

# **Invoice Manager User Guide**

Basware P2P 18.2



# **Table of Contents**

1 Getting Started	5
1.1 Invoice Manager Introduction	5
1.2 Quick Access Carousel - Pay	5
1.3 Invoice Dashboard	7
2 Invoice Task Center	9
2.1 Invoice Task Center Overview	9
2.1.1 Viewing Invoices in the Work Queues	11
2.1.2 Viewing Invoice Work Queue Metrics in the Task Center	11
2.2 Reviewing Invoices	12
2.3 Viewing References for Invoices	12
2.4 Cancelling Invoices	13
2.5 Viewing Images for Invoices	13
2.6 Resetting Invoices	14
2.7 Pre-Process Invoices	15
2.7.1 Processing Invoices	15
2.7.2 Voiding Invoices	15
2.8 Receiving Discrepancy	16
2.8.1 Short Receive	16
2.8.2 Processing an Invoice in Receiving Discrepancy Using Short Receive	17
2.9 Financial Discrepancy	17
2.9.1 Approving Invoices in Financial Discrepancy	18
2.9.2 Short Pay	18
2.9.3 Short Paying Invoices in Financial Discrepancy	18
2.9.4 Declining Invoices in Financial Discrepancy	19
2.10 Reviewing Invoices in Post-Process	19
2.11 Approval	19
2.11.1 Approving Invoices in Approval	20
2.11.2 Voiding Invoices in Approval	20
2.11.3 Declining Invoices in Approval	20
2.11.4 Short Paying Invoices in Approval	21
2.11.5 Add Approver	21
2.11.6 Instructions to Edit Approvers in the Approval Route	21
2.11.7 Approving Invoices in the Post-Approval Route	22
2.11.8 Declining Invoices in the Post-Approval Route	22
3 Batched Invoices	24
3.1 Overview of Invoice Batches	24
3.2 Assigning Batched Invoices	25
4 Metrics	26
4.1 Metrics Overview	26
4.2 Available Invoice Metrics	27

4.3 Viewing a Metric	
5 Manage Invoices	
5.1 Invoice Management Overview	
5.2 Viewing an Invoice from the Manage Invoices tab	
5.3 Viewing Invoice Details from the Manage Invoices tab	34
5.4 Viewing Invoice Vendor Information	
5.5 Adding Notes from the Manage Invoices page	35
5.6 Editing Invoice Notes	35
5.7 Deleting Invoice Notes	
5.8 Adding Attachments to an Invoice	
5.9 Viewing Invoice Attachments	
5.10 Deleting Invoice Attachments	
5.11 Viewing Approvers on an Invoice	
5.12 Viewing Invoice Exports	
5.13 Viewing Invoice Payments	
5.14 Viewing an Invoice Audit	
5.15 Viewing an Invoice Reference	
5.16 Voiding an Invoice	40
5.17 Marking an Invoice for Export	41
5.18 Copying an Invoice	
5.19 Adding or Editing a Recurring Invoice	41
5.20 Viewing a Recurring Invoice	
5.21 Adding Approvers to Invoice Approval Route	
6 Inquiries	
6.1 Invoice Inquiries Overview	45
6.2 Viewing an Invoice from Invoice Inquiry	47
6.3 Viewing a Reference for an Invoice from Invoice Inquiry	47
7 Invoice Entry	49
7.1 Invoice Entry Overview	
7.1.1 Auto-Receive Purchase Orders during Invoice Entry	51
7.2 Entering a Purchase Order Invoice	
7.3 Entering a Non-PO Invoice	
7.4 Invoice Images	
7.4.1 Replace Purchase Order Invoice Images	52
7.4.2 Delete Purchase Order Invoice Image	52
7.4.3 Convert Attachment to Purchase Order Invoice Image	53
7.5 Invoice Details	53
7.5.1 Editing Details for a PO Invoice	
7.5.2 Adding/Editing Details for a Non-PO Invoice	54
7.5.3 Distribution	54
7.5.3.1 Adding Distribution for a Non-PO Invoice	
7.5.3.2 Editing Distribution for a Non-PO Invoice	55
7.5.3.3 Adding Distribution for a Non-PO Invoice with an Account Code Templ	ate 56
7.5.3.4 Editing Distribution for a Non-PO Invoice with an Account Code Templ	ate 56

7.5.3.5 Accounts Coding Segments	
7.5.3.6 Adding Account Code Segments for Distribution to a PO Invoice	
7.5.3.7 Adding Account Code Segments for Distribution for a Non-PO Invoice with a	n Account Code Template
7.6 Invoice Notes	58
7.6.1 Adding Notes	
7.6.2 Edit Purchase Order Invoice Notes	59
7.6.3 Delete Purchase Order Invoice Notes	59
7.7 Invoice Attachments	
7.7.1 Adding Attachments During Invoice Entry	
7.7.2 Viewing Attachments	
7.7.3 Deleting Attachments on an Invoice	60
7.8 Saving an Invoice	
7.8.1 Processing a Saved Invoice	61
7.9 Cancelling an Invoice	61
7.10 Resetting an Invoice	61
7.11 Selecting a Reviewer for an Invoice	
8 Check Requests	
8.1 Check Request Overview	
8.2 Creating a Check Request Entry	66
8.3 Adding a Note to a Check Request	68
8.4 Adding an Attachment to a Check Request	68
8.5 Invoice Image Attachments on Check Requests	
9 Payments	70
9.1 Invoice Payments Overview	70
9.2 Editing a Payment	
9.3 Deleting a Payment	
9.4 Viewing a Payment	
10 Invoice Imports	73
10.1 Imports Overview	73
10.2 Payment Import	73
10.2.1 Importing Payments	
10.3 Invoice Import	75
10.3.1 Importing Invoices	
10.4 Blanket Purchase Order Free-Form Invoice Imports	

# **1 Getting Started**

### **1.1 Invoice Manager Introduction**

P2P Invoice Manager captures purchase order (PO), non-purchase order (non-PO), and work order invoices through check requests or standard entry process.

Benefits of Invoice Manager:

- Automate invoice payment process and check requisition procedures.
- Track expenditures against specific projects.
- Maintain a complete audit trail.

### **1.2 Quick Access Carousel - Pay**

The Quick Access Carousel – Pay section allows users quick access to enter an invoice, expense draft, and/or check request. The tiles displayed in the carousel are dependent on the user's module access and permissions.

The selected carousel tile has a down caret indicating that the tile is open.

verian			
Enter Invoice	🚍 Expense Report	🖸 Check Request	>

Figure 1: Quick Access Carousel - Pay tiles

#### **Enter Invoice**

The Enter Invoice tile allows the user to:

• Search for and select a specific vendor to create a non-PO invoice for by entering the vendor's

name, selecting the appropriate vendor, and clicking  $2^{\circ}$ 

- Select one of the last five vendors the user created a non-PO invoice for by clicking the vendor name listed in the Recently Used Vendors field.
- Go directly to the Invoice Entry Search page by clicking



Constant Enter Invoice	🚍 Expense Report	🖸 Check Request	>
Enter Invoice			×
Available Vendors	Search Vendor		
Recently Used Vendors	test111	★ G0	

Figure 2: Enter Invoice tile



When searching for a vendor, the vendor must be selected before clicking the arrow. If the vendor is not selected when the arrow is clicked, the Invoice Entry Search page is displayed.

#### **Check Request**

The Check Request tile allows the user to:

• Search for and select a vendor to create a check request for by entering the vendor's name,

selecting the appropriate vendor, and clicking 2

- Select one of the last five vendors the user created a check request for by clicking the vendor name listed in the Recently Used Vendors field.
- Go directly to the Create Check Request Step 1 page by clicking

Enter Invoice	🚍 Expense Report	🖸 Check Request 👂
Check Request		×
Available Vendors	Search Vendor	← G0
Recently Used Vendors	test111 ~	✓ G0

Figure	3:	Check	Request	panel
--------	----	-------	---------	-------



- When searching for a vendor, the vendor must be selected before clicking the arrow. If the vendor is not selected when the arrow is clicked, the Create Check Request Step 1 page is displayed.
- Refer to the *Expense Manager User Guide* for more information regarding the Expense Report tile.



### **1.3 Invoice Dashboard**

The Invoice Dashboard allows easy access to all invoice related activities by organizing the tasks in a work flow sequence.

