 **Viewpoint**
Jobpac Connect[™]

Electronic-Invoicing (e-invoicing)
Function Guide
Version: 1.0

Document Control Table

Prepared by	Damien Bourke
Approved or authorised by	
Release date	31/1/2022
Version	1.0
Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	31/1/2022	DMB	Initial Release

Table of Contents

- Concepts of Electronic Invoicing..... 4**
 - Introduction 4
 - Costing Invoice Process..... 4
 - Invoice Approval Process 5
- Costing of Pending Invoices 6**
 - Summary of Process..... 6
 - Selection of Job or Location 6
 - Deleting an Invoice from the Authorising Job or Location 9
 - Creating a Credit Note. 10
 - Costing an Invoice with No Purchase Order 12
 - Costing Invoices Linked to a Purchase Order with no Delivery Dockets..... 15
 - Costing Invoices Linked to a Purchase Order with Delivery Dockets..... 17
 - Creating Batches for Approval: 18
 - Reviewing Existing Batches: 19

Electronic-Invoicing (e-invoicing)

Concepts of Electronic Invoicing

Introduction

Whilst it has always been the responsibility of the project team or business unit to code and approve invoices received from suppliers for payment, this process has been streamlined by the use of the e-Invoicing module.

All invoices and SC Claims are registered as received and scanned images of the invoices linked to the invoice into Jobpac generally by the Finance Department. This registration process is described in the Accounts Payable Module Guide. These invoices are Pending Invoices.

These invoices are entered manually, or can be electronically recorded in Jobpac via an external OCR system, or Via Jobpac API. See Function Guides for details.

The costing and approval process will then generally take place at the project office, or a specified location, without the need for the paper invoice to leave its originating office. It is not essential, and the costing can be done by the finance Department if required.

The Job no to which an invoice is assigned for costing is call the Authorising Job, but invoices can be costed to different jobs to GL Accounts, or Assets. The job no to which the invoice is costed is called the Costing Job.

An invoice may also be assigned to a Location (e.g. Estimating)

Costing Invoice Process

This process is for supplier invoices only, and does not apply to subcontract claims or invoices. These are managed through the subcontract module. SC Claims can be registered in the same was as Supplier Invoices, but they are then linked to a SC Payment and processed that way.

Pending Invoices are electronically matched to existing purchase order items or delivery dockets, or costed directly to jobs or general ledger codes, or Asset Nos and Cost types, should no purchase order exist. They can have an internal credit raised against them, be marked as held for payment, and optionally, electronically sent to an authorising manager for approval.

Invoices received from suppliers may not always carry sufficient or correct information and therefore they may be registered with incorrect details or to the wrong job or location. They may also have charged for goods or services that have not yet been received, did not comply or were received in a damaged state.

In these instances the administrator has a number of options.

If the invoices have been registered to an incorrect job or location the invoice will need to be deleted from its current authorising allocation and forwarded to the relevant party. By choosing the delete function, the invoice is returned to Finance for reallocation only and is not removed from the Jobpac pending invoice file. Similarly if the invoice has been registered to an incorrect supplier, has an incorrect invoice number, date or value, the invoice must be marked as deleted, returned to the Finance Department, who can then amend the details accordingly. All invoices marked as deleted will prompt for a reason code to be selected from a predefined list. This reason code will be used by Finance to rectify the applicable detail(s).

Electronic-Invoicing (e-invoicing)

Details such as purchase order numbers, due dates, payment method, GST codes, invoice description, and whether the invoice is to be processed but held for payment may all be modified at the user's discretion.

Internal credit requests may also be raised using the suppliers invoice details as a reference for invoices where payment is to be made for an amount less than that claimed on the invoice.

The user will mark invoices as coded once all required fields have been completed and if the invoice header total is equal to that of the invoice dissection totals. Once all invoices have been coded they may be included in a batch for authorisation and processing for payment.

Invoice Approval Process

Once a batch has been prepared, the batch can be sent for electronic approval. This process is described in the Advanced Approvals Module Guide.

