel.

10 Appendix A: Troubleshooting

10.1 Question 1 - Invoice not Exported from Invoice Manager

An invoice entered was not exported in the AP output file.

Cause

If an invoice does not export, one of the following causes may apply:

- The date the invoice was entered is outside the date range specified in the export process.
- The invoice has triggered a discrepancy and is currently in review. This would be indicated by reviewing the status of the invoice on the Invoice page.
- The invoice may be fully processed (temporary, open, or rejected). A temporary or rejected invoice is indicated by reviewing the status of the invoice on the Invoice page.
- The invoice may be a duplicate (same invoice number for the same vendor).

Solution

- Change the export date range of the AP output process to include the invoice date or delete and re-enter the invoice so that it is captured by the current AP output process.
- If the invoice is in review, complete the invoice review process.
- If the invoice is in entry status, delete and re-enter the invoice or continue reconciliation with the associated PO or WO.
- If the invoice is in rejected status, view invoice to identify the rejection cause and resolve accordingly.
- If the invoice is an open invoice against a PO, verify the lines on the purchase order have been received.
- Using Report Manager, identify the PO/WO that the invoice has been reconciled against and resolve the duplication with vendor.
- Click Mark for Export button in Procurement tab/Invoice section.

10.2 Question 2 - Invoice not Showing on PO

An invoice is not showing up against a purchase order that it was entered against.

Summary

An invoice may be deleted or reconciled against another purchase order. This may a duplicate billing attempt.

Cause

The invoice may be deleted or the same invoice number has been reconciled against another purchase order.

Solution

- Search for the invoice in Procurement tab > Invoices
- If the invoice has been deleted, the invoice for the purchase order can be re-entered.



• If the invoice is visible, check against which purchase order is this invoice registered.

10.3 Question 3 - Catalog Price not Updated on Reconciliation

I have tried to update the catalog price by checking the radio button on the reconciliation, but it still does not update the catalog price with my invoice price when I reconcile invoices. Why is this?

Solution

There is an invoice setting, *Update Vendor Pricing During Reconciliation*, that controls this behavior. In addition, if an item is contracted and there is an update on the Edit Contract page, that event allows price updates if enabled. Either the item should be taken off the contract or the contract should be deleted to allow price updates on reconciliation.

10.4 Question 4 - Invoices in Discrepancy

Why does an invoice go to discrepancy?

Solution

An invoice goes into discrepancy based on the invoice settings. There are two types of discrepancy. The first type is receiving discrepancy. This occurs when what is received does not match what is invoiced. The second type is financial discrepancy. This occurs when the amount on the PO does not match the amount on the invoice.

10.5 Question 5 - Cannot Reconcile Purchase Order

Why am I unable to reconcile a purchase order?

Solution

- Verify that the correct line items on the purchase order are being entered for the invoice.
- Make sure the item SKUs and names for the items match.
- Verify that the correct receiving/received quantities for the line items are entered for the invoice.
- If the PO price is different from the invoiced cost, please use the invoiced cost. *If necessary, contact with the vendor to see why there was a difference in price.
- If the option to round the invoiced line cost to 2 decimal places from 3 or 4 decimal places is used, please make the appropriate changes to the invoice total. Otherwise, this causes a PO discrepancy error.



The same line item cannot be reconciled against two different costs on the same invoice. If you enter two different amounts against the same line item across multiple invoices, the system retains the final reconciliation cost. This is the functionality of the system.