🖱 Tasks	- Outen					· •	quines	44		1000							
Inbound		Pre Process		) (	A Discrepancy		)	🌡 Post Process		👗 Approval			🔓 Post Approval		)	Rayment	
Name	Count	Name	Count	1	Name	Count	1	Name	Count	Name	Count		Name	Count	1	Name	Cou
Jser Entered	10	Pre-Process	82		Receiving	9		Post-Process	150	PO Invoice	4		Post-Approval	62	1	Invoices not	
File Upload	45				Einnesial	14				Non-PO Invoice	16					Exported	
/endor Entered	1				rmanciar	14										Code	
In-Known Source	1																
SCN Invoices	6																
te-Entry	4						-			<u>م</u>		-					
In-Batched(un-	3											-			<b>-</b>		
				I I											I .		
				I I													
															I		
earch : IN Entry > A																Invoi	ice
earch : IN Entry > A Action	LL	e Number	Rei	ference		Invoice Date		Date Created	Vend	dor			In	voice Total	Review	Invoi	ice
earch : IN Entry > A Action	LL	e Rumber e acc code 1	Rei	ference		Invoice Date 2015-03-23	,	Date Created 2016-03-23	Vend D&B -	dor - 128725			In	voice Total 20.00	Review * Princ	Invoi wer a Admin	ice
earch : IN Entry > A Action	LL Invoic Invoic	e Number e acc code 1	Rel	ference		Invoice Date 2015-03-23 2015-01-14	,	Date Created 2016-03-23 2016-01-14	Vend D&B - S & S	dor - 128723 S WELDING INC 1464	59		In	voice Total 20.00 100.00	Review * Prina	Invoi ver a Admin a Admin	ice
earch : IN Entry > A Action	LL Invoic invoic non P	e Number e acc code 1 0 3 0 1	Rel	ference		Invoice Date 2015-03-23 2015-01-14 2015-01-14		Date Created 2016-03-23 2016-01-14 2016-01-14	Vend D&B - S & S A & C	dor - 128725 S WELDING INC 1464 C SHOE REPAIR - 1411	59		In	voice Total 20.00 100.00	Review * Prin: * Prin: * Prin:	Invoi e Admin a Admin	ice
Action	LL Invoic Invoic non P non P	a Rumbar e accode 1 0 3 0 1	Rei	ference		Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14		Date Created 2016-03-23 2016-01-14 2016-01-14 2016-01-14	Vend D55 - S & S A & C A & C	dor - 128725 5 WELDING INC 14644 C SHOR REPAIR - 14111 C SHOR REPAIR - 14111	59		In	voice Total 20.00 100.00 100.00 100.00	Review * Prina * Prina * Prina * Prina	Invoir a Admin a Admin a Admin Admin	ice
earch: IN Entry > A Action C C C C C C C C C C C C C C C C C C C	LL Invoic Invoic non P non P REG-1	e Number e accode 1 0 3 0 1 1 557-20-1W/2	Rei	ference		Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2001-01-01		Date Created 2016-02-23 2016-01-14 2016-01-14 2016-01-14 2015-09-29	Vend D68 - S & S A & C A & C A & C	dor - 128725 5 WELDING INC - 14641 C SHOE REPAIR - 14111 C SHOE REPAIR - 14111 C SHOE REPAIR - 14111	59 19 19 19	339		voice Total 20.00 100.00 100.00 100.00 100.00	Review * Prin: * Prin: * Prin: * Prin: * Rob	Invok ver a Admin a Admin a Admin a Admin et Waddell	ice
Parch :         III Entry > A           Action         X           X         X           X         X           X         X           X         X           X         X           X         X           X         X           X         X           X         X	LL Invoic Invoic Inon P Inon P REG-1 BPO_1	e Number e accode 1 0 3 0 1 0 1 E37-20-1W2 E39-120-1W2	Rel	ference	03	Invoice Data 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2001-01-01 2015-09-15		Date Created 2016-02-23 2016-01-14 2016-01-14 2016-01-14 2016-01-14 2015-09-29	Vend DBB - S & S A & C A & C A & C A & C A & A & C	dor - 120725 S WELDING INC 1464 C EHGE REPAIR 1411E C EHGE REPAIR 1411E MARAT TERSURY DEART. TE WINDOW CLEMINO.	59 19 19 17 MENT - 1396 138798	539		voice Total 20.00 100.00 100.00 100.00 100.00 50.00	Review * Print * Print * Print * Print * Rob * Print	Invoir ver A Admin A Admin A Admin A Admin A Admin	ice
earch : I'll Entry > A Action 3 4 X 5 4 X 5 4 X 5 4 X 5 4 X 5 4 X 5 4 X	LL Invoic invoic non P non P REG- BPO_ BPO_	a flumbar a accode 1 0 3 0 1 0 1 0 1 0 5 0 1 0 5 0 1 0 5 0 1 0 3 0 1 0 3 0 1 0 3 0 1 0 3 0 3 0 1 0 3 0 1 0 3 0 3 0 1 0 3 0 1 0 3 0 3 0 3 0 3 0 1 0 3 0 3 0 3 0 3 0 3 0 3 0 3 0 3	Rel Rel BP, BP,	ference	.05	Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2015-01-14 2015-09-15		Date Created 2016-02-23 2016-02-23 2016-01-14 2016-01-14 2015-09-16 2015-09-16	Vend DBB - S & S A & C A	dor - 122723 3 WELDING ING, - 14644 C SHOF REPAIR - 141116 C SHOF REPAIR - 141116 E WINDOW CLEARING - E WINDOW CLEARING -	59 19 19 118798 118798	329		voice Total 20.00 100.00 100.00 100.00 100.00 50.00 50.00	Review * Prin: * Prin: * Prin: * Rob * Prin: * Prin:	Invoir er Admin a Admin a Admin ort Wadell a Admin a Admin	ice
carch :         IH Entry > A           Action         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X           Q         X	LL Invoic Invoic non P non P REG-T BPO_1 BPO_1 BPO_1	a Numbar a acc code 1 0 3 0 1 0 1 EST-20-INV2 59_15_U13 0/4	Rei	_09_15_0 _09_15_0 _09_15_0	.03 .05 2384	Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2015-01-14 2015-09-15 2015-09-15	,	Date Created           2016-03-23           2026-01-14           2016-01-14           2016-01-14           2016-01-14           2015-08-16           2015-08-16           2015-09-16           2015-09-16	Vend DBB - S & S A & C A & C A A & C A A & C A & A & C & A & C A & A & C & A &	dor - 128725 5 VELDING INC 1464 C SHOE REARIA - 48111 C SHOE REARIA - 148111 E WINDOW CLEANING - E WINDOW CLEANING - E WINDOW CLEANING -	59 19 19 18798 138798 138798	539	Im	voice Total 20.00 100.00 100.00 100.00 100.00 50.00 50.00 900.00	Review * Prin: * Prin: * Prin: * Prin: * Prin: * Prin: * Prin:	Involu rer a Admin a Admin a Admin at Waddell a Admin a Admin	ice
Action Action	LL Invoic invoic non P non P REG-T BPO_1 BPO_2 BPO_2 BPO_2 BPO_2 BPO_2	e Number e accode 1 0 3 0 1 1 537-20-1W2 59,15_U13 99,15_U13 1/4	Rel Rel 89, 89, 693	ference	.05 05 05 05 05 05 05 05 05 05 04 21 04 21	Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2010-01-01 2015-09-15 2015-09-15 2015-09-11	•	Date Created           2016-03-23           2016-01-14           2016-01-14           2016-01-14           2015-01-14           2015-00-16           2015-00-16           2015-00-12           2015-00-12	Vend DBB - S & S & S & S & S & S & S & S & S & S &	dor - 120725 SWEDING TIC, - 14646 C SHOE REPAIR - 14111 C HOE REPAIR - 14111 E WINDOW CLARINO - E WINDOW CLARINO - E WINDOW CLARINO - E WINDOW CLARINO - E WINDOW CLARINO -	59 19 19 138798 138798 138798 138798 138798	539		voice Total 20.00 100.00 100.00 100.00 50.00 50.00 50.00 50.01	Review * Prini * Prini * Prini * Robb * Prini * Prini * Prini * Prini	Triveir Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin	ice
arch : IH Entry > A Action 5 4 X 5 4 X	LL Invoice invoic non P REG-T BPO_ BPO_ BPO_ BPO_ BPO_ BPO_ BPO_ BPO_	a flumbar a acc code 1 0 3 0 1 0 1 1 53 - 50-11972 39 - 15,014 39 - 15,014 39 - 15,014 31 - 101 31 - 101	Ret Ret BP, BP, 693 675	ference	05 05 05 05 05 05 05 05 05 05 05 05 05 0	Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2015-01-15 2015-09-15 2015-09-15 2015-09-11 2015-09-11		Date Created           2016-03-23           2016-03-23           2016-01-14           2016-01-14           2015-03-23           2015-03-24           2015-03-25           2015-03-26           2015-03-26           2015-03-26	Vend           D68           S & S           AS           C           AS           ALAB           AACI           AACI           AS           AS	dor - 122725 S WELDING INC 1464 C RICE REARS 14111 C RICE REARS 14111	59 19 19 138798 138798 138798 138798 19 9	539		voice Total 20.00 100.00 100.00 100.00 50.00 50.00 50.00 50.01	Review * Printiew * Pr	Involu ner Admin Admin Admin et Wadsell Admin Admin Admin Admin Admin	ice
arch I II Entry > A Action 5 4 X 5 4 X	LL Invoic nen P non P REG- BPO_ BPO_ BPO_ BPO_ testwo	a Numbar e acc code 1 0 3 0 1 557-20-11V2 99,15_U14 99,15_U13 09,11_U11 orngemail	Ref Ref BP, BP, 69; 67; 67;	09_15_09862-300	05 05 05 05 05 05 05 05 05 05 05 05 05 0	Invoice Data 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2015-01-14 2015-09-15 2015-09-15 2015-09-11 2015-09-11 2015-04-30		Date Created           2016-03-23           2016-03-23           2016-01-14           2016-01-14           2015-00-16           2013-00-16           2013-00-16           2013-00-12           2013-00-12           2013-00-13	Vend           D58           S & S           A & C           A ACI	dor - 128723 S VELDING INC 1464 C HICE REPAIR - 141111 DAMA TREADURY DEPAIR E WINDOW CLEANING - E WINDOW CLEANING - E WINDOW CLEANING - C SHOE REPAIR - 141112 C SHOE REPAIR - 141112	59 19 19 138798 138798 138798 138798 138798 138798 138798	539		voice Total 20.00 100.00 100.00 100.00 50.00 50.00 900.00 50.00	Review * Prini * Prini * Prini * Prini * Prini * Prini * Prini * Prini	Invest over a Admin Admin Admin Admin Admin Admin Admin a Admin a Admin	
arch I IN Entry > A Action S 4. X S 5. X S 5	LL Invoic non P non P REG- BPO_1 BPO_2 BPO_1 Estac	e flumbar e accode 1 0 3 0 1 887-20-11V/2 99_15_013 01 99_15_013 014 09_1101 01 01 01 01 01 01 01 01 01 01 01 01	Ret Ret BP, 693 675 675	09_15_ 09_15_ 09_15_ 09_15_ 0902530	09 05 05 05 05 05 05 05 05 05 05 05 05 05	Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2015-01-10 2015-09-15 2015-09-15 2015-09-11 2015-04-20		Date Created           2016-02-23           2026-01-14           2016-01-14           2015-01-14           2015-01-14           2015-00-14           2015-00-16           2015-00-16           2015-00-16           2015-00-11           2015-00-11           2015-00-12	Vend           DBB           S & S           A & C           A & C           A A C           A & C           A & C           A & C           A & C	dor - 120723 8 VELIDIDI TICC - 14648 C SHOE REPAIR - 14118 E MINDOW CLEANING - E WINDOW	59 19 19 138798 138798 138798 138798 138798 19 9 9	539		voice Total 20.00 100.00 100.00 50.00 50.00 50.00 50.01 500.00	Review * Prin: * Prin: * Prin: * Prin: * Prin: * Prin: * Prin:	Involu ner A Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin	
arch         III Entry         A           Atton         3         4         X           S         4         X         X           S         4         X         X           S         4         X         X           S         4         X         X           S         4         X         X           S         4         X         X           S         4         X         X           S         4         X         X           S         4         X         X           S         4         X         X	LL Involc Involc non P non P REG-1 BPO_1 BPO_1 BPO_1 BPO_1 BPO_1	a flumbar a sec code 1 0 3 0 1 0 1 E57-20-1W2 0 5,15,014 09,15,013 1/4 1/4 1/4 1/4 1/1 1/1 1/1 1/1	Ret Ret BP, 691 675	09_15_ 09_15_ 09_15_ 09015_ 09062-300	05 05 03 03 04 04 02 04 02 04 02 04 02 04 02 04 02 04 02 04 02 04 02 04 02 04 02 04 04 04 04 04 04 04 04 04 04 04 04 04	Invoice Data 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2015-09-15 2015-09-15 2015-09-11 2015-09-11 2015-04-30	2	Date Created           2016-03-23           2016-01-14           2016-01-14           2016-01-14           2016-01-14           2015-00-16           2015-00-16           2015-00-12           2015-00-13           2015-00-14	Vend D68 - S & S A & C A LAB A A C A A C A & C A & C A & C A & C	dor - 122723 S WELDING INC 1464 C RHCE REPAIR 14110 C RHCE REPAIR 14110 C RHCE REPAIR 14110 C RHCE REPAIR 14110 C RHCE REPAIR 14110	59 9 99 138798 138798 138798 138798 99 99	539	junities and the second	voice Total 20.00 100.00 100.00 100.00 50.00 50.00 50.00 50.00	Review * Prini * Prini * Prini * Robb * Prini * Prini * Prini * Prini	Trevela A Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin	ice
arch:         D Entry > A           Atton         Atton           3         A           5         A           6         X           5         A           6         X           5         A           6         X           5         A           6         X           5         A           6         X           5         A           5         A           5         A	LL Invoic Invoic non P RE0-1 BPO_ BPO_ BPO_ EPO_ EPO_	e flumber s act code 1 0 3 0 1 0 1 59-10-01W2 99-11-011 99-11-011 99-11-011	Ret Ret BP, 691 671	09_15_0 09_15_0 09_15_0 09_15_0 09_0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	03 05 03 04423	Invoice Date 2015-03-23 2015-01-14 2015-01-14 2015-01-14 2015-01-12 2015-09-15 2015-09-15 2015-09-11 2015-09-11 2015-04-30		Date Created 2016-02-23 2026-01-14 2026-01-14 2026-01-14 2025-00-14 2025-09-16 2025-09-16 2025-09-16 2025-09-11 2025-04-30	Vend           D58           S & S           A & C           A ACI	dor - 128723 S VELDIDG INC 1464 C BHOE REPAIR - 14111 DAMA TRASULV DEPAIR E WINDOW CLARING - E WINDOW CLARING - E WINDOW CLARING - E WINDOW CLARING - E WINDOW CLARING - C BHOE REPAIR - 14111	59 19 19 138798 138798 138798 138798 9 9 9	529		voice Total 20.00 100.00 100.00 100.00 50.00 50.00 900.00 500.00	Review * Prini * Prini * Robb * Prini * Robb * Prini * Prin	Invoir a Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin	ice
arch I Di Entry > A Action 3 4 X 5 4	LL Invoic Inon P REG-1 BPO_0 BPO_1 EPO_1 EPO_1	e Numbar e accode 1 0 a 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1	Ref Ref BP, BP, 693 675 675	09_15_0 09_15_0 09_55_0 09_55_0 09862-200	05 05 05 05 05 05 05 05 05 05 05 05 05 0	Invoice Date 2013-03-23 2013-01-14 2013-01-14 2013-01-14 2013-01-10 2013-01-10 2013-09-15 2013-09-15 2013-09-11 2013-04-30		Date Created           2016-02-23           2016-02-23           2016-01-14           2015-01-14           2015-01-14           2015-00-16           2015-00-16           2015-00-16           2015-00-16           2015-00-18           2015-00-14	Vend DBB 5 & S 6 & S 7 &	dor - 122725 E VELDIDG IDC 14446 C SHOF REPAIR - 14111 E VENDOW CLEARING - E VENDOW CLEARING - E VENDOW CLEARING - E VENDOW CLEARING - E VENDOW CLEARING - C SHOF REPAIR - 141110 C SHOF REPAIR - 141110	59 19 9 19 138798 138798 138798 138798 9 9 9	539	In	voice Total 20.00 100.00 100.00 100.00 50.00 50.00 50.00 500.00	Review * Prini * Prini * Rob * Prini * Prini * Prini	Involu nér A Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin A Admin	

#### Figure 4: Invoice Dashboard

#### **Summary of Functionality**

The Invoice Dashboard has the following options:

- Manage Invoice
- Approvals
- Payments

#### **Invoice Tabs and Permissions**

The following table lists each of the Invoice tab headings with the corresponding options and required permissions.

Tab Heading	Required Permission
Batch	Can Assign Batched Invoices (3514)
Metrics	Manage Invoices (3502)



Tab Heading	Required Permission
Manage Invoice	Manage Invoices (3502)
	OR
	Can create Non-PO Invoice (3503)
	OR
	Can Create Purchase Order Invoice (34)
Inquiries	Can Access Invoice Inquiry (3504)
Invoice Entry	Can Create Purchase Order Invoice (34)
	OR
	Can Create Service/Work Order Invoices (132)
	OR
	Can Create Non-PO Invoice (3503)
Check Request	Can Create a Check Request (3500)
Payments	Manage Payments (147)



# 2 Invoice Task Center

### 2.1 Invoice Task Center Overview

The invoice task center is a central management hub for AP users to view and perform certain tasks on invoices, such as process invoices in pre-process, post-process, receiving discrepancy, financial discrepancy, and approval.

The task center allows users to see at a glance where invoices are in the workflow. Users may be able to view invoices in the work queues but may not be able to process them if they are not part of the processing group.

The following permission is required to manage invoices:



• 3502 – Manage Invoices

Figure 5: Invoice Task Center page

#### **Table 1: Queue Definitions**

Queue Name	Definition
Inbound	Displays the number of invoices coming into the system. These can be user entered or batch invoices.
Pre Process	Displays the number of invoices in each pre- process work queue.
Discrepancy	Displays the number of invoices in each discrepancy work queue.
Post Process	Displays the number of invoices in each post- process work queue.
Approval	Displays the number of invoices in approval. These are sorted by PO and non-PO invoices.



#### Table 1: Queue Definitions (continued)

Queue Name	Definition
Post Approval	Displays the number of invoices in post approval. These are invoices that have been approved, but need to be reviewed once more before they are approved.
Payment	Displays invoices that have the status of ready for payment. Also displays invoices without GL codes.



- Only work queues with invoices in them are displayed.
- Only the work queues the user has access to are displayed.
- The invoices displayed in the grid when the page first loads are the inbound invoices.

#### **Search Options**

Users are able to search for invoices in the grid. To perform the search, enter the first few characters of the search criteria in the Search field and the invoices meeting the criteria are automatically displayed. To display all invoices again, clear the Search field.

Users can use the drop-down box on the far right to view different data points of the same information just in a different layout.



Figure 6: Task Center Vendor View



#### **Table 2: Invoice View Definitions**

View	Definition
Invoice	This is the default view. It displays the action, the invoice number, the invoice date, the date created, the vendor, the invoice total, and the reviewer.
User	This view is divided into two views. The first view displays the user, the invoice total, and the invoice count for the user. The second view displays the invoice total in a bar graph per user.
Vendor	This view is divided into two views. The first view displays the vendor, the invoice total, and the invoice count for the vendor. The second view displays the invoice total in a bar graph per vendor.
Location	This view is divided into two views. The first view displays the location, the invoice total, and the invoice count for the location. The second view displays the invoice total in a bar graph per location.
Batch	This view is divided into two views. The first view displays the batch, the invoice total, and the invoice count for the batch. The second view displays the invoice total in a bar graph per batch.

### 2.1.1 Viewing Invoices in the Work Queues

To view the invoices in each work queue:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the name of the work queue to be viewed.

The invoices in the work queue are listed in the bottom half of the page.

#### 2.1.2 Viewing Invoice Work Queue Metrics in the Task Center

To view metrics for invoice work queues by vendor, location, or batch:

-	

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line in the work queue to be viewed.
- 3. Click the drop-down box on the far right side of the data grid.
- 4. Select the one of the following to view: user, vendor, location, or batch.

The invoice metrics for the selected queue are displayed using the chosen sorting method.



### 2.2 Reviewing Invoices

Edit Invoice - Non-PO Invoice	Invo	oice Number : non PO 3 X	Image - Manual/1208201	6/fakeinvoice			
Header Oetails	Distribution	🦐 Notes 🕨		▶ Page: 1 of 1 - +	Automatic Zoom	:	⊖ B N >
Invoice Number : * non PO 3	Invoice Date : * 01/14/15						
Location : * 080 - Boston 🔻	Payment Type : * Default	•		UST			
Payment Term : * Net 30 v	Freight : *	0.00	Servicin RO R	g your lelecom needs.			
Tax: * 0.00	Invoice Total : 😕	100.00	La Ve	me, CA 91750-0970	- Date		
Notes :			FAX#	626-205-1133	4/20/2	012 97	4995
			Bit To		Ship To		
			Numero	in Falant Din in			
			Watertown,	St SY 13601-1515	Watertown City Scho 171 E Hoard S: Watertowo, NY 1360	01 District 01-1515	
			իկարենը։Եշ	այրակակկիիիիններություն՝ 🐯			
		II.	Web Site	Thank you for your business, this preventative maintenance on all	s warranty covers lefecom system	Term	6
			www.us-telecor	n.com equipment, including, relepion switches, romers, & c	e instruments, abling	NET 30	DAYS
			Quantity	Description TELECOM MAINTENANCE ACRIMA	*ENT	Rate	Amoun:
						3423.00	1 3423.00
				A 600	v		
				1 in whe	2		
Save X Cancel Image 🚱 Reset	Select Reviewer	Process + Next				Add	Replace X Delet

#### **Figure 7: Review Invoice**



Editable fields vary depending on the invoice status.

To review an invoice:



1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.

- 2. From the Invoice Task Center page, click the name for the work queue you want to view.
- 3. Filter for the appropriate invoice.
- 4. Click the Review icon  $\square$ .

The invoice displays and, if in Inbound or Pre-Process status, can be edited.

### 2.3 Viewing References for Invoices

Users can view the reference documents for invoices within the task center. The reference document is the purchase order or work order from which the invoice was generated.

earch: User Entered > ALL View PO X									
Action Invoice Number	Reference	Invoice Dat	Date Create	Vendor	Invoice Toti	Reviewer			
invoice acc code		2015-03-23	2016-03-23	D&B - 128725	20.00	* Prina Admin			PO # BP_09_15_05
non PO 3		2015-01-14	2016-01-14	S & S WELDING INC	100.00	* Prina Admin	Purchase Order		
non PO 1		2015-01-14	2016-01-14	A & C SHOE REPAIR -	100.00	* Prina Admin			
non PO 1		2015-01-14	2016-01-14	A & C SHOE REPAIR -	100.00	* Prina Admin			
REG-TEST-20-IN	,	2001-01-01	2015-09-29	ALABAMA TREASURY	100.00	* Robert Waddell			BI BII 188
BPO_09_15_UI4	BP_09_15_05	2015-09-15	2015-09-16	A ACE WINDOW	50.00	* Prina Admin	Bill To:	Attention: Prina Admin	Ship via Default to:
BPO_09_15_UI3	BP_09_15_05	2015-09-15	2015-09-16	A ACE WINDOW	50.00	* Prina Admin	Prins's tanget		Pring's tangent
BPO_UI4	692903-5935	2015-09-11	2015-09-12	A ACE WINDOW	900.00	* Prina Admin	080 - Boston		080 - Boston
BPO_09_11_UI1	679862-3044	2015-09-11	2015-09-11	A & C SHOE REPAIR -	50.01	* Prina Admin	401 Park Dr. Boston, MA 02215		401 Park Dr. Boston, MA 02215
testworngemail	679863-3044	2015-04-30	2015-04-30	A & C SHOE REPAIR -	500.00	* Prina Admin			
							Our Account	atai Duo Datai	

Figure 8: View Reference for Inbound Invoice

To view references for an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the name for the work queue you want to view.
- 3. Filter for the appropriate invoice.

The reference document for the invoice (the purchase order or work order) displays in a pane to the right of the invoice list. If no reference document is available, such as for non-PO invoices, the vendor details are displayed.

### 2.4 Cancelling Invoices

In order to be cancelled, the invoice must be in Inbound or Pre-Process status.