Electronic-Invoicing (e-invoicing)

Costing of Pending Invoices

Summary of Process


- Registered Invoices are Assigned to an Authorising Job or Location
- The Cost Pending Invoices Screen is used to deal with the Invoices one at a time
- Each Invoice without a purchase order is costed by assigning a Job and Cost centre, or an Asset and Asset Cost type, or a GL Account. The invoice can be spread over a number of dissections.
- Each Invoice with a Purchase Order, is linked to Purchase Order Items, or Delivery dockets. This automatically creates dissections
- When Costing is Complete, the Invoice is marked as **Coded**.
- The Coded Invoices can then be selected for preparation of a Batch of Invoices.
- A batch is prepared, and sent for electronic approval.

Selection of Job or Location


To access Cost Pending Invoices **Projects>Purchase Orders/Invoices>Cost Pending Invoices**

⌵ ACTIONS
✔ OK
⬅ BACK

Prepare Invoices for Approval


Authorising Job 
(Show Invoice Approval Status)

or

Authorising Location 

From Invoice Amount

To Invoice Amount

Creditor 

Electronic Invoices
 Paper Invoices

An authorising job number or location must be selected. An authorising location may relate to a business group, department or person rather than a single physical location. The second lookup option displays all projects that have pending invoices outstanding.

Invoices may also be filtered by dollar amount or Creditor.

There is an option **Projects>Purchase Orders/Invoices>Cost Pending Invoices-ALL**.

This shows the same selection screen, but does NOT require a Job or Location to be entered. It will display all invoices.

If job 2180 is selected, the following displays all invoices for this project.

Electronic-Invoicing (e-invoicing)

Prepare Invoices for Approval - New Batch ▶ ACTIONS OK BACK

Authorising Job 2180 Large Park

INVOICE PO RAISED BY DATES PROJECT MANAGER / JOB NO

Hide Apply ◀ ▶ ⋮

Scanned Invoices Not Scanned Include Subcontractors Suppliers Both

From From = From [calendar] Contains From From From From From [calendar] = = = =

BB To To [calendar] To To To To To [calendar]

Creditor	Invoice No	IC	Invoice Date	Description	Typ	Order No	Gross Amt	TC	Tax Amt	Due Date	PM	TP	H	St: [Ⓔ]
ABELPIPE	PP-001	I	29/01/2022	PO with no Dockets	P	AB000010	770.00	A1	70.00	28/02/2022	E	N	R	
ABELPIPE	PP-02	I	29/01/2022	PO with dockets	P	AB000011	715.00	A1	65.00	28/02/2022	E	Y	R	
ABELPIPE	PP-03	I	29/01/2022	No PO Items			440.00	A1	40.00	28/02/2022	E	Y	R	

Selecting an invoice and right mouse click provide a number of options for each invoice.

Prepare Invoices for Approval - New Batch ▶ ACTIONS OK BACK

Authorising Job 2180 Large Park

INVOICE PO RAISED BY DATES PROJECT MANAGER / JOB NO

Hide Apply ◀ ▶ ⋮

Scanned Invoices Not Scanned Include Subcontractors Suppliers Both

From From = From [calendar] Contains From From From From From [calendar] = = = =

BB To To [calendar] To To To To To [calendar]

Creditor	Invoice No	IC	Invoice Date	Description	Typ	Order No	Gross Amt	TC	Tax Amt	Due Date	PM	TP	H	St: [Ⓔ]
ABELPIPE	PP-001	I	29/01/2022	PO with no Dockets	P	AB000010	770.00	A1	70.00	28/				
ABELPIPE	PP-02	I	29/01/2022	PO with dockets	P	AB000011	715.00	A1	65.00	28/				
ABELPIPE	PP-03	I	29/01/2022	No PO Items			440.00	A1	40.00	28/				

- Dissections
- Coded
- Uncoded
- Delete
- Select for Batch
- Deselect
- Show Invoice
- Print Request for Credit
- Invoice Text
- Wait on Information
- Docket Matching
- PO Matching
- Matched Dockets
- Info Provided
- Invoice Notes
- Dissection Summary
- SC Payment Authorisation
- Rejection Text
- Remove Lock On Invoice
- Prompt

Legend:
Rejection text exists
Text or notes exist
Text exists (no notes)

Electronic-Invoicing (e-invoicing)

Option	Description
Dissections	Displays Dissections for the Invoice. If the invoice is not yet dissected, and it is associated with a PO with or without docket, the list of PO item or the List of docket will display.
Coded	This marks the dissected invoice as Coded. Column Sts set to C
Uncoded	This unmarks the invoice from Coded. Column set to blank.
Delete	This is used to indicated this invoice in not for the correct job, or has something wrong with it. It does not delete the invoice, just deletes it from the Job or location. See full description further in document
Select for Batch	If the invoice is coded, it can be selected to be part of a batch for approval. Sts set to S.
Deselect	Sts set back to C
Show Invoice	Displays scanned image of Invoice
Print Request for Credit	This is only applicable if a Credit Note has been created
Invoice Text	This allows any text to be entered for when sent for approval, when waiting for more information.
Wait on Information	This set the Sts to W, turns the line pink, and indicated some information is required before costing can take place. Can be unset by using Uncoded.
Docket Matching	If delivery docket exist for the PO related to the Invoice, they will be displayed ready for matching.
PO Matching	If PO Items related to the Invoice exist, they will be displayed ready for matching.
Matched Dockets	This displays delivery docket already matched to the Invoice.
Info Provided	If the Invoice was marked as W Waiting for Information, this option can be used to indicate that information has been provided. The line turns green. Can be unset by using Uncoded.
Invoice Notes	This is the standard Invoice notes option available in AP Enquiry.
Dissection Summary	This prepares a report of a summary of the dissections
SC Payment Authorisation	If the pending invoice is actually a SC Claim, this option can be chosen to start the SC Payment process.
Rejection Text	If an invoice sent for approval is rejected, the reason for rejection can be displayed.
Remove Lock on Invoice	Only one person at a time can access an invoice to cost it. If you get the message that the invoice is locked, you can remove the lock using this option.

Option for Status are:

- Blank
- C – Coded
- S – Selected for a batch
- W – waiting on additional information
- I – Information Provided

Other columns are:

Electronic-Invoicing (e-invoicing)

- PM Payment Method cheque or EFT
- TP Included in Taxable payments reporting
- A To be Accrued
- H Invoice to be Held or Released after posting.

Deleting an Invoice from the Authorising Job or Location

This is used to indicated this invoice in not for the correct job, or has something wrong with it. It does not delete the invoice, just deletes it from the Job or location. When this is selected, you are asked to record the reason for Deletion

Predefined reasons can be selected, and then text added to explain further.

Reason Code	Description
ALREADYPAID	Invoice has already been paid
DUPLICATION	Duplication of Invoice
WRONGJOB	Invoice has been allocated to the wrong Authorising Job
WRONGSUPPLIER	Invoice has been allocated to the Wrong Supplier

These Reasons can be setup from the **Deletion Reason Code Maintenance** option in **Accounts Payable>Administration**

Once deleted, the invoice no longer appears in the list for that project. The invoice in now displayed in a Maintenance screen in

Finance>Accounts Payable>Invoice Processing>Deleted Pending Invoice Retrieval.

Electronic-Invoicing (e-invoicing)

Deleted Pending Invoice Retrieval ACTIONS OK BACK

Hide Apply < > ...

From From = From [calendar] Contains From From From From Contains =
To To To [calendar] To To To To To Show Action'd Invoices

Creditor	Invoice No	Tp	Invoice Date	Description	Gross Amount	Auth Job	Auth Locn	Deleted By User	Reason	Act *
ACOLOG	HP00002	I	25/07/2000	HP00002 Text	1,000.00	FR04		STGPANSWAO	DATE	
ACOLOG	INV6759101	I	23/01/2000	Testing Issue 67591	110.00	FR04		TANHANO	WRONGJOB	

Invoices in this screen display with the Job or Location no from which they were deleted. The reason for deletion needs to be assessed and action taken.

If something needs to be changed on the Pending Invoice, then use option Delete/Amend Pending Invoice to make the changes. If the Project or Location needed to be changed, then change it in the screen above.

To send it back to the Job or to the new job, select Retrieve Invoice. This removes it from this screen.

Viewpoint Training

Deleted Pending Invoice Retrieval ACTIONS OK BACK

Hide Apply < > ...