To cancel an inbound or pre-process invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the name for the work queue you want to view.
- 3. Filter for the appropriate invoice.
- 4. Click the Cancel icon  $\times$ .
- 5. Click **Yes** in the confirmation pop-up.

Result: The invoice is removed from the Inbound work queue.

### **2.5 Viewing Images for Invoices**

To view images for an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the pre-process work queue to be viewed.
- 3. Filter for the appropriate invoice.



- 4. Click the Review icon 🕙.
- 5. To open the image associated with the invoice click **Image**.

### 2.6 Resetting Invoices



An invoice must be in *inbound* or *pre-process* status to be reset.

			Successful	ly reset Invoice.				
nvoice Reference	rolee Reference 650555 🗙							
Vendors								
Filter :	<i>`</i>	Search						
	Action	Vendor	Account Co	de Address	\$	City	State	Zip
Durahara Ordan				_				
Purchase Orders		Search						
Purchase Orders		Search						
Purchase Orders	Action	Search PO Number			tus	Location		
Purchase Orders	a Action	Search PO Number		Total Stat	tus	Location		
Purchase Orders	a Action	Search ) PO Number			tus	Location		
Purchase Orders	a Action	Search PO Number		Total Stat	tue	Location		
Purchase Orders	a Action	Search PO Number		Total Stat	tus	Lecation		
Purchase Orders	Action	Search ) PD Number		Total Stat	tus	Location		
Purchase Orders	a Celon	Search ) PD Number		Total Stat	tus	Location		
Purchase Orders	Action	Search ) PO Number		Total Stat	tua	Location		
Purchase Orders	Action	Search PO Number		Total Stat	tus	Location		
Purchase Orders	Action	Search ) PD Number		Total Stat	tus	Lecation		
Purchase Orders	Action	Search ) PD Number		Total	tus	Location		

Figure 9: Select Vendor/Purchase Order page after resetting an invoice

To reset an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the work queue to be viewed.
- 3. Filter for the appropriate invoice.
- 4. Click the Review icon 🕙.
- 5. Click Reset.
- 6. Click **Yes** on the confirmation page.

The invoice information entered against the image/PO is removed from the system. The image is sent back to the invoice creator's work queue for re-entry.



### **2.7 Pre-Process Invoices**

If more than one pre-process work queue is enabled and if the user has permission 3518 – Can Assign Invoice to Different Work Queue, invoices can move through several pre-process work queues before being processed. This functionality is helpful for organizations that have complex AP workflows.

#### 2.7.1 Processing Invoices

To review an invoice in a pre-process work queue:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the pre-process work queue to be viewed.
- 3. Filter for the appropriate invoice.
- 4. Click the Review icon 🕙.
- 5. Review the invoice information. Make any changes that are necessary.
- 6. If the invoice needs to go to another pre-process work queue, select the work queue from the **Select WQ** drop-down box.
- 7. Click **Process** or **Process+Next**.

Result: The invoice is placed in the next pre-process work queue, sent for approval, or posted.

### 2.7.2 Voiding Invoices

An invoice must be in the pre-process status to be voided.

To void an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the pre-process work queue to be viewed.
- 3. Filter for the appropriate invoice.
- 4. Click the Review icon  $\square$ .
- 5. Click Void.
- 6. Click **Yes** on the confirmation page.

The invoice and the image are removed from the system.



### 2.8 Receiving Discrepancy

Receiving discrepancy occurs when the number of items received does not match the number of items invoiced.

When an invoice is sent to receiving discrepancy the system uses the receiving tolerances determined by system settings 6500 – *Receiving: Over Receiving Tolerance Percent* and 6501 – *Receiving Tolerance Type*.

- If an invoice is in receiving discrepancy, the system does not allow the invoice to be approved if it causes the purchase order receiving to go over the tolerance setting.
- If the purchase order item is auto-received, the system matches any receipts entered for the item, followed by auto-receiving any quantity up to the purchase order quantity. If there are still more items to receive, the invoice is sent to receiving discrepancy.

When the tolerance levels are exceeded for an invoice and a user attempts to approve this invoice, a warning message is displayed. Invoices that receive this warning message cannot be approved and removed from receiving discrepancy; they can be short received or declined.

**Optional Permission** 

- 3520 Bypass Receiving Tolerances for Receiving Discrepancy Approval
- Set Receiving Tolerance field on the Add/Edit User page to the appropriate tolerance.

Receiving tolerance is set up at the system level. However, there are instances when a user may need to have a different receiving tolerance. This can be accomplished by changing the value entered in the Receiving Tolerance field for the user on the Add/Edit User page. The tolerance entered in the user's Receiving Tolerance field overrides the system's receiving tolerance. There are times when a user may need to override the receiving tolerance to approve receiving discrepancies. These users can be assigned permission 3520 – Bypass Receiving Tolerance for Receiving Discrepancy Approval.

SS 6500 Tolerance Percentage	User Receiving Tolerance Field	System Receiving Tolerance	User Receiving Tolerance
0	0	Disabled	Disabled
0	.10	Disabled	Disabled
.10	0	10%	10%
.20	.25	20%	25%
.20	.05	20%	5%

### 2.8.1 Short Receive

When invoices are received for items that have not been received or partially received, the user has the option to short receive the invoice. Short receive is where the user enters the amount actually received. When the receiving import is run, the invoice is removed from the receiving discrepancy work queue.



### 2.8.2 Processing an Invoice in Receiving Discrepancy Using Short Receive

Header	Oetails	2 Vendor	Notes	🕜 Attachn 🕨								
Account Code :	0	Invoice Ty	ne i test							PO # 7	10303-	60556
PO Number :	710303-605562	Short Pay Reas	on :		Burghage Or	dor						
hort Perceive Pearon I i		Invoice Numb	er: UserObi		Purchase Or	uer						
Invesion Date :	04/12/2016	Stat	us : in receiving discr	epancy								
Development Terrer	N=1 20	Payment Ty	e i Default									
Fayment Termin	Net 30	 T	ax: 0.00		Bill To:		Attention:	dmin (3)	Shin via Defaut	t to:		
Pregnt :	0.00	Invoice Tol	al: 100.00		Princ's topont				Princis topont			
Created Rus	04/12/2010	Not	es :		011 - Seattle				011 - Seattle			
Created by .	Autimi (3)				222 Yale Ave. N. Seattle WA 98109-	-5429			222 Yale Ave. N Seattle WA 981	09-5429		
					Our Account							
					#: FOE	B: Terms:	Date:	Due Date:	Freight:	Taxes:	Total:	
						Net 30	04/12/2016		USD 0.00	USD 0.89	Γ ι	JSD 10.8
					Std. Vendor Cor	ntract Item		Unit U	nit Price Order	ed Received	Invoice	ine Tota
					310 310	lt-01			Quan	uty country	Quantity	
					lt-01 lt-01	[Account Code		EACH U	ISD 10.0000	1 1	11	JSD 10.0
						Tabel:01010231H	12:9801-0000-000-0	00]				
					History	reconciled by Admin (3	on 04/12/2016					
					It-01 (752516) It-01		10110412/2010				10.0	0 10.000
					Please confi	irm the receipt of this pur	chase order to Adm	n Administra	tor Ph:704/972-49	40 Email:ppate	el@verian.c	om
					A							
					Accounting codes							
					01010231HZ:9801-0	0000-000-000						
	_											
🖬 Image 🛛 🔯 View	PO	Short Receive X Decline	Approve	Approve + Next								

Figure 10: Invoice in receiving discrepancy using short receive

To review an invoice in receiving discrepancy using short receive:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the pre-process work queue to be viewed.
- 3. Filter for the appropriate invoice.
- 4. Click the Review icon 🕙.
- 5. Click the **Details** tab.
- 6. Click on the line in the *Disc Qty* column to change the discrepant quantity.
- 7. Click on the **Header** tab.
- 8. Enter a reason in the *Short Receive Reason* field.
- 9. Click Short Receive.

### 2.9 Financial Discrepancy

Financial discrepancy occurs when an invoice is sent to the customer for an amount that does not match the purchase order sent to the vendor. When this occurs, the user can choose to approve, decline, or short pay the invoice.



### 2.9.1 Approving Invoices in Financial Discrepancy

To approve an invoice in financial discrepancy:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the financial discrepancy work queue to be viewed.
- 3. Filter for the appropriate invoice.
- 4. Click the Review icon 🕙.
- 5. Click the **Details** tab to view the details of the invoice.
- 6. Click Approve.

#### 2.9.2 Short Pay

There are times when an invoice needs to be paid for less than the amount on the original invoice (short pay). This could be because of short shipments, defective goods, promotional programs, or other reasons.

Account Gold:       123-123-123       Investe Type : Default         PO Number:       9638       Stort Pay Reason:       Investe Number:       19:93-23-33         Investe Date:       01/07/2015       State:::::::::::::::::::::::::::::::::::		🙎 Vendor 👘 Notes 🖌	ttachn ) D A Base: 1 of 1 - + Automatic Zoom +
P0 Number:       9838       Short Pay Reason : ●         revere Neares:       Invice Number:       99.08,25,35,1         Invice Number:       90.08,25,35,1         Payment Tern:       Net3:       Payment Tyre:       Default         regist:       0.00       Train 0.00       Invice Number:       Invice Number:         Det Created       00/2/2013       Status:       in 60.00       Invice Number:       Invice Number:         Det Created       00/2/2013       Invice Table 10:00.00       AACE WMDOW CLE-NUMC-158708       Invice Introduce Invice Invinvice Invinvice Invinvinvice Invice Invice Invinvice Invice Invi	Account Code : 123-123-123-123	Invoice Type : Default	
accore finances       Inventer Naminer       HP_9B_23_13_1         inventer Date:       01/02/2013       Status:       in financial divergency         prement Term:       Net 30       Payment Term:       Paint         prement Term:       Note:       Frainki       Boo       Termine Nation         prement Term:       Account National Synapping       Painter National Synapping       Painter National Synapping         prement Term:       Account National Synapping       Painter National Synapping       Painter National Synapping         Date Created By:       Prime Admin       States:       Terd Holder       Painter National Synapping         States:       Terd Holder       States:       Terd Holder       Painter National Synapping         States:       Terd Holder       States:       Terd Holder       Painter         States:       Terd Holder       States:       Terd Holder       Painter         States:       Terd Holder       States:       Terd Holder       Painter         State:       Terd Holder       States:       Terd Holder       Painter         State:       Terd Holder       States:       States:       States:       States:         State:       Terd Holder       States:       Terd Holder       P	PO Number: 9638	Short Pay Reason : *	
Torotec Date:     01/07/013     Status:     is financial discregancy       Payment Tarm:     Net 30     Payment Tyre:     Default       Freight:     0.0     Tare:     0.00       Date Created By:     Prime Admin     Botes:     Text Status:       Rote:     Text Status:     Text Status:     Text Status:       Date Created By:     Prime Admin     Botes:     Text Status:       Date Created By:     Prime Admin     Botes:     Text Status:       Torote Created By:     Prim Admines Creates:     <	ort Receive Reason :	Invoice Number : BP_08_25_15_1	Note: This is a system rendered image generated from an electronic invoice
Payment Prime     Net 30     Payment Type     Default       Freight     0.00     Te     0.00       Det Created     00/20/2013     Taveire     0.00       Det Created     00/20/2013     Taveire     0.00       Created By:     Prima Admin     Notes:     Text Hender Hotes 1	Invoice Date : 01/02/2015	Status : in financial discrepancy	document submitted by the vendor. For audit purposes, this image reflects the invoice information at the time of receipt or the last error state of the invoice after the state of the state o
Image: Property 1:     0.00     Test:     0.00       Date: Created By:     Press Admin     Bates:     Test Header Notes 1       Strip:     Press Admin     Bates:     Test Header Notes 1	Payment Term: Net 30	Payment Type : Default	any modifications by a user.
Date Created By:         Prime Admin         Date Statul:         100.00           Created By:         Prime Admin         Rotes:         Text Header Notes 1         ACE WINDOW CLEANING - 138798         Created By:         Prime Admin         Text Header Notes 1         Defended         Tex ZZ Z3423         Tex ZZ	Freight : 0.00	Tax : 0.00	Error: The invoice is imbalanced. Date Invoice N
Created By:     Prins Admin     Notes:     Text Header Holes 1     Add: Elect LWV OLE: IR     130/39       Add: Elect LWV OLE: IR     Tri/4 16 Dirth: L-VERET HWW 8675     MILL CREEK WA 98012     Default       Default     Ship To Location     Default     Default       Z zr 23423     Z zr 23423     Z zr 23423       Text Header Notes 1     100000 [EA Line 13     Trieght       Text Header Notes 1     Sub To Co     Trieght	Date Created : 08/26/2015	Invoice Total : 100.00	08/26/2015 BP_08_25_1
PO No.     Terms     Due Date     Ship Via       5638     Nel 30     (2201/2015     Default       Item (SKU)     0uantity     UOM     Description     Rate (3)     Amount (9)       445itwet     1.000000     EA     Line 13     700.00     Sub Totat       Test Header Notes 1     Test Header Notes 1     Sub Totat     Discourts:     Balance Due: 10	Created By : Prina Admin	Notes : Test Header Notes 1	Area LES E Moore in Nor 193/99     Total Bonche Levereter Hwy 665     Mill CREEK WA 98012     Default     Default     Zz Z 2/423     Zy23
Second     Net 30     02/01/2015     Default       Item (\$KU)     Quantity     UOM     Description     Rate (\$)     Amount (\$)       443twert     1.000000     EA     Line 13     700.00     Tax       Test Header Notes 1     Test Header Notes 1     Descurits     Batance Due: 10			PO No. Torms Due Date Ship Via
Item (SKU)         Quantity         UOM         Description         Rate (\$)         Amount (\$)           443ftwe1         1.000000         EA         Line 13         700.00         Total 10           Test Header Notes 1         Test Header Notes 1         Discourts         Balance Due: 10			9638 Net 30 02/01/2015 Default
443trive1     1.000000     EA     Line 13     700.00     70       Sub Total: 10     Total: 10     Total: 10     Total: 10     Total: 10       Test Header Notes 1     Discourts:     Balance Due: 10			Item (SKU) Quantity UOM Description Rate (\$) Amount (\$)
Test Header Notes 1			443frwe1 1.000000 EA Line 13 700.00 700.0
			Test Header Notes 1 Test Header Notes 1 Discours: 00 Balance Due: 100.0 Balance Due: 100.0

Figure 11: Financial Discrepancy – Short Pay

#### 2.9.3 Short Paying Invoices in Financial Discrepancy

To short pay an invoice in financial discrepancy:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the pre-process work queue to be viewed.



- 3. Filter for the appropriate invoice.
- 4. Click the Review icon  $\square$ .
- 5. Click the **Details** tab to view the details of the invoice.
- 6. Change the unit price for the items that are to be short paid.
- 7. Click the **Header** tab.
- 8. Enter a reason for short paying the invoice in the Short Pay Reason field.
- 9. Click Short Pay.

#### 2.9.4 Declining Invoices in Financial Discrepancy

To decline an invoice in financial discrepancy:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center page, click the line for the financial discrepancy work queue to be viewed.
- 3. Filter for the appropriate invoice.
- 4. Click the Review icon  $\square$ .
- 5. Click the **Details** tab to view the details of the invoice.
- 6. Click **Decline**.

### 2.10 Reviewing Invoices in Post-Process

To approve an invoice in a post-process work queue:



- 1. From the Invoice Task Center page, click the line for the post-process work queue to be viewed.
- 2. Filter for the appropriate invoice.
- 3. Click the Review icon  $\bigotimes$ .
- 4. Click Approve.

The invoice is moved to the approval or payment section.

### 2.11 Approval

Invoice enter the approval work queue after being processed. Approvers can approve, decline, short pay, void, or add/reorder approvers (with applicable permissions).



### 2.11.1 Approving Invoices in Approval

To approve an invoice in approval:



- 1. From the Invoice Task Center page, click the line for the approval work queue to be viewed.
- 2. Filter for the appropriate invoice.
- 3. Click the Review icon  $\bigotimes$ .
- 4. Click Approve.
  - Result:

The invoice is approved and placed in the post-approval work queue or the payment section.

#### 2.11.2 Voiding Invoices in Approval

When an invoice is approval, the approver has the can send the invoice to the Re-entry work queue if the invoice is assigned to the wrong approver or if the information entered for the invoice is incorrect. This functionality prevents the invoice from being declined or rejected and then having to be re-entered. See below for instructions.