From From = From [calendar] Contains From From From From Contains =
To To To [calendar] To To To To To Show Action'd Invoices

Creditor	Invoice No	Tp	Invoice Date	Description	Gross Amount	Auth Job	Auth Locn	Deleted By User	Reason	Act *
ACOLOG	HP00002	I	25/07/2000	HP00002 Text	1,000.00	FR04R		STG		
ACOLOG	INV6759101	I	23/01/2000	Testing Issue 67591	110.00	FR04		TAN		

- Retrieve Invoice
- Show Scanned Invoice
- Show Reason Deleted
- Invoice Notes
- Pending Text

If the invoice is not to be processed further, then an * can be entered in the column **Act**. This will remove it from the screen and archive it. These can be brought back by Filtering * in Act column, and removing the *.

Creating a Credit Note.

If the full value of the Invoice is not to be paid, or the invoice is not to be paid at all, a Credit Note can be produced. Both the original Invoice and the Credit Note must be costed, approved and then posted.

To Create the Credit Note, select the dissection option for the Invoice, and then select Create Credit.

Electronic-Invoicing (e-invoicing)

Prepare Invoices for Approval - Dissections

Creditor 3373 Kennards Hire P/L Tax Code A1

Invoice # 22839827 Ramp Gross Amount 184.00 Accumulated Gross

Type I Invoice Date 6/08/2021 Tax Amount 16.73 Accumulated Tax

Due Date 30/09/2021 Net Amount 167.27 Accumulated Nett

Purchase Order Complete Authorising Job 2149 Shoal Bay Port Stephens

This invoice to be included in Taxable Payments Reporting Prompt Subject to WHT

GROSS AMOUNT NETT AMOUNT

Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Am
(no records to display)								


ACTIONS OK BACK

- Expand/Contract
- Delete Invoice
- Refresh
- Use Header Details
- Toggle Allocation
- Coded
- Uncoded
- Accrue
- Create Credit**
- Mass Default
- PO Matching
- Hold
- Show Invoice
- AP Enquiry
- PO Enquiry
- PO Maint
- D/Docket Entry
- DDocket Matching
- Invoice Notes
- Diss Summ Rpt

Collate Invoices

The Same Invoice No will be used.

Internal Credit



You have Requested an Internal Credit 22839827

OK Close

30PGM_INVAPP04_CREDITREQ_AW003847

Selecting Ok will create a Credit Note, but the value of the Credit Note needs to be entered.

Prepare Invoices for Approval - Dissections

Creditor 3373 Kennards Hire P/L Tax Code A1

Invoice # 22839827 Ramp Gross Amount 184.00 Accumulated Gross 0.00

Type C Invoice Date 6/08/2021 Tax Amount 16.73 Accumulated Tax 0.00

Due Date 30/09/2021 Net Amount 167.27 Accumulated Nett 0.00

Purchase Order Complete Authorising Job 2149 Shoal Bay Port Stephens

This invoice to be included in Taxable Payments Reporting Prompt Subject to WHT

GROSS AMOUNT NETT AMOUNT

Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Amount	Tax	Tax Amount	Cmp
(no records to display)											

ACTIONS OK BACK

Collate Invoices

Electronic-Invoicing (e-invoicing)

Enter the Gross Amount of the Credit, clear the Tax amount, and the Tax will be calculated.

Prepare Invoices for Approval - Dissections ACTIONS OK BACK

Creditor 3373 Kennards Hire P/L Tax Code A1

Invoice # 22839827 Ramp Gross Amount 50.00 Accumulated Gross 0.00

Type C Invoice Date 6/08/2021 Tax Amount 4.55 Accumulated Tax 0.00 PDF Collate Invoices

Due Date 30/09/2021 Nett Amount 45.45 Accumulated Nett 0.00

Purchase Order Complete Authorising Job 2149 Shoal Bay Port Stephens

This invoice to be included in Taxable Payments Reporting Prompt Subject to WHT

GROSS AMOUNT NETT AMOUNT

Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Amount	Tax	Tax Amount	Cmp
(no records to display)											

Both the original Invoice and the Credit Note need to be costed, batched and sent for approval.