To void an invoice in approval:



- 1. From the Invoice Task Center page, click the line for the approval work queue to be viewed.
- 2. Filter for the appropriate invoice.
- 3. Click the Review icon 🕙.
- 4. Open the **Detail** page.
- 5. Click Void.
- 6. Select the reason why the invoice was declined.
- 7. Click Void.

The invoice is in the Re-entry work queue in the Inbound Queue.

#### 2.11.3 Declining Invoices in Approval

To decline an invoice in approval:



- 1. From the Invoice Task Center page, click the line for the approval work queue to be viewed.
- 2. Filter for the appropriate invoice.
- 3. Click the Review icon  $\square$ .
- 4. Click Decline.
- 5. In the pop-up window, select the reason why the invoice was declined.



6. Click **Decline** 

#### 2.11.4 Short Paying Invoices in Approval

To short pay an invoice in approval:



- 1. From the Invoice Task Center page, click the line for the approval work queue to be viewed.
- 2. Filter for the appropriate invoice.
- 3. Click the Review icon 🕙.
- 4. Click the Details tab.
- 5. Change the amount in the Unit Price field to the amount that is to be paid for each line item that is to be short paid.
- 6. Click the Header tab.
- 7. Enter a reason in the Short Pay field.
- 8. Click Short Pay.

Result: The invoice is approved and placed in the payment section.

#### 2.11.5 Add Approver

When adding approvers to the route the following conditions apply:

- A new approver can only be inserted after the current active approver.
- The current approver or any previous approver cannot be moved up or down.
- Only the user who added the approver can delete the added approver.
- When there are multiple rules in effect, the selection of the approver under the rule determines where the approver should go in the rule chain. Typically, it is right after the approver next to the green plus icon selected.

#### 2.11.6 Instructions to Edit Approvers in the Approval Route

🙀 Header 🖉 🥠 Deta	ils 🙎 Vendor 🦻 N	tes 🖉 Attachment 🥻 Approval 🛉 Add Approver 🖄 Audit			
Add Approver : Type to filter	Add				
Action	Approval Order	Approver			
↑ ↓ X	1.0000	Admin (3) (active)			
↑ ↓ X	1.0000	Prashanthi - T3 (active)			
↑ ↓ X	1.0000	Nirali (active)			
↑ ↓ X	1.0000	Hadi3 Chemaly (active)			
↑ ↓ X	1.0000	Pramod (active)			
↑ ↓ X	1.0000	t3 n admin (active)			
<b>▲ ⊥ X</b>	1.0000	DD Recent Decement 3 (artive)			
🗿 Tinage ) 🌔 View PO )					

Figure 12: Add Approver page

basware

To add an approver to the approval route:



1. From the Invoice Task Center page, click the line for the approval work queue to be viewed.

- 2. Filter for the appropriate invoice.
- 3. Click the Review icon 🕙.
- 4. Click the Add Approver tab.
- 5. Begin entering the first name of the user to add as an approver in the Add Approver field.
- 6. Select the user to add.
- 7. Click Add.
- 8. To move an approver up the approval route, click the Up Arrow icon until the approver is in the correct position.
- 9. To move an approver down the approval route, click the Down Arrow icon until the approver is in the correct position.
- 10. To de-activate an approver, click the De-Activate icon.

De-activated in parenthesis is next to the approver's name. To leave the Add Approver page, click the Approve tab to approve the invoice.

#### 2.11.7 Approving Invoices in the Post-Approval Route

To approve an invoice in post-approval:



- 1. From the Invoice Task Center page, click the line for the approval work queue to be viewed.
- 2. Filter for the appropriate invoice.
- 3. Click the Review icon 🕙.
- 4. Click Approve.

The invoice is approved and placed in the payment section.

#### 2.11.8 Declining Invoices in the Post-Approval Route

To decline an invoice in approval:



1. From the Invoice Task Center page, click the line for the approval work queue to be viewed.

- 2. Filter for the appropriate invoice.
- 3. Click the Review icon  $\square$ .
- 4. Click Decline.
- 5. In the Reason for Reject pop-up, select the reason why the invoice was declined.



6. Click **Decline**.

# **3 Batched Invoices**

### **3.1 Overview of Invoice Batches**

Invoices can be loaded into the system in batches and be assigned to users to process. Once assigned to users, the invoices are displayed in the Inbound section of the Invoice Task Center for that user.

Users with permission *3514 - Can Assign Batched Invoices* are able to assign the batches to users. Unbatched invoices that need to be assigned are listed in the Inbound section of the Invoice Task Center.

Once invoices or batches are assigned, they are moved from the Unbatched folder to the Batched folder. In the Batched folder, invoices are organized by user and batch ID.

🛱 Tasks 🛛 🖄 Batches	Metrics 🕍 Manag	je Invoices 👖 🔍 Inquiries	🚊 Invoice Entry 🗰 Check Request	Payments		
🛚 슬 Un-Batched	Type to filter	🔒 Assign				💥 View Cl
🗉 🕁 un-Known Source	Action	Batch ID	Batch Name	Batch Date :	No. of Invoices	Source Type
0 2015	2 🛍	840400		10/06/2015	1	un-Known Source
ie Batched	/ 🛍	840398		10/06/2015	1	un-Known Source
□ 🔓 SU2	2	840397		10/06/2015	1	un-Known Source
r i						

Figure 13: Invoice Batches

Column Name	Definition
Action	Click <i>i</i> to change the invoices reference (vendor or purchase order) associated to the invoice image. Click to view the invoice image.
Batch ID	Displays the system-generated ID for the invoice batch.
Batch Name	Displays the name assigned to the batch, if any.
Batch Date	Displays the date the batch was loaded into the system.
No. of Invoices	Displays the number of invoices in the batch.
Source Type	Displays how the invoices were received into the system before being batched.

#### Source Types

The following Invoice Source Types can be batched:

Mail Invoices

- Fax Invoices
- Mail Expenses
- Fax Expenses
- Email Invoices
- Email Expenses
- Unknown Source

### 3.2 Assigning Batched Invoices

To assign batched invoices, the user must have following permission:

• 3514 - Can Assign Batched Invoices

To assign batched invoices:



basware

#### 1. Navigate to **Invoicing** > **Invoice Dashboard**.

- 2. From the Invoice Task Center page, click the **Batch** tab.
- 3. Click the + to the left of the Unbatched folder to display the source type folders for unbatched invoices.
- 4. Click the + to the left of the source type folder that is to be opened, displaying the date folders.
- 5. Click the + to the left of the date folder that is to be opened, displaying the batch files for the selected date.
- 6. To assign invoices at the batch level, select the batch file, select the user in the drop-down field above the Action column, and click **Assign**.
- 7. To assign invoices at the invoice level, select the batch file and double click on it.
- 8. Select the user from the drop-down field above the Action column.
- 9. Select the invoices (use Ctrl or Shift to select multiple invoices) and click Assign.

The selected batch files or invoices are moved to the Batched folder under a folder with the selected user's name. The assigned batched invoices are now listed in the user's Inbound section of the Invoice Task Center under the invoice source type.

# 4 Metrics

### **4.1 Metrics Overview**

The Metrics tab provides a quick graphical representation of invoices in the system. This tab allows users to view key indicators in real time to enable efficient management of the AP process, provide tools for better cash flow management, and maximize the efficiency of the AP operation.

The Metrics tab allows users to drill down to one level of dates for all metrics. Users can view invoice information by invoice total (\$ amount) or invoice count (number of invoices). The reports can be viewed as line or bar graphs.



Figure 14: Invoice Metrics Page 1





Figure 15: Invoice Metrics page 2

#### **Filter Options**

Users are able to view invoice information by invoice total or invoice count, and by bar chart or line chart.

### 4.2 Available Invoice Metrics

#### **Invoices by Due Date**

This metric lists the number of invoices due in 3, 7, 15, 30, 60, and 90 days as well as past due invoices. Users are able to drill down to view information at the vendor level.



Figure 16: Invoices by Due Date



#### **Invoices in Workflow**

This metric displays all the invoices in workflow versus ready for payment and in entry. When the user drills down, the workflow segment displays how many invoices are in approval, receiving discrepancy, financial discrepancy, etc.



Figure 17: Invoices in Workflow

#### **Invoices by Source**

This metric displays the number of invoices entered into the system by different available sources such as user entered, EDI/XML, file upload, vendor entered, scanned, and fax/email. Users are able to drill down to view information at the user level.



Figure 18: Invoices by Source

#### Invoices from Entry to Pay

This metric displays the number of invoices entered and that is ready for payment. The information is grouped by invoice type (PO, WO, and non-PO). Users are able to drill down to view information at the vendor level.



Invoice Entry to Pay		88
	Bar Cha	rt v
20		
24		
-26		
-28 -		
PO Invoice	WO Invoice Non-PO Invoice	
🙀 🚱 Refresh		

Figure 19: Invoices from Entry to Pay

#### **Completed Invoices**

This metric displays the number of invoices in in payment or paid status by the month and the previous 11 months. Users are able to drill-down to view information at the vendor level.





#### **Invoices Currently in the System**

This metric displays all the invoices in the system regardless of the status. The current month and the previous eleven months are displayed. Users are able to drill down to view information at the vendor level.





Figure 21: Invoices Currently in the System

#### **Invoice Discounts**

This metric displays all the discounts used for payment terms by the month. The current month and the previous eleven months are displayed. Users are able to drill down to view information at the vendor level.



**Figure 22: Discounts** 

### 4.3 Viewing a Metric

To view invoice metrics:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the **Metrics** tab.

The Metrics page is displayed. Use the drop-down boxes and minimize/maximize icons to change the view as needed.

## **5 Manage Invoices**

### 5.1 Invoice Management Overview

The invoice management function is for AP users to perform certain special functions on an invoice, such as viewing, voiding, or copying an invoice.

The following permission is required to manage invoices:

• 3502 - Manage Invoices

🗋 Tasks 🖾 Batches 🕍 Metrics 🏙 Manage Invoices	Inquiries	Invoice Entry OCheck Request	Payments		
Filter :					250 record(s) found for the search criteria.
Source Type : Type to filter V Invoice Status : Type to filter V Filter :		Search			
Action	Invoice Number	Vendor	Invoice Date	Invoice Total	Status
💁 🕘 🎍 🔲 🔍 🌲	SBPO-1	Adaequare Inc.	05/01/2014	1.00	declined
🖻 🕘 🚊 🔲 🛛 🧩	SBPO-2	Adaequare Inc.	05/01/2014	1.00	ready for payment
💁 🕘 🚊 🛄 🐵 🌲	27721_Import_Test_1	Adobe	05/01/2014	83.55	in approval
🖻 🕘 🚊 🔲 🛛 🌲	SBM1V[83801]	Adaequare Inc.	05/01/2014	1.00	void
💁 🕘 🍺 🛄 🚳 🌲	SBM1	Adaequare Inc.	05/01/2014	1.00	in payment
💁 🕘 🚊 🛄 🐵 🌲	npo-1	A1	05/20/2014	10.00	in post process
🖻 🕘 🚊 🔲 🛛 🌲	npo-2	A1	05/20/2014	10.00	in payment
🗟 4) 💋 🚊 🛄 🕹 🌲	Ap-po795	A1	06/09/2014	70.00	in post process
🖻 🕘 🚊 🔲 🛛 🌲	po751	A2	06/09/2014	20.00	in post process
🖻 4 💋 🚡 🛄 🖉 🌲	po-746V[354297]	A1	06/09/2014	630.00	void
	po-744	A1	06/09/2014	240.00	in receiving discrepancy

Figure 23: Manage Invoices page

#### **Table 4: Manage Invoices Page Action Definitions**

Action	Definition
	View Invoice. Click to view the selected invoice. If an image or purchase order is associated to it, that is displayed as well.
	View Reference. Click to view the purchase order or work order associated to the invoice. If no association exists, nothing is displayed.
0	Void Invoice. Click to void the selected invoice.
<b></b>	Mark for Export. Click to mark the selected invoice for export to the accounting system.
	Copy Invoice. Click to create a copy of the selected invoice. Only available for Non-PO Invoices.
0	Recurring Invoice. Click to create a recurring invoice for the selected invoice. Only available for Non-PO Invoices.
#	Add Approvers to Approval Route. Click to add approvers to the current approval route.

Invoice statuses are assigned to all types of invoices in the system. This includes invoices entered in the invoicing module, as well as, invoices imported by AP for purchase orders. The system assigns some statuses according to an action taken. A user or a manager assigns other statuses, during invoice reconciliation.

basware

The invoice reference type refers to the type of invoice in the system. The following invoices are available in the system:

#### **Table 5: Invoice Reference Type Definitions**

Invoice Reference Type	Definition
All	This displays all the invoices in the system that the user has permissions to view irrespective of the status.
Check Request	Displays the list of invoices that were created through the check request interface.
	Note: The Invoice Manager module must be enabled.
Non-PO Invoice	Displays the list of invoices that were created through the non-PO interface.
	Note: The Invoice Manager module must be enabled.
PO Invoice	Displays the list of invoices that were created through the association of a purchase order in the system.
Recurring Invoice	Displays the list of invoices that were created as recurring invoices through the system. This is for non-PO invoices only.
	Note: The Invoice Manager module must be enabled.
WO Invoice	Displays the list of invoices that were created as work order invoices through the system.
	Note: The Assets module must be enabled.

The following table provides a brief explanation of the different invoice statuses found in the system.

#### Table 6: Invoice Status Definitions

Status	Definition
All	This displays all the invoice statuses in the system.
Paid/Downloaded	The invoice has been released and/or is paid. This is a system assigned status once the invoice is exported to an external accounting system.



#### Table 6: Invoice Status Definitions (continued)

Status	Definition
System Error	The invoice is in ready for post process, ready for approval, or ready for post approval. When invoices are in these statuses something went wrong during processing. It is best to void the invoice and start over.
Declined	Any invoices that has been rejected has a status of declined is listed using this option.
Exceptions	This displays all invoices in the system that has one of these statuses: wait, cancelled, no receiving, or unmatched.
In Workflow	Any invoices sent for further processing such as post process, receiving discrepancy, financial discrepancy, invoice approval, post approval, or to a work queue is listed using this option.
Ready for Download	All processing is completed, and the invoice is ready to be released for payment or downloaded to an external accounting system.
Void	A user has voided the invoice.

- Invoices can be filtered based on whether they are check requests, non-PO invoices, purchase order invoices, recurring invoices, or work order invoices. Select the option from the Source Type drop-down field and click Search.
- The invoices in the Invoice List can be filtered based one of the invoice status mentioned above.
- To filter based on one of these statuses select the status in the Invoice Status drop-down field and click Search.

### 5.2 Viewing an Invoice from the Manage Invoices tab

To view an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view, and click the View Invoice icon.

	_
_	

- If the PO is not displayed, click View PO
- Click the x in the upper right corner of either pane to close it.
- Drag the triple grey lines in the middle to widen either pane.
- If an image is associated to the invoice, the Image action is available.
- The contract number is shown on the PO for all users, regardless of permissions.



### 5.3 Viewing Invoice Details from the Manage Invoices tab

📉 Header	Oetails	S Vendor	🦐 Note	s	🔗 Attachment	4 Approval	🖄 Audit			
tem ID	Item SKU	Item Name	Item Category	Unit	PO Cost	Qty	Invoice Unit Cost	Disc Qty	Ext. Cost	Status
70306	20140501113115_1	20140501113115_1 desc	Miscellaneous	EACH	83.5500	1.0	83.55	0.0	83.55	reconciled
Filter:										

Figure 24: Details tab

目

To view the details of an invoice:

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view, and click the View Invoice 💁 icon.
- 6. Click the **Details** tab.
- If there is an image associated with the invoice, the Image action is displayed. Click Image to view the image.
- 8. If the invoice is a PO invoice, View PO is displayed. Click View PO to view the PO.

### 5.4 Viewing Invoice Vendor Information

🚮 Header					
	🕘 Oetails 🖉 💈	Vendor 🔊 Notes	🖉 Attachment 🏾 🎉 Approva	I 🙀 Audit	
Vendor Name :	Adobe		Address 1 :		
Account Code :			City/State/Zip :	Charlotte, NC 28209	
Contact 1:			Contact 2 :		
Payment Term :	2% 10 Net 30		Payment Type :	Cash	
ault Invoice Type :	Default 1				
Image View	80				Nex Nex

Figure 25: Vendor tab

To view the vendor information:



- 1. From the Dashboard, navigate to **Invoices** > **Invoice Dashboard** > **Manage Invoices**.
- 2. Filter for the appropriate invoices.
- 3. Click Search.



- 4. Select the invoice to view, and click the View Invoice icon.
- 5. Click the Vendor tab.
- 6. If there is an image associated with the invoice, the **Image** action is displayed.
- 7. Click **Image** to view the image.
- 8. If the invoice is a PO invoice, **View PO** is displayed.
- 9. Click **View PO** to view the PO.

### 5.5 Adding Notes from the Manage Invoices page

/iew Invoice - Adobe	Vendor	Notes	🎄 Approval	🛱 Audit	Invoice Number : 27721_Import_Test_1
Notes : *		Also Notify :		<i>₽</i> <b>X</b>	Add
Action	Notes			Created By	Date Created
mage ) 🙆 View PO					Next

#### Figure 26: Notes tab

E

To add notes to an invoice:

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the **Manage Invoices** tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view, and click the View Invoice icon.
- 6. Click the **Notes** tab.
- 7. Enter the note in the Notes text box.
- If another user needs to be notified, click the Magnifying Glass
   If another user needs to be notified.
- 9. Select the user to be notified by double clicking on the name.
- 10. Click Add to add the image to the invoice.

### 5.6 Editing Invoice Notes

To edit notes on an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.

icon to the



- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view, and click the View Invoice icon.
- 6. Click the **Notes** tab.
- 7. Double-click the note to edit.
- 8. Edit the note.
- 9. Click Pencil 🧷 to save the changes made to the note.

### **5.7 Deleting Invoice Notes**

To delete notes on an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view, and click the View Invoice icon.
- 6. Click the **Notes** tab.
- 7. Select the note to delete.
- 8. Click Delete  $\times$  in the Action field.

### 5.8 Adding Attachments to an Invoice

View Invoice - Adobe	🔹 Vendor 🛛 🔊 Notes 🔗 Attachn	sent 🏾 💰 Approval 👘 Audit	Invoice Number : 27721_Import_Test_1 X			
Description :			( Attach			
Action	Description	File Name	Date Created			
S 🗙	fake invoice.jpg	fakeinvoice.jpg	Thu Dec 8 15:39:13 GMT-0500 2016			
	Attachment Complete					
Trage ) ( View PO						



To add attachments to an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the **Manage Invoices** tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.


- 5. Select the invoice to view, and click the View Invoice icon.
- 6. Click the **Attachment** tab.
- 7. Enter a description of the attachment in the Description text box.
- 8. Click **Attach** to select the attachment.
- 9. Navigate to the file, select it, and click **Open**.

The attachment is added to the invoice and can be viewed in the attachments grid

# **5.9 Viewing Invoice Attachments**

To view attachments on an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view, and click the View Invoice icon.
- 6. Click the **Attachment** tab.
- 7. Select the attachment to view.
- 8. Click Magnifying Glass 🙆 in the Action field.
- 9. In the confirmation pop-up to download the attachment, click **OK**.

# **5.10 Deleting Invoice Attachments**

To delete attachments on an invoice:

- ₽
- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view and click the View Invoice icon.
- 6. Click the **Attachment** tab.
- 7. Select the attachment to delete.
- 8. Click  $\times$  in the Action field.

The attachment is deleted if the invoice is still in "in entry" status or in the inbound/pre-processing work queue. If the invoice is out of the pre-processing work queue, then the attachment cannot be deleted unless the user has permission 3502 - Manage Invoices.



# 5.11 Viewing Approvers on an Invoice

Approve Invoice - A1				Invoice Number : NPO_04_15_8
Header Details	🚊 Distribution 🔹 Vendor	👼 Notes 🔗 Attachment	Add Approval 🔶 Add Appr	rover 🗮 Audit 🕨
Admin (4)	Wed Apr 15 14:42:00 GMT-0400 2015			
Administrator-Brian				
Approver	Start Date	Date Completed	Notes	
Image			😝 Void 👔	🕻 Decline 🥥 Approve 🗼 Approve + Next



1.

To view approvals on an invoice:



- From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view and click the View Invoice icon.
- 6. Click the **Approval** tab.

# **5.12 Viewing Invoice Exports**

The Exports tab is displayed after the invoice has been exported for payment. The information displayed on this page is the batch ID, the batch amount, the export date, and the invoice amount.

ſ	View Invoice - Al			Invoice Number : Npo-h-3 🗙
	📉 Header 🖉 Details 🔹 Vendor	🦻 Notes 🥜 Attachment 🏾 🍰 Approval	🙀 Exports 🗮 Audit	
	Batch ID	Batch Amount	Date	Invoice Amount
11	3509	80.0000	Thu May 22 03:00:00 GMT-0400 2014	30.0000
	Tmage			🔶 Next

#### Figure 29: Exports tab

To view approvals on an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view and click the View Invoice icon.
- 6. Click the **Exports** tab.



# **5.13 Viewing Invoice Payments**

The Payment tab is only displayed when there are payments against the invoice.

View Invoice - A1	🙎 Vendor 👘 Notes	🖉 Attachment 🏾 🎉 Approval	Nut Payment	Invoice Number : P_04_14_6 >
Reference	Payment Amount	Туре	Date	Notes
2309eqdi2	20.9900	Cash	04/14/2015	Special Payment
Image 💽 View PO				Next

Figure 30: Invoice Payment tab

To view payments on an invoice:

∎

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
  - 2. From the Invoice Task Center, click the Manage Invoices tab.
  - 3. Filter for the appropriate invoices.
  - 4. Click Search.
  - 5. Select the invoice to view and click the View Invoice icon.
  - 6. Click the **Payment** tab.

# 5.14 Viewing an Invoice Audit

The invoice audit takes a snapshot of the entire invoice workflow for the invoice. It even captures when an invoice is edited.

Users have the option to hide or display system notes when viewing the invoice audit. Only user actions and discrepancy related notes are displayed when the system notes are hidden.

View Invoice - A1							Invoice Number : P_04_14_6			
🛅 Header 🖉 🜔 Details	S Vendor	my Notes	🖉 Attachment	4 Approval	Payment	Mudit	•			
Hide System Notes										
User Name		Notes			Date Created					
Approver3		Invoice processed	from post approval queue	by Approver3.	Tue Apr 14 15:28:	14 GMT-0400 2015				
Approver3		Invoice sent to po	st approval queue by Appro	over3.	Tue Apr 14 15:28:	Tue Apr 14 15:28:14 GMT-0400 2015				
Approver3		Invoice approved	by Approver3.		Tue Apr 14 15:28:	Tue Apr 14 15:28:14 GMT-0400 2015				
Approver1		Invoice approved	by Approver1.		Tue Apr 14 14:56	Tue Apr 14 14:56:31 GMT-0400 2015				
SU2		Evaluated invoice	approvals.		Tue Apr 14 14:54	14 GMT-0400 2015				
Pavel B		Invoice sent to po	st process queue by Pavel	в.	Tue Apr 14 14:54:	14 GMT-0400 2015				
SU2		Purchase order sta	atus changed.		Tue Apr 14 14:54:	14 GMT-0400 2015				
SU2		Invoice price upda	ted with no price change fo	r PO line 1537946.	Tue Apr 14 14:54	14 GMT-0400 2015				
Pavel B		Released Invoice	from financial discrepancy b	y Pavel B.	Tue Apr 14 14:54:	Tue Apr 14 14:54:14 GMT-0400 2015				
Pavel B		Processed receiving	g discrepancy.		Tue Apr 14 14:54	Tue Apr 14 14:54:14 GMT-0400 2015				
Pavel B		Invoice Reconciliat	tion Process Initiated		Tue Apr 14 14:54:	Tue Apr 14 14:54:14 GMT-0400 2015				
Pavel B		Invoice posted sur	ccessfully from User Entered	d by Pavel B.	Tue Apr 14 14:54:	Tue Apr 14 14:54:14 GMT-0400 2015				
Pavel B		Invoice created or	04/14/2015 12:00:00 AM	by Pavel B.	Tue Apr 14 14:54:	Tue Apr 14 14:54:14 GMT-0400 2015				
Image 🔯 View PO							🔶 Next			

Figure 31: Invoice Audit

To view an audit for an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to view and click the View Invoice icon.
- 6. Click the **Audit** tab.

# 5.15 Viewing an Invoice Reference

The action allows the user to view the reference associated with a PO or WO invoice.

Filte	r : • Tvor		11			• Inv	sira Status -	Paid / In Payment	91 reco	rd(s) foun	d for the search crit	View PO												
	e type					•	nce status .	Paid / In Payment	- Finder -	-		Purcha	se C	Orde	r					PO	# 140	158\$196	6B191V	9898
			Act	on			Invoice Numb	Vendor	Invoice D	Invoice T	Status	Bill To:					Attention:	aparna	/aparna	Ship via E	efault to	c		
1	-0	0	4		0	4	SBM1	Adaequare Inc.	05/01/20	1.00	in payment	Verian Te	hnolog	gies LL	.c					Verian Te	chnologi	es LLC		
1	•	0	4		ø	#	npo-2	A1	05/20/20	10.00	in payment	Verian - H	Q emont	Dr						Engineeri Atto: Anar	ng/RD			
3	-	0	4		0	4	Npo-h-3	A1	05/21/20	30.00	in payment	Indian La	nd, SC	29707						Indian La	nd, SC 2	9707		
1	•	0	4		0	4	npo-h-4	A1	05/22/20	50.00	in payment													
1	•	0	4		0	#	Npo-5	A1	05/22/20	30.00	in payment													
1	•	0	4		ø	4	npo-2-N1	A1	06/09/20	10.00	in payment	Our Acco	INT F	OB:	T	erms:	Date:	Due Da	ite:	Freight:	Tax	(es:	Total:	
	•	0			0	#	pp-nonpo-10	A1	06/10/20	30.00	in payment	Vendor												
	•	0	4		0	4	25226	Warehouse Vendor	06/11/20	6.00	in payment	Account			N	et 15	06/13/2014			\$	0.00	\$ 0.00		\$ 20.
1		0			0	4	po48	A1	06/12/20	200.00	in payment	Indiniber	Vendo	or.				1			Ordered	1 Received	Invoice	Line
1	•	0	4		0	#	PO50	A1	06/12/20	60.00	in payment	Std. SKU	SKU	" (	Contract	Item			Unit	Unit Price	Quantity	Quantity	Quantity	Tota
		0	4		0	#	ap-nonpo1	A1	06/12/20	20.00	in payment					item07	Code: Asset Cate	Inone						
1		0	4		0	4	po54	A1	06/12/20	60.00	in payment					[udef1: ]	oode. Abber our	-90iji						
	-	0	4		0	4	po55	A1	06/12/20	40.00	in payment	lt07				[udef2: ] [udef3: ]			EACH	\$ 20.0000		1	1	1 \$ 20
		0	4		ø	4	P_06_12_2	A1	06/12/20	120.00	in payment					[Udef4: ]								
1	-	0	4		0	4	25238	Warehouse Vendor	06/13/20	4.00	in payment					[Odelb.]								
		0	4		ø	4	P_06_13_1	A1	06/13/20	160.00	in payment													
L.	-0	0	÷.		0	4	po158	A1	06/13/20	20.00	in payment	Invoice po	158	recond	iled by A	arna K on	06/13/2014							
		0	4		0	#	P_06_13_4	A1	06/13/20	140.00	in payment	It07 (3888	(8) iter	n07	nou by A	anna R on	0011012014						1.00	20.00
1	$\bullet$	0	4		0	#	P_06_13_10	A1	06/13/20	144.00	in payment													
		0	4		0	4	06_13_13	A1	06/13/20	160.00	in payment					Pleas	e confirm the reci	eipt of t	his purc	hase order	to			
		0	4		0	#	npo-20	A1	06/18/20	20.00	in payment													
	•	0	4		0	#	Adq-01	Adaequare Inc.	12/12/20	10.00	in payment													
		0			0	#	ADQ-3-CHAR	Adaequare Inc.	12/12/20	10.00	in payment													
	0	0	12		Ø	**	ado-18-1	Adaequare Inc	10/10/00	10.00	in navment													

Figure 32: Manage Invoices - View Reference

To view a reference:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice whose reference is to be viewed, and click View Reference  $\langle 0 \rangle$ .

# 5.16 Voiding an Invoice

To void an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.



- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to void, and click Void Invoice X.
- 6. Click **Yes** on the pop-up confirmation window.

# 5.17 Marking an Invoice for Export

This option re-exports the invoice to the accounting output export. The user can manually mark invoice for the next export.

To mark an invoice for export:

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to mark for export, and click Mark for Export 📥 .
- 6. Click **Yes** on the confirmation pop-up.

# 5.18 Copying an Invoice

The functionality is only available for non-PO invoices.

To copy an invoice:



▦

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select the invoice to copy, and click Copy Invoice  $\square$ .
- 6. Click **Yes** on the confirmation window.

# 5.19 Adding or Editing a Recurring Invoice

The following permission is required:

• 3508 – Manage Recurring Invoices

Recurring invoices can only be created from non-purchase order invoices in the following statuses:

- Ready for payment
- In payment
- Paid
- Void



When a recurring invoice is generated, the system uses the original invoice number and appends an N and a consecutive number.

Example

- Original Invoice Number: 1234
- Recurring Invoice 1: 1234N1
- Recurring Invoice 2: 1234N2

🗂 Tasks	🖾 Batches 🖾 Metrics	🛔 Nanage Invoices 🛛 🔯 Inquiries 💮 Invoice Entry	
			7 record(s) found for the search cr
• Тур			×
	Add/Edit Recurring Inv	oice	
	Recurring Name *	adq-18-2	
	Invoice Number	adq-18-2	
	Start Date *	07/18/2014 m/dd 7yyyy)	
•	End Date	n/dd 7yyyy)	
	Recurring Schedule *	Daily	
	Day of Month	Any ~	
	Day of Week	Any ~	
	User to Notify on Recurring	Q	
	Enabled	⊛ Yes ⊖ No	
		Add/Edit Recurring Invoice Clear Entries	
			~

Figure 33: Add/Edit Recurring Invoice page

	D .	т •	D	T1 1 1	D C
Table /:	Recurring	Involces	rage	<b>F</b> leid	Definitions

Field Name	Definition
Recurring Name	Enter the name for the recurring invoice.
Invoice Number	This is the invoice number of the selected invoice.
Start Date	Enter the date the recurring invoice is to start. This is a required field.
End Date	Enter the date the recurring invoice is to end.
Recurring Schedule	Select how often the invoice is to recur. The options available are daily, weekly, bi-weekly, monthly, quarterly, semi-annually, or yearly.
Day of Month	Select the day of the month the recurring invoice is to run.
Day of Week	Select the day of the week the recurring invoice is to run.
User to Notify on Recurring	Select a user to notify when the recurring invoice has run.
Enabled	Select yes, if the recurring invoice is active. Select no, if the recurring invoice is inactive.

To add/edit a recurring invoice:



#### 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.



- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. Filter for the appropriate non-PO invoices.
- 4. Click Search.
- 5. Select the invoice that is to be recurring.
- 6. Click the Recurring Invoice 2.
- 7. Enter the required information.
- 8. Click Add/Edit Recurring Invoice.

# 5.20 Viewing a Recurring Invoice

To view a recurring invoice:

- ₽
- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. From the Invoice Task Center, click the Manage Invoices tab.
- 3. In the Reference Type field, select **Recurring Invoice**.
- 4. Enter the invoice number in the Filter field to narrow the search.
- 5. Click Search.
- 6. Click View 🗟 to view the invoice associated with the selected recurring invoice.