Costing an Invoice with No Purchase Order

Select Dissection, and following screen is displayed

Prepare Invoices for Approval - Dissections ACTIONS OK BACK

Creditor ABELPIPE Pipe Company Tax Code A1

Invoice # PP-03 No PO Items Gross Amount 440.00 Accumulated Gross 0.00

Type I Invoice Date 29/01/2022 Tax Amount 40.00 Accumulated Tax 0.00 PDF Collate Invoices

Due Date 28/02/2022 Nett Amount 400.00 Accumulated Nett 0.00

Purchase Order Complete Authorising Job 2180 Large Park

This invoice to be included in Taxable Payments Reporting Prompt Subject to WHT

GROSS AMOUNT NETT AMOUNT

Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Amount	Tax	Tax Amount	Cmp
(no records to display)											

Cst Wkid 920 Job Acct Nett 0.00

Entries are made on the bottom line.

Electronic-Invoicing (e-invoicing)

Entry Field	Description
Line	This can be left blank. The system will default
Description	This defaults to the Invoice Header description, and can be overridden.
Costing Workid and Job	This must be entered before the cost centre is selected
Account	This will default from the job.
Quantity, UOM, and Rate	Can be entered, but optional
Gross amount	Enter the value including GST
Tax, Tax Amount	These will be calculated by the system, but can be overridden.

There are a number of options on the **Actions** menu

The following can be used **before** any dissections entered

Option	Description
Delete Invoice	This will delete the pending invoice from the authorising Job, and it will appear in another screen managed by the Finance Department, ready for fixing or re-allocation.

Electronic-Invoicing (e-invoicing)

Option	Description
Use Header Details	If there is to be only one dissection, then use this option. This will default all values in the entry line at the bottom of the screen. The only remaining data to be entered is the Cost Centre.
Toggle Allocation	Successive selecting of this option will change the costing allocation fields at the bottom of the screen. From Job and Cost Centre to Asset and Asset Cost Type, to GL Account.
Show Invoice	Display scanned image of invoice

The following can be used **after** dissections are entered.

Option	Description
Expand/Contract	This provides a scroll bar across the bottom to view the costing data of each dissection
Toggle Allocation	Successive selecting of this option will change the costing allocation fields at the bottom of the screen. From Job and Cost Centre to Asset and Asset Cost Type, to GL Account.
Coded	Select this to indicate costing of the invoice is complete.
Un-Coded	Undo Coded
Accrue	Flag the invoice to appear on the Accrue Report
Create Credit	Facility to Create a Credit Note if all or part of the invoice is to be not paid. See Details below
Mass Default	A costing default can be setup for all dissections.
Hold	Flags the Invoice to be on Hold after it is posted.
Show Invoice	Display scanned image of invoice
Invoice Notes	Standard AP Enquiry Invoice Notes.
Display Summary Report	Displays a report summarising the dissections.

The Sum of Dissections (Accumulated Gross), Accumulated Tax and Accumulated Nett fields will all be updated by Jobpac as the line items in the centre of the screen are completed. The invoice may not be selected for a batch until gross, tax and nett amount of the invoice is equal to the sum of the dissection lines.

NB. A Purchase order can be linked to an Invoice in the screen above, by just entering the Invoice. The PO Number can also be entered in the PO column on the Cost Pending Invoice Screen.

Electronic-Invoicing (e-invoicing)

Costing Invoices Linked to a Purchase Order with no Delivery Dockets.

Prepare Invoices for Approval - New Batch ▶ ACTIONS OK BACK

Authorising Job: 2180 Large Park

INVOICE PO RAISED BY DATES PROJECT MANAGER / JOB NO

Hide Apply ◀ ▶ ⋮

Scanned Invoices Not Scanned Include Subcontractors Suppliers Both

From From = From [calendar] Contains From From From From From [calendar] = = = =

C To To To To To To To To To To To [calendar]

Creditor	Invoice No	IC	Invoice Date	Description	Typ	Order No	Gross Amt	TC	Tax Amt	Due Date	PM	Tp	H	St: ^{EQ}
ABELPIPE	PP-001	I	29/01/2022	PO with no Dockets	P	AB000010				28/02/2022	E	N	R	
ABELPIPE	PP-02	I	29/01/2022	PO with docket	P	AB000011				28/02/2022	E	Y	R	
ABELPIPE	PP-03	I	29/01/2022	No PO Items						28/02/2022	E	Y	R	

- Dissections
- Coded
- Uncoded
- Delete
- Select for Batch
- Deselect
- Show Invoice
- Print Request for Credit
- Invoice Text
- Wait on Information
- Docket Matching
- PO Matching**
- Matched Dockets
- Info Provided
- Invoice Notes
- Dissection Summary