# 5.21 Adding Approvers to Invoice Approval Route

The following permission is required to add approvers:

• 75 - Can Add Users to Approval Route

Vier	1				_										67 record(s) found for the se	earch crite
urce	Туре	- 2	8			Invoice Status	InV	/orkflow	• Fi	iber i		Search				
						12122-01				1			L a ser t			
		•				Action				Invoice Numb	er Test t		Invoice Date	Invoice Total	Status	
	<u>.</u>			-	w.					27725_impor	ClearCr	Moope	05/01/2014	10.00	in approval	
	-			4	0					npo-1		AL	05/20/2014	10.00	in post process	
	-			-	0		<u> </u>			10		Adobe	03/22/2014	240.00	in post approval	
	0	-		0	0		Ad	a/ East Approv	er(s)				×	280.00	in receiving distrepancy	
	-			0	0			Add Approve	Type	to filter	-	44		220.00	in receiving discrepancy	
	0		1	ä	0	4		nuu npproru	1100					10.00	in financial discrepancy	
	6	õ	10	0	0	4		Action	Appro	oval Order	Approver			50.00	in approval	
	6	ő	12	0	0	4		+ +	× 1.000	00	No. OCTO	(active)	1	70.00	in post process	
	0	õ	12	0	0	4								20.00	in post process	
	0	õ	12	0	0									10.00	in post process	
	0	õ	12	ā	0									600.00	in post process	
	0	0	12	0	0									30.00	in post process	
	0	0	14	0	0	\$								30.00	in post process	
	0	0	4		0	\$								40.00	in post approval	
	0	0	14	0	0	4								140.00	in post process	
	0	0	4	0	0	8	_			P_06_11_9		A1	06/11/2014	120.00	in receiving discrepancy	
	0	0	14		0	\$				npo-2-N3		A1	06/11/2014	10.00	in post process	
	0	0	4		0	\$				Npo-5-N3		Al	06/11/2014	30.00	in post process	
	0	0	14		0	\$				06_11_5		A1	06/11/2014	200.00	in post process	
	0	0	4		0	\$				P_06_11_7		A1	06/11/2014	80.00	in post process	
	0	0	14		0	\$				P_06_11_8		A1	06/11/2014	50.00	in post process	
	0	0	4		0	\$				Npo-5-N4		A1	06/12/2014	30.00	in post process	
	0	0	12		0	11				po487		A1	06/18/2014	30.00	in financial discrepancy	

Figure 34: Add/Edit Approvers





- The added approvers cannot be moved ahead of the current approver in the approval route.
- The original approvers in the route cannot be removed.

To add an approver to the invoice approval route:



- $1. \quad \mbox{From the Dashboard, navigate to } {\bf Invoicing} > {\bf Invoice Dashboard.}$
- 2. From the Invoice Task Center, click the **Manage Invoices** tab.
- 3. Filter for the appropriate invoices.
- 4. Click Search.
- 5. Select an invoice.
- 6. Click Add Approver 🖊 .
- 7. Select the approvers to add and click **Add**.
- 8. Click the blue up and down arrows to designate the order in which the added approvers are to approve the invoice.

# **6** Inquiries

# 6.1 Invoice Inquiries Overview

After check requests or invoices are submitted, they are tracked using the Invoice Inquiry page. This page allows the users to view the status of and any actions taken on check requests and invoices.

The Inquiries page allows users to quickly view details about check requests and invoices. When an invoice is closed after accessing it from the Inquiries page, the Inquiries page is displayed with the search information and search results still displayed.

The following permission is required to access invoice inquiries:

🗂 Tasks 🛛 💆	Batches 🛛 🖉 Metrics	Manage Invoices 🔰 🔍 Inquirie	s 📄 Invoid	ce Entry 😳 Ch	eck Request 🛛 🐞 Payme	nts		
Filter :							25	0 record(s) found for the search criteria.
Vendor :		Type to filter	<ul> <li>Invoid</li> </ul>	e Status :		Type to f	ilter	•
Created By :		Type to filter	▼ Date	From :				
Invoice Type :		Type to filter	▼ Date	To :				<b>1</b>
Source Type :		Type to filter	▼ Excep	tion Type :		Type to f	ilter	•
Rejection Type :		Type to filter	▼ Filter					
								🔎 Search
Action	Invoice Number	Vendor	PO Number	WO Number	Invoice Date	Date Created	Invoice Total	Status
<u>a</u> (	1481135639474	Apple	716142S35847B3584 7V250344		2016-12-07	2016-12-07	0.00	temporary
۵ (	1481135478637	Costco	1011894S191B191V2 78170		2016-12-07	2016-12-07	0.00	temporary
۵ (	1476972145525	Costco	1004333535847B358 47V278170		2016-10-20	2016-10-20	0.00	reconciled
۵ (	1476972124536	Apple	1007527S35847B358 47V250344		2016-10-20	2016-10-20	0.00	in entry
۵ (	1475090205617	Costco	1004247535847B358 47V278170		2016-09-28	2016-09-28	0.00	reconciled
۵. (۱)	NPO_09_28_16_4	Apple			2016-10-05	2016-09-28	120.00	in payment
۵ (	NPO_09_28_16_3	Apple			2016-10-05	2016-09-28	100.00	in payment
۵ ۹	NPO_09_27_16_21	Apple			2016-10-05	2016-09-27	120.00	in payment
۵ (۱)	NPO_09_27_16_20	Apple			2016-10-05	2016-09-27	100.00	in payment
۵ ۹	NPO_09_27_16_25V[666791]	Apple			2016-10-05	2016-09-27	120.00	void
۵ (	NPO_09_27_16_20V[666790]	Apple			2016-10-05	2016-09-27	100.00	void
۵ (۱)	BPO_09_27_1	Apple	1007527\$35847B358 47V250344		2015-10-09	2016-09-27	100.00	in financial discrepancy
۵ (	PO_09_27_1	Apple	1007521S35847B358 47V250344		2015-10-09	2016-09-27	100.00	in receiving discrepancy

• 3504 - Can Access Invoice Inquiry

Figure 35: Inquiries page

The initial page shows all of the invoices that the user is able to view with his granted permissions. It shows a summation of the invoice information including the invoice number, vendor, PO number, WO number, invoice date, date created, invoice total, and status.

If a specific invoice needs to be located, the following fields are used to help narrow the search.

### **Table 8: Inquiries Search Field Definitions**

Field	Definition
Vendor	Select the vendor whose invoices are being searched for. Only vendors with invoices in the system are displayed in the list.
Created By	Select the user who entered the invoice. Only users who have entered invoices are displayed in the list.



### Table 8: Inquiries Search Field Definitions (continued)

Field	Definition
Invoice Type	Select the invoice type being searched for. Invoice type is a classification method determined by the customer when the system is implemented. The invoice types displayed have an active status in the Manage Invoice Type page.
Source Type	Select the source type for the invoice. Source types are Check Request, Non-PO Invoice, PO Invoice, Recurring Invoice, and WO Invoice.
Rejection Type	Select the rejection type for the invoice. The rejection types displayed have an active status in the Manage Invoice Rejection page.
Invoice Status	Select the invoice status of the invoice(s) being searched for. The statuses are All, Paid/In Payment, System Error, Declined, Exceptions, In Entry, In Workflow, Ready for Payment, and Void.
	Note: Invoices that are shown when in workflow is selected are invoices with the following statuses: post process, receiving discrepancy, financial discrepancy, approval, and post approval.
Date From	Enter a date or click the calendar icon to search for invoices created after this date.
Date To	Enter a date or click the calendar icon to search for invoices created before this date.
Exception Type	Select the exception type for the invoice. The exception types displayed have an active status in the Manage Invoice Exception page.
Filter	Enter any additional information to help narrow the search for the invoice(s).

### **Table 9: Inquiry Column Definitions**

Field	Definition
Action	Displays the icons used to view the invoice or PO/WO associated with the invoice.
Invoice Number	Displays the invoice number assigned to the invoice.
Vendor	Displays the vendor associated with the invoice.
PO Number	Displays the PO number associated with the invoice.
WO Number	Displays the WO number associated with the invoice.
Invoice Date	Displays the date on the vendor invoice.



### Table 9: Inquiry Column Definitions (continued)

Field	Definition
Date Created	Displays the date the invoice was created in the system.
Invoice Total	Displays the total for the invoice.
Status	Displays the status for the invoice.

Click the column header to sort the information in ascending or descending order.



Note: Remember to scroll up to view the results from the top.

#### **Table 10: Action Field Icon Definitions**

Field	Definition		
Q View Invoice	Displays the Invoice page for the selected invoice.		
View Reference	Displays the PO or WO associated with the selected invoice. If an image is not associated with the invoice, the vendor profile is displayed.		

# 6.2 Viewing an Invoice from Invoice Inquiry



Invoices viewed from the Invoice Inquiries page are non-editable.

To view an invoice:



- 1. From the Dashboard, navigate to Invoicing > Invoice Dashboard.
- 2. Click the Inquiries tab in the Invoicing tab section.
- 3. Select the appropriate filter information.
- 4. Click Search.
- 5. Select the invoice to be viewed.
- 6. Click the Magnifying Glass icon. The invoice is displayed, and cannot be edited.

# 6.3 Viewing a Reference for an Invoice from Invoice Inquiry

To view a reference for an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard.**
- 2. Click the Inquiries tab in the Invoicing tab section.



- 3. Select the appropriate filter information.
- 4. Click Search.
- 5. Select the invoice to be viewed.
- 6. Click the  $\bigcirc$  icon.

An image of the related purchase order or work order is displayed.

# 7 Invoice Entry

# 7.1 Invoice Entry Overview

The purpose of the Invoice Entry tab is to allow users to enter invoices directly into the system without creating purchase orders. Invoice entry is ideally for items or services that do not require purchase orders.

Users with the right permissions can create check requests or non-PO invoices. The main difference between check request entry and invoice entry is that one is for the end user and the other is for the AP user.

When invoice entry is started from the **Invoice Entry** tab and after the invoice is processed, cancelled, voided, or closed, the user is returned to the **Invoice Entry** tab with the filters, search criteria, and search results still displayed.

The following permissions are required to enter invoices:

- Invoice Module access
- 34 Can Create Purchase Order Invoice
- 3503 Can Create Non-PO Invoice

🖞 Tasks 🛛 🖉 Ba	tches	Metrics	🕍 Manage Invoices 🛛 🔍 Inquiries 👘 Invoice	Entry Che	ck Request	Payments	
Filter							
Reference Type : Purchas	e Order 🔻 S	earch Type : V	endor Name 🔻 Filter : 🗛 1	Search			
Action	Туре	Reference	Vendor	Vendor Number	Total	Status	Location
÷ (	PO	73927S196B191	A1	A1AA1	20.00	fully received, reconciled	Engineering/RD
+ <	PO	7393151968191	A1	A1AA1	1.00	placed	Engineering/RD
+ - 0	PO	73947S196B191	A1	A1AA1	2.00	placed	Engineering/RD
+ -	PO	7395451968191	A1	A1AA1	10.00	fully received, reconciled	Engineering/RD
+ 0	PO	7395551968191	A1	A1AA1	12.00	fully received, reconciled	Engineering/RD
+ (	PO	1396565196819	A1	A1AA1	30.00	fully received	Engineering/RD
+ -	PO	1396575196819	A1	A1AA1	30.00	fully received	Engineering/RD
+ <	PO	1396585196819	A1	A1AA1	21.00	fully received	Engineering/RD
A 10	80	1396595196819	41	61661	40.00	fully received	Engineering/RD

### Figure 36: Invoice Entry Main page

The default information displayed in the Reference Type field and the Search Type field is now based on the user's permissions.

Permission	Reference Type	Search Type
34 – Create PO Invoice	Purchase Order	PO Number
3503 – Create Non-PO Invoice	Non-PO	Vendor Name
Both 34 and 3503	Purchase Order	PO Number

#### Table 11: Invoice Entry Main page - Field Definitions

Field Name	Definition		
Reference Type	Select from the drop-down the type of invoice to search for.		

### Table 11: Invoice Entry Main page - Field Definitions (continued)

Field Name	Definition
Search Type	Select from the drop-down what the criteria of the search is to be based on. The information displayed here is determined by what was selected in the Reference Type drop-down field.
Filter	Enter the search criteria.

### Table 12: Invoice Entry Main page - Column Definitions

Column Name	Definition
Action	Click an icon to edit the invoice, view the invoice, or view the image associated with the invoice.
Invoice Number	Displays the invoice number associated with the invoice.
Vendor	Displays the vendor associated with the invoice.
Vendor Number	Displays the vendor account number associated with the vendor.
Invoice Date	Displays the date the invoice was entered and saved, sent for review, etc.
Invoice Total	Displays the total of the invoice.
Location	Displays the location to which the invoice is assigned.

### Table 13: Invoice Entry Main Page - Action Definitions

Action	Definition
🔎 Edit	Allows the user to edit the invoice.
Invoice	Allows the user to view the invoice.
i Image	Allows the user to view the image associated with the invoice (if applicable).
X Cancel Invoice	Allows the user to cancel a saved invoice. This icon is only displayed when the Saved Invoice reference type is selected.

-								
Nev Invoio	- Standard PO							Purchase Order : 5.0 🗙
	Header Ostails	2 Vendor	🎭 Notes	🖉 Attachment				
Invoice N	mber : +				Invoice Date : 🔶	11		
Paymen	:Term : * Net 30	T			Payment Type : 🔺	Cash v		
	reight : *	0.00			Tax : *	0.00		
Invoice	• Total : *	0.00			Notes i			
Save	Tancel Image	🔇 View PO 😂 Reset					Select Reviewer 🔻 🤤 Process	Process + Next

Figure 37: Invoice Entry page

1

Fields are configurable and may vary depending on the active invoice mask and invoice type.

### 7.1.1 Auto-Receive Purchase Orders during Invoice Entry

Purchase orders, item categories, and/or vendors can be configured in the system to be auto-received when the invoice is created. The system uses the receiving tolerances determined by system settings 6500 – *Receiving: Over Receiving Tolerance Percent* and 6501 – *Receiving Tolerance Type*. If there are more items to be received than were ordered, the system does the following:

- Matches any receipts already entered for the item.
- Matches auto-receiving receipts up to the purchase order quantity.
- If there is still a remaining quantity, the invoice is sent to receiving discrepancy.

Auto-receive can be configured on the following pages:

- Add/Edit Item Category
- Add/Edit Vendor
- Edit Purchase Order (the purchase order's status must be new)

Note: The default value for the Edit Purchase Order page is controlled by system setting 984 – *Auto Receive Purchase Order Default Value*.

# 7.2 Entering a Purchase Order Invoice

To enter a purchase order invoice:



п

- 1. From the Dashboard, navigate to Invoicing > Invoice Dashboard > Invoice Entry.
- 2. Select *Purchase Order* from the Reference Type drop-down field.
- 3. Select the search type criteria from the Search Type drop-down field.
- 4. Enter the matching search type criteria in the Filter field (PO number, vendor name, etc.).
- 5. Click Search.
- 6. Click the green + icon to the left of the purchase order to be invoiced.
- 7. Enter the required header information and any additional information in each invoice tab.
  - Invoice Image (PDF only)
  - · Details, including Accounts Coding distribution data
  - Vendor
  - Notes
  - Attachment
- 8. Click Process to process the invoice or Process + Next to continue to the next invoice.



# 7.3 Entering a Non-PO Invoice

To enter a non-PO invoice:

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard** > **Invoice Entry**.
- 2. Select *Non-PO* from the Reference Type drop-down field.
- 3. Select the search type criteria from the Search Type drop-down field.
- 4. Enter the matching search type criteria in the Filter field (vendor name, vendor city, etc.).
- 5. Click Search.
- 6. Click the green + icon to the left of the purchase order to be invoiced.
- 7. Enter the required header information and any additional information in each invoice tab.
  - Invoice Image
  - Details, including Accounts Coding distribution data
  - Vendor
  - Notes
  - Attachment
- 8. Click **Process** to process the invoice or **Process** + **Next** to continue to the next invoice.

# 7.4 Invoice Images

The system supports the use of PDF images only. While other image formats can be used, the client is responsible for troubleshooting all other formats. It is recommended that if any other image format is used, the invoice image attachments used in that format are converted to PDF (client responsibility) before the invoice image attachment is uploaded in the system.

### 7.4.1 Replace Purchase Order Invoice Images

#### Location: Invoice entry page of desired invoice

Invoice images can be replaced while the invoice is in the inbound or pre-process work queue. Users with permission *3502* - *Manage Invoices* can replace the image throughout the invoicing process.

To replace an invoice image:



- 1. Navigate to the **Invoice Entry** page.
- 2. Click **Replace** on the **Image** page.
- 3. Select the correct invoice image.

### 7.4.2 Delete Purchase Order Invoice Image

Location: Invoice entry page of desired invoice

To delete an invoice image:





▦

- 1. Navigate to the **Invoice Entry** page.
- 2. Click **Delete** on the invoice image.
- 3. Click Yes.

### 7.4.3 Convert Attachment to Purchase Order Invoice Image

Location: Invoice entry page of desired invoice

A PDF file attached to the invoice in the Attachments tab can be converted into the invoice image.

To convert an attachment to an invoice image:



- 2. Click the **Attachment** tab.
- 3. Click the 💼 icon beside the attachment to be converted.
- 4. Click Yes.

# 7.5 Invoice Details

Below is a more detailed description of how the Details tab function works for PO and non-PO invoices.

Header	A Details	2 Vendor	Notes		Attachment		M Audit		Invoice Number 1.	2//21_Import_Test_1
Item ID	Item SKU	Item Name	Item Category	Unit	PO Cost	Qty	Invoice Unit Cost	Disc Qty	Ext. Cost	Status
270306	20140501113115_1	20140501113115_1 desc	Miscellaneous	EACH	83.5500	1.0	83.55	0.0	83.55	reconciled
Filter :	Filter:									
image 🔯 V	if Trage & View PO									

Figure 38: Details tab PO Invoice

### 7.5.1 Editing Details for a PO Invoice

To edit the details for a PO invoice:



- 1. Open a PO invoice whose details need to be edited.
- 2. Click the **Details** tab.
- 3. Click once in the Invoiced Unit Price column to change the price of the line item.
- 4. Change the price for the line item.
- 5. Click outside the editable field to save the updated price.
- 6. Click once in the Invoice Qty column to change the quantity of the line item.
- 7. Change the quantity for the line item.
- 8. Click outside the editable field to save the updated quantity.



# 7.5.2 Adding/Editing Details for a Non-PO Invoice

To add/edit details for a non-PO invoice:



- 1. Open a Non-PO invoice whose details need to be edited.
- 2. Enter the details of the invoice in the header.
- 3. Click the **Details** tab.
- 4. Click in the area in the Description column that has the message "Click to Add Line."
- 5. Add the description for the item. Press the tab key to move to the next column.
- 6.
- 7. Enter the *line ID* for the item. Press the tab key to move to the next column.
- 8. Select the *unit of measure* from the drop-down box. Press the tab key to move to the next column.
- 9. Enter the *quantity* of the item on the invoice. Press the tab key to move to the next column.
- 10. Enter the *price* for the item.
- 11. Continue this process until all line items are added.

### 7.5.3 Distribution

Below is a detailed explanation of how the distribution function works.

When the line total or the invoice total is updated, the affected distributed amounts are automatically updated.

the Presses Invites Chardend PO			Taurie Museles and C V						
1 Junio e number : polate X									
🖀 Header 🖉 Details 🔹 Vendor 🦻 Notes 🧳 Attachment									
X Delete C Distribution									
Splits - item07			×						
Remaining Total : 15.00 Remaining Percent : 75.000000 Distributed Total : 5.00 Distributed Percent : 25.000000									
Account Code	Notes	96	Amount						
ABCD-EFGH		25.00	5.00						
Click to Add Line									
🚽 Save 🖉 Void 📓 Image 🔕 View PO 📢	Reset		Select WQ 🛛 🔻 👶 Process 🗍 📦 Process + Next						

Figure 39: Distribution page for line distribution

Field Name	Definition
AccCode	Enter at least one of the account codes used for this invoice. Account codes are entered until the total amount of the invoice is reached.



### Table 14: Non-PO Distribution Field Definitions (continued)

Field Name	Definition
Notes	Enter an optional note in the Notes field for the account code being entered.
%	Enter the percentage of the cost of the invoice that is applied to this account code. This must equal 100% for the invoice to be processed.
Amount	Enter the amount of the cost of the invoice that is applied to this account code.
Account Code Template	Select an existing template for distribution. The icon is to the right of the page, at the top of the grid.

### 7.5.3.1 Adding Distribution for a Non-PO Invoice

To add distribution on a non-PO invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. Search for the desired invoice using the Task Center or Manage Invoices section. If needed, see Entering a Non-PO Invoice to enter a new invoice.
- 3. Click the **Details** tab.
- 4. Enter the necessary details.
- 5. Click Distribution.
- 6. Select the line to distribute.
- 7. Enter the account code in the *Account Code* field.
- 8. Enter a note in the *Notes* field.
- 9. Enter a percentage in the *Percentage* field or an amount in the *Amount* field and click Add.
- 10. Repeat this process until the remaining total and remaining percent = 0.00 for the line.
- 11. Repeat the process for all lines.
- 12. Click **Process** or **Process + Next**.

The invoice is successfully processed and the Invoice Task Manager page is displayed or the next invoice in the queue is displayed.

#### 7.5.3.2 Editing Distribution for a Non-PO Invoice

To edit distribution for a non-PO invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. Search for the desired invoice using the Task Center or Manage Invoices section. If needed, see Entering a Non-PO Invoice to enter a new invoice.
- 3. Click the **Details** tab.
- 4. Enter the necessary details.
- 5. Click Distribution.



- 6. Select the line whose distribution needs to be edited.
- 7. Enter the account code in the *Account Code* field.
- 8. Enter a note in the *Notes* field.
- 9. Enter a percentage in the *Percentage* field or an amount in the *Amount* field and click **Add**.
- 10. Repeat this process until the remaining total and remaining percent = 0.00 for the line.
- 11. Repeat the process for all lines.
- 12. Click **Process** or **Process + Next**.

The invoice is successfully processed and the Invoice Task Manager page is displayed or the next invoice in the queue is displayed.

#### 7.5.3.3 Adding Distribution for a Non-PO Invoice with an Account Code Template

To add distribution to a non-PO invoice with an account code template:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. Search for the desired invoice using the Task Center or Manage Invoices section. If needed, see Entering a Non-PO Invoice to enter a new invoice.
- 3. Click the **Details** tab.
- 4. Enter the necessary details.
- 5. Click **Distribution**.
- 6. Select the line to distribute.
- 7. Click the Magnifying Glass icon to the right of the Account Code Template field.
- 8. Select the account code template to add by double-clicking it.
- 9. Repeat the process until all lines are distributed.
- 10. Click **Process** or **Process + Next**.

#### 7.5.3.4 Editing Distribution for a Non-PO Invoice with an Account Code Template

To edit distribution on a non-PO invoice with an Account Code template:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. Search for the desired invoice using the Task Center or Manage Invoices section. If needed, see Entering a Non-PO Invoice to enter a new invoice.
- 3. Click the **Details** tab.
- 4. Enter the necessary details.
- 5. Click **Distribution**.
- 6. Select the line with the distribution that needs to be edited.
- 7. Click **Delete** to remove the current account code template from the grid.
- 8. Click the Magnifying Glass icon to select an account code template.
- 9. Select the account code template to use by double-clicking it.
- 10. Click **Process** or **Process + Next**.

Basware P2P 18.2

The invoice is successfully processed and the Invoice Task Manager page is displayed or the next invoice in the queue is displayed.

#### 7.5.3.5 Accounts Coding Segments

basware

Codes is available when account code segments are enabled. This functionality allows the user to select account code segments and distribute a percentage or amount of the invoice cost to that account code. Codes is available with BOLO and Excalibur Integration or it can be configured during the implementation process. Contact your Basware Implementation or Client Care Team for more information.

Pre-Process Invoice - Standard PO						Invoice Number : 141638-155042 🗙
Header 🖉 Details	'endor 🦻 Notes	🔗 Attachmen	nt			
📲 New Line 🗙 Delete 🔂 Distribution						
Splits - FF-7711						×
AFE Error Field			Account Code	Error Field		
Company Error Field			Cost Center	Error Field		
JIB Deck Error Field			Amount	0.00		
96 0					_	
Notes						
A analysis ( Be add						
The subscription of the su						
				Codes 🗙	Delete 🛛 🔁 Details	/× \
Remaining Total: 700.00 Remaining Percent: 100.0	00000 Distributed Total: 0.00	Distributed Percent : 0.00000	00		1	
AFE Account Code	Company	Cost Center	JIB Deck	Notes	96	Amount
		1	1			
🔚 Save 🖉 Void 📓 Image 🗟 View PO	🍪 Reset				Select WQ 🛛 🔻	Process + Next

#### Figure 40: Invoice with sample BOLO account code fields

#### 7.5.3.6 Adding Account Code Segments for Distribution to a PO Invoice

To add account code segments for distribution to a PO invoice:

- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. Search for the desired PO invoice using the Task Center or Manage Invoices section.
- 3. Click the **Details** tab.
- 4. Enter the necessary details.
- 5. Click Distribution.
- 6. Select the line whose distribution needs to be edited.
- 7. Click Codes if the it is not grayed out.
- 8. Select the account code segments and click Add.
- 9. Enter either the percentage in the *Percentage* column or the amount in the *Amount* column to apply to the account code segment.
- 10. Press the tab key to move to the next column.
- 11. Repeat this process until the Remaining Percent and Remaining Total equal zero.
- 12. Repeat the process until all lines are distributed.
- 13. Click **Process** or **Process + Next**.



The invoice is successfully processed and the Invoice Task Manager page is displayed or the next invoice in the queue is displayed.

# 7.5.3.7 Adding Account Code Segments for Distribution for a Non-PO Invoice with an Account Code Template

To add account code segments for distribution for a non-PO invoice with an Account Code template:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. Search for the desired Non-PO invoice using the Task Center or Manage Invoices section.
- 3. Click the **Details** tab.
- 4. Enter the necessary details.
- 5. Click Distribution.
- 6. Select the line whose distribution needs to be edited.
- 7. Click **Codes** if the it is not grayed out.
- 8. Select the account code segments and click Add.
- 9. Enter either the percentage in the *Percentage* column or the amount in the *Amount* column to apply to the account code segment.
- 10. Press the tab key to move to the next column.
- 11. Repeat this process until the Remaining Percent and Remaining Total equal zero.
- 12. Repeat the process until all lines are distributed.
- 13. Click **Process** or **Process + Next**.

The invoice is successfully processed and the Invoice Task Manager page is displayed or the next invoice in the queue is displayed.

# 7.6 Invoice Notes

Invoice notes can be added during invoice entry or processing to document additional invoice information or notify another user of something related to the invoice. All notes can be viewed, edited, and deleted in the **Notes** tab while viewing the invoice.

### 7.6.1 Adding Notes

To add a note on an invoice:



- 1. Navigate to the invoice for which notes need to be added.
- 2. Click the **Notes** tab.

Result: The Notes Entry page is displayed.

- 3. Enter the note in the *notes* text box.
- 4. If another user needs to be notified, click the Magnifying Glass icon to the right of the Also Notify field.
- 5. Select the user to be notified by double-clicking the name.

6. Click Add.

### 7.6.2 Edit Purchase Order Invoice Notes

Location: Invoice entry page of desired invoice

To edit previously entered invoice notes on a purchase order invoice:

- 1. Navigate to the invoice entry page.
  - 2. Click the **Notes** tab.
  - 3. In the table, find the note to edit and click in the **Notes** cell.
  - Click anywhere outside the cell to finish editing. Changes are saved automatically.

### 7.6.3 Delete Purchase Order Invoice Notes

Location: Invoice entry page of desired invoice

∎

▦

- 1. Navigate to the invoice entry page.
- 2. Click the **Notes** tab.
- 3. In the table, find the note to delete and click  $\mathbf{X}$ .

# 7.7 Invoice Attachments

Below is a more detailed description of how the Attachment tab function works. The number of attachments attached is displayed in the tab.

View Invoice - Adoba			Invoice Number   27721 Import Test 1
Header Oetails	🙎 Vendor 👘 Notes 🖉 Attachn	nent 🎉 Approval 🙀 Audit	
Description :			Attach
Action	Description	File Name	Date Created
S ×	fake invoice.jpg	fakeinvoice.jpg	Thu Dec 8 15:39:13 GMT-0500 2016
Attachment Complete			
Timage 🗟 View PO			



### 7.7.1 Adding Attachments During Invoice Entry

Location: Invoice entry page of desired invoice

You can add many attachments to an invoice using the **Attachments** tab on the **Invoice Entry** page. The attachments can be of many types, including PDF, JPEG, RTF, etc.



1

E

Only PDF attachments can be converted to invoice images

To add attachments during invoice entry:

- 1. Enter all of the appropriate information in the invoice header.
  - 2. Click the Attachments tab.
  - 3. Click Attach, select the document to be attached, and click Open.

### 7.7.2 Viewing Attachments

To view an attachment:



- 1. Navigate to the invoice with the attachments to be viewed.
- 2. Click the **Attachment** tab.
- 3. Highlight the attachment to view.
- 4. Click the  $\bigcirc$  icon in the action column.

The image downloads to your computer and can be opened and viewed.

### 7.7.3 Deleting Attachments on an Invoice

Invoice attachments can be deleted by the user while the associated invoice is in an inbound or preprocess work queue.

To delete an attachment on an invoice:



- 1. Navigate to the invoice with the attachments to be deleted.
- 2. Click the **Attachment** tab.
- 3. Highlight the attachment to delete.
- 4. Click  $\times$  in the Action column.

The attached file is deleted.

# 7.8 Saving an Invoice

There are times when entering an invoice that it may need to be saved before it is processed.

To save a purchase order invoice:



 Follow the instructions to enter an invoice, as described in <u>Entering a Purchase Order</u> <u>Invoice</u> or <u>Entering a Non-PO Invoice</u>

2. Click **Save** to save the information entered on the invoice.



3. Click X in the top right corner to exit the invoice.

#### 7.8.1 Processing a Saved Invoice

To process a saved invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard** > **Manage Invoices**.
- 2. Locate the invoice to be processed and open it.
- 3. Complete any remaining information for the invoice.
- 4. Click **Process** or **Process + Next**.

# 7.9 Cancelling an Invoice

During invoice entry, a user does not want to save the information he is entering for an invoice. He has the option to cancel the invoice entry without any changes being saved. When an invoice is cancelled, the image has to be rescanned into the system.

To cancel an invoice:



1. From the Dashboard, navigate to Invoicing > Invoice Dashboard > Manage Invoices.

- 2. Locate the invoice to be cancelled and open it.
- 3. To cancel the invoice, click **Cancel**
- 4. Click **Yes** in the confirmation pop-up.

A message is displayed at the top of the invoice stating that it has been successfully cancelled. The user is taken to the Invoice Task Center.

# 7.10 Resetting an Invoice

There are times when a user realizes that the information entered does not match the vendor and/or the image associated. The user can use Reset to reset the information. The invoice image remains in the system.

To reset a purchase order invoice:



1. From the Dashboard, navigate to Invoicing > Invoice Dashboard > Manage Invoices.

- 2. Locate the invoice to be reset and open it.
- 3. To reset the invoice, click 😪 Reset
- 4. Click **Yes** in the confirmation pop-up to reset the invoice.

A message is displayed at the top of the invoice stating that it has been successfully reset. The user is taken to the Invoice Reference page.



# 7.11 Selecting a Reviewer for an Invoice

The following permission is required to perform this action:

• 3517 - Can Assign Invoice to Different User

There are times when a user may want another user to reviewer an invoice before it goes to the preprocess work queue. Users who are displayed in the select reviewer list are users with invoicing permissions.

To select a reviewer for an invoice:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard**.
- 2. In the Invoice Task Center or the Inbound work queues, locate the invoice to for which a reviewer needs to be set and open it.
- 3. Click Select Reviewer to view the list of reviewers.
- 4. Click once on the user's name to select that user as the reviewer. The user's name selected is displayed in place of select reviewer.
- 5. Click **Process** to process the invoice or **Process** + **Next** to continue to the next invoice.

The invoice is assigned to the selected user to review.

# **8** Check Requests

# 8.1 Check Request Overview

The Check Request Entry tab takes the user through the same steps as the wizard icon from the Dashboard. The purpose of check request entry is to enter a request for payment of an invoice that does not have an associated request or purchase order. They can be created based on an invoice number or an account number. If an account number is used, the system automatically appends a dash and an additional number to make the invoice number for that vendor unique.

The following permission is required:

• 3500 - Can Create a Check Request

🖞 Tasks 🛛 🖄 Batci	es 🛛 🖄 Metrics	📓 Manage Invoices 🛛 🔍 Inquiries	🚊 Invoice Entry	Check Request	Payments	
						^
1. Check Request						
		Creat	e with Invoice Number *			
		Crea	te with Account Number 🤇	0		
						**

Figure 42: Check Request Entry - Step 1

Field Name	Definition	
Create with Invoice Number	Select this radio button if the check request is to created with an invoice number.	
Create with Account Number	Select this radio button if the check request is to be created with an account number.  Note: This system automatically appends an incremental number to the end of the account number to make it a unique number for the vendor.	

1. Check Request			
Vendor		Address	
City		State	
Zip		Account Number	
			55
Saved Temporary Bills Apple () [5]			

### Figure 43: Check Request Search page



Field Name	Definition
Vendor	Enter the first few letters (or more) of the vendor that is being searched for.
City	Enter the first few letters (or more) of the city where the vendor is located.
Zip	Enter the zip code that the vendor is located in.
Address	Enter part or all of the address for the vendor.
State	Enter the state the vendor is located in.
Account Number	Enter part or all of the account code number for the vendor.

1. Check Request 2. Details	3. Distribution 4. Summary		
Vendor	Name Apple	Address	
Account	Code	City/State/Zip	Santa Monica, CA 90210
Invoice/Account #*		Invoice Date *	(mm/dd Jyyyy)
Invoice Gross Amount *	0.00	Invoice Received Date *	(mm/dd /yyyy)
Goods Received Date *	(mm/dd /yyyy)	Service End Date *	(mm/dd /yyyy)
			>>

Figure 44: Enter a Check Request page

f.

The order and labels of Check Request Entry page may be different in the organization's environment as these are configurable options. The following are some of the typical fields and their descriptions.

### **Table 15: Check Request Entry Field Definitions**

Field Name	Definition
Vendor Name	Displays the name of the vendor selected in the previous step. This is a non-editable field.
Vendor Code	Displays the accounting code for the selected vendor from the vendor profile. This is a non-editable field.
Address 1	Displays the 1st address line for the selected vendor from the vendor profile. This is a non-editable field.
City/State/Postal Code	Displays the city, state, and postal code for the selected vendor in the vendor profile. This is a non-editable field.
Invoice/Account No.	Enter the invoice or account number that is associated with the check request. This is a required field.
Invoice Gross Amount	Enter the amount for the check request. This is a required field.

### Table 15: Check Request Entry Field Definitions (continued)

Field Name	Definition
Goods Received Date	Enter the date the goods were received. This is a required field.
Invoice Date	Enter the date the check request was created. This is a required field.
Invoice Received Date	Enter the date the invoice associated with the check request was received. This is a required field.
Service End Date	Enter the end date for the services received. This is a required field.

### Table 16: Check Request Entry - Details Field Definitions

Field Name	Definition
Item SKU	The item number for the item purchased.
Item Name	The item name for the item purchased.
Item Category	The item category assigned to the item purchased.
GL Code	The general ledger code associated with the specific item.
Unit	The unit for the item purchased.
QTY	The quantity of the item purchased.
Cost	The cost of the item purchased.



The Details page is only displayed when it is enabled. Contact your Basware Implementation or Client Care Team about this feature.

### Table 17: Check Request Entry - Distribute Totals Page Field Definitions

Field Name	Definition
GL Account No.	Enter one of the account codes used for this invoice. Account codes can be entered until the total of the invoice or 100% is reached.
%	Enter the percentage of the cost that is applied to the entered GL code for the invoice.
	Note: Percentages on this page are entered as whole numbers.
	Example: $50 = 50\%$ .5 = 0.5%
Amount	Enter the amount of the cost that is applied to the entered GL code for the invoice.



Field Name	Definition	
Туре	Select if the distribution is for the invoice total or for a specific line.	
	Note: Line information is displayed only if details are enabled.	
	Note: All distributions must equal 100 percent before the next page can be accessed.	
All	Select this checkbox to use only one GL code for the entire invoice.	
Sub Account	Enter an additional account code that is to be used as a secondary account code.	
Bill To	Enter the location name or location ID to associate the account code to.	

### Table 17: Check Request Entry - Distribute Totals Page Field Definitions (continued)

Notes

1. Check Request 2. Details 3. Dis	tribution 4. Summary					
Vendor Nam	e Artic Ice		Ado	dress PO	Box 1629	
Account Cod	le		City/State	e <b>/Zip</b> Con	over, NC 28613	
Invoice/Account #	Al123		Ir	nvoice Date	06/26/2015	
Invoice Gross Amount	100.00		Invoice Rec	ceived Date	06/26/2015	
Goods Received Date	06/26/2016		Servio	e End Date	06/26/2015	
Created Date			Inv	oice Status		
~						
	Invoice Total [100]					Distribution is required.
	Total Distributed	Outstanding	<i>100% 100</i> 0% 0			
						+ Add Note

Figure 45: Check Request Entry – Summary page

# 8.2 Creating a Check Request Entry

To create a check request entry:

1.



From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard** > **Check Request**.



- 2. Select whether the check request is going to be created with an invoice number or an account number.
- 3. Click >>.
- 4. Enter the necessary search criteria. Only one field needs to be completed.
- 5. Select the vendor by clicking the radio button to the left.
- 6. Click >>.
- 7. Enter all the required information.
- 8. Click >>.
- 9. Enter the item information for the invoice, if necessary. If the space available for items has been exhausted, click **Add More** at the bottom of the page and continue to add more items to the invoice.

1 If

If the organization does not require details for check request entries, this step is not displayed.

- 10. When all the item details are entered, click >>.
- 11. If needed, apply the cost of the invoice across multiple account codes.
- 12. To add multiple codes, enter the GL code to be applied, the percentage of the total invoice cost or the amount, and click Add. Continue to add account codes until the percentage is equal to 100 or the amount is equal to the total of the invoice. If only one account code is used, enter the amount and click All. Then click >>.
- 13. The Check Request summary allows the user to view the information entered into the system. The system also verifies account codes and distribution totals at this point. Feedback on this information is provided if needed. If the summation and verification is correct, the check request is sent for processing.
- 14. Click Finish.

A confirmation page displays if the invoice was created successfully and if approval is needed depending on the rules set up.



# 8.3 Adding a Note to a Check Request

1 Chark Donuest 2 Details 2 Distribute Total	Add Note	×		^
Invoice/Account # Al123	To liser*		Invoice Date 06/26/2015	
Invoice Gross Amount 100.00	Subject		eceived Date 06/26/2015	
Goods Received Date 06/26/20	Note*		vice End Date 06/26/2015	
Created Date		Ŀ.	nvoice Status	
Sub Account Bill To		Reset Submit		Add
	woice Total [100]			
	Total Distributed	Outstanding 100% 10 0%	00 0	
				+ Add Note
No Notes Found				

#### Figure 46: Add Note to Check Request

To add a note to a check request:



- 1. From the Dashboard, navigate to Invoicing > Invoice Dashboard > Check Request.
- 2. Select whether the check request is going to be created with an invoice number or an account number and click >>.
- 3. Enter the necessary search criteria. Only one field needs to be completed.
- 4. Select the vendor by clicking the radio button to the left and click >>.
- 5. Click Add Note to add a note.
- 6. Select the users to notify using the typeahead functionality.
- 7. Enter the note in the Body field.
- 8. Click Add.

Result: The note entered is displayed under the Add a Note section.

# 8.4 Adding an Attachment to a Check Request

To add an attachment to a check request:



- 1. From the Dashboard, navigate to Invoicing > Invoice Dashboard > Check Request.
- 2. Select whether the check request is going to be created with an invoice number or an account number and click >>.
- 3. Enter the necessary search criteria. Only one field needs to be completed.
- 4. Select the vendor by clicking the radio button to the left and click >>.
- 5. Click Add Attachment to this Invoice.

- 6. In the pop-up Attachments window, enter notes about the attachment in the Notes field.
- 7. Select the document to attach by clicking **Browse**.
- 8. Click Upload.

# 8.5 Invoice Image Attachments on Check Requests

Invoice image attachments can be added to a check request using one of the following methods:

- Attach the image as an attachment while creating the check request. Then once the check request is created, the attachment can be converted to an invoice image during approval or while viewing the invoice.
- Attach the image as an attachment when approving or viewing the invoice and convert the attachment to an image.



P2P Invoice Manager only supports PDF image attachments. While other image formats can be used, the client is responsible for troubleshooting all other formats.



# 9 Payments

# 9.1 Invoice Payments Overview

The Payments list allows the user to edit, delete, and view payments that have been imported into the system through payment imports.

The following permission is required:

• 147 - Manage Payments



This permission is listed under the Purchasing permission group, not the Invoicing permission group.

		See Dymostic
yments List		Sort Payment IC
Filter Show AL • Keywords Submit		
236964, 68311452018201V98980, \$ 20.99, 04/14/2015	<ul> <li>Edit Payment</li> </ul>	
236966, 689390535847B35847V250344, \$ 99.00, 09/02/2015	Delete Payment	
	View Payment	
	*	
Showing 2 item(s)		

### Figure 47: Invoice Payments List

**Table 18: Payments List Action Definitions** 

Action Name	Definition
Edit Payment	Allows the user to make changes to the selected payment.
Delete Payment	Allows the user to delete payments.
View Payment	Allows the user to view the payment information but changes cannot be made.

# 9.2 Editing a Payment

1

Basware recommends that users do not edit payment details. If edited, payment details and invoice information may not be in sync.



Tasks 🖉 🖉 Batches	Metrice	📓 Manage Invoices 📔 😫 Inquiries	📄 Invoice Entry	😳 Check Request	Payments
Edit Payment					
	PO Number*	6831145201B201V98980			
	PO Total	\$ 209.90			
	Total PO Payments	\$ 20.99			
	Vendor Name	A1			
	Payment Date *	04/14/2015 🗰 (mm/dd/yyyy)			
	Payment Reference	2309eqdi2			
	Payment Type	Cash		٣	
	Payment Currency *	United States Dollar (USD)		٣	
		Special Payment			
	Payment Notes				
Payment Details				ß	
Invoice #*		Amount *		Add	ayment
P_04_14_6		20.99			
	Save P	layment			Clear Entrie

### Figure 48: Edit Payment page

Table	19:	Edit	<b>Payments</b>	Field	Definitions

Field Name	Definition
PO Number	Displays the PO number the payment is associated with. This is a non-editable field.
PO Total	Displays the total for the associated PO. This is a non-editable field.
Total PO Payments	Displays the total of payments made against this PO. If more than one payment has been made, this field displays the sum of all the payments. This is a non-editable field.
Vendor Name	Displays the name of the vendor associated with the PO. This is a non-editable field.
Payment Date	Select the date the payment is to be made.
Payment Reference	Enter the reference used to associate the payment with the PO and the invoice.
Payment Type	Select the type of payment used to make this payment. The standard selections are cash, check, or credit card. More specific types can be defined when setting up the catalog.
Payment Currency	Select the currency the payment is to be paid in.
Payment Notes	Enter any notes related to the payment being made.

### **Table 20: Payment Details Field Definitions**

Field Name	Definition
Invoice No.	Enter the invoice number that is to be associated with the payment for the PO.
Amount	Enter the amount of the payment that is being made at this time.



#### Table 20: Payment Details Field Definitions (continued)

Field Name	Definition
Add Payment	Click the + icon to add the entered payment information. Note: When the + icon is clicked, an additional line is displayed.

To edit a payment:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard** > **Payments**.
- 2. Select the payment whose information is to be edited and click Edit Payment.
- 3. Edit the necessary information.
- 4. Click Save Payment.

# 9.3 Deleting a Payment

To delete a payment:



- 1. From the Dashboard, navigate to Invoicing > Invoice Dashboard > Payments.
- 2. Select the payment whose information is to be deleted and click **Delete Payment**.
- 3. Click **OK** in the confirmation pop-up.

# 9.4 Viewing a Payment

To view a payment:



- 1. From the Dashboard, navigate to **Invoicing** > **Invoice Dashboard** > **Payments**.
- 2. Select the payment whose information is to be viewed and click View Payment.
# **10 Invoice Imports**

## **10.1 Imports Overview**

Invoice imports provide users with the ability to import payments, account code templates, and invoices. The import specifications have to be established in the system before the user is able to import wizards. For more information about creating import specifications, refer to the *General Admin Guide – Chapter 3*.

#### **10.2 Payment Import**

The **Import Payments** link allows users to import payments without having to wait for the scheduled task to run. Payment imports have to be already established in the system before users can use this link to import payments.

The following permission is required:

• 3511 - Can Import Payment data from External Sources

Start Import - Payment Import							
	In	mport Map	Payment Import		~		
	Upl	load a File	Browse No file selected.				
				Clear Entries Cancel Next			
Incomplete Imports 1-1 of 1 items processed							
Action	Batch ID Imp	port Map	Import Date	Records Read	Records Saved	Records Skipped	Status
	618511 Pay	yment Import	06/26/15 12:06:12		14	14	14 In Review

Figure 49: Payment Import Wizard Step 1

Table 21:	Payment	<b>Import Step</b>	1	Definitions
-----------	---------	--------------------	---	-------------

Action Name	Definition
Import Map	Select the payment import specification that is to be used. The drop-down list only lists payment imports that have been created for this import specification.
Upload a File	Select the payment data file that is to be imported.



Import Analysis Results - Payment Import (Batch ID: 616230)			
	Total Records Read	1	
	Total Records Saved	1	
	Total Records Not Saved	0	
	Total Records Skipped	0	
	Number of Records to be Created	0	
	Number of Records to be Updated	0	
	Number of Records to be Discontinued	0	
Cancel Review and Correct Reject Import		Save and Import Now Save and Schedule Import On 12/08/2016	(mm/dd /yyyy)

Figure 50:

**Table 22: Import Feedback Field Definitions** 

Feedback Fields	Definitions		
Total Records Read	Displays the number of records that were successfully read from the import file.		
Total Records Saved	Displays the number of records that were successfully saved to the batch processing tables.		
Total Records Not Saved	Displays the number of records that contain critical errors.  Save and Import Now is greyed out if there are any critical errors. These need to be corrected before the import can be finalized.		
Total Records Skipped	Displays the number of records that have been skipped due to errors.		
Number of Records to be Created	Displays the number of records to be added.		
Number of Records to be Updated	Displays the number of records to be updated.		
Number of Records to be Discontinued	Displays the number of records to be discontinued.		

#### **10.2.1 Importing Payments**

Invoices must be in *in payment* status for a payment import to be successful. An invoice in any other status, including *ready for payment*, will cause the import to fail.

To import payments:

1. 2.



- From the dashboard, navigate to > Imports > Import Payment.
- Select the payment import that is to be used from the Import Type drop-down field.
- 3. Browse to the correct file that is to be imported.
- 4. Click Next.
- 5. If needed, click **Review and Correct** to review the import feedback and make corrections. Click **Save and Analyze** to save the corrections.
- 6. Click **Save and Import Now** to immediately import the payments, or schedule the import by selecting a date and clicking **Save and Schedule Import**.



Once the payments are imported, the status for the affected invoices changes to *paid*. To view invoices with imported payments, go to the Invoice Dashboard, then to **Manage Invoices** or **Inquiries**.

## **10.3 Invoice Import**

The Import Invoices link allows users to import invoices without having to wait for the scheduled task to run. Invoice imports have to be already established in the system before users can use this link to import invoices.

The following permission is required:

• 3506 - Can Import Invoice Data from External Sources

Start Import - Invoice Header Lines and Header Distribution		
Import Map	Invoice Header Lines and Header Distribution	
Upload a File	Browse No file selected.	
Clear Entries Cancel Next		

#### Figure 51:

Table 23: Invoice Import Step 1 Field Definitions

Field	Definition
Import Map	Select the invoice import specification that is to be used. The drop-down list only lists invoice imports that have been created in the import specifications.
Upload a File	Select the invoice import file that is to be imported.

#### **10.3.1 Importing Invoices**

₽

1.

- From the dashboard, navigate to **\* Imports** > **Import Invoice**.
- 2. Select the invoice import that is to be used from the Import Type drop-down field.
- 3. Browse to the correct location for the account code file that is to be imported.
- 4. Click Next.
- 5. If needed, click **Review and Correct** to review the import feedback and fix incorrect lines. Click **Save and Analyze** to save the corrections.
- 6. Click **Save and Import Now** to immediately import the invoices, or schedule the import by selecting a date and clicking **Save and Schedule Import**.



The invoices are imported into the system. To view the imported invoices, go to the Invoice Dashboard, then to **Manage Invoices** or **Inquiries**.

## **10.4 Blanket Purchase Order Free-Form Invoice Imports**

Invoice imports for blanket purchase orders work much the same as other invoice imports. However, there are a few functional differences:

- When the invoice is imported, you will NOT be prompted to review and correct the data. Each item on the invoice is entered inot the system as a new item and is not matched to an existing item.
- After successfully importing the invoice, it will either be in Pre-Processing (if the work queue is set up) or in the Approval queue. All blanket PO invoices require approval.

The invoice amount is automatically applied to the blanket purchase order total after approval.

Validations are required when importing a blanket purchase order. If any of the fields listed below are invalid, they are skipped and a message is displayed:

- Item Price
- Item Qty
- Item Name Unit of Measure
- Item Category Name
- Blanket PO Max Amount



# Index

#### I

#### invoices

attachments	
add	. 59
convert to invoice image	. 53
invoice image	
convert from attachment	53
delete	. 52
replace	. 52

## Р

#### purchase orders

invoices	
add attachments	
convert attachment invoice image	
delete invoice image	
invoice notes	
replace invoice image	