◀ ▶ ⋮

Electronic-Invoicing (e-invoicing)

Select PO Matching and the following Screen displays

The screenshot shows the 'Prepare Invoices for Approval - New Batch' interface. At the top, it displays 'Authorising Job: 2180' and 'Large Park'. Below this, there are tabs for 'INVOICE', 'PO RAISED BY', 'DATES', and 'PROJECT MANAGER / JOB NO'. A 'PO Matching' dialog box is open, showing details for Invoice number PP-001, Order number AB000010, and Authorising Job 2180. It also shows 'Gross Invoice Amount: 770.00' and 'Gross Accumulated Total: 0.00'. Below the dialog, there are checkboxes for 'Fully Invoiced' (unchecked) and 'Not Fully Invoiced' (checked). A table lists two items:

Item	Description	Item Qty	Item Value	Rem To Be Inv'd Qty	Rem To Be Inv'd Amount	This Inv Qty	This Inv Amount	Cmp
1	PO with no Dockets	5.0000	550.00					N
2	PO with no Dockets	1.0000	220.00					N

At the bottom of the screen, there are buttons for 'Enter Nett', 'PO Maintenance', 'Show/Hide Tax', 'Invoice All', 'Accept & Proceed', 'OK', and 'Close'. The ID 'JP530PGM_INVAPP06_DKT01_AW003862' is visible at the bottom left.

This lists each PO Item not fully Invoiced. To also display fully Invoiced PO Items tick the option **‘Fully Invoiced’**.

Enter **This Invoice Quantity** or **This Invoice amount** and the other will be calculated. Both can be entered if required.

If the invoice fully satisfies the PO, the option **Invoice All** can be selected. This will auto match Invoice Qty and Invoice Amount with the PO values.

NB Invoice Values can only exceed PO values if the Tolerance parameters are set to N. APPPO position 4, and APPINV position 4.

Once all details have been completed, click **OK**, then select the **“Accept & Proceed”** option which will update the line items and take the user back to the Invoice Approval screen.

The Invoice can then be marked as Coded, and then selected for Batching and Approval.

Electronic-Invoicing (e-invoicing)

Costing Invoices Linked to a Purchase Order with Delivery Dockets.

Prepare Invoices for Approval - New Batch

Authorising Job: 2180 Large Park

INVOICE PO RAISED BY DATES PROJECT MANAGER / JOB NO

Hide Apply

Scanned Invoices Not Scanned Include Subcontractors Suppliers Both

Creditor	Invoice No	IC	Invoice Date	Description	Typ	Order No	Gross Amt	TC	Tax Amt	Due Date	PM	Tp	H	St
ABELPIPE	PP-001	I	29/01/2022	PO with no Dockets	P	AB000010	770.00	A1	70.00					
ABELPIPE	PP-02	I	29/01/2022	PO with dockets	P	AB000011	715.00	A1	65.00					
ABELPIPE	PP-03	I	29/01/2022	No PO Items			440.00	A1	40.00					

- Dissections
- Coded
- Uncoded
- Delete
- Select for Batch
- Deselect
- Show Invoice
- Print Request for Credit
- Invoice Text
- Wait on Information
- Docket Matching**
- PO Matching
- Matched Dockets

Select the option Docket Matching. This displays all un-invoiced delivery dockets for the Purchase order.

Prepare Invoices for Approval - New Batch

Authorising Job: 2180 Large Park

Delivery Docket Matching

Creditor	ABELPIPE	Pipe Company	Gross Amount	715.00		
Invoice	PP-02	PO with dockets	Tax Amount	65.00		
Order No	AB000011	PO with dockets	Nett Amount	650.00	Item Total	0.00
Authorising Job	2180	Large Park				

ITEM RATE PRODUCT CODE ITEM DESCRIPTION COST CENTRE DOCKET VALUE

Apply

Unmatched Dockets on Completed Items (in Blue) Completed Dockets Value Delivered = Value Invoiced Delivered Qty = Invoiced Qty

Uncompleted Dockets Value Delivered <> Value Invoiced Delivered Qty <> Invoiced Qty

Item	Product	Docket Number	Date	Qty Delivered	Type	Qty Invoiced	Value Invoiced	This Invoice Qty	This Invoice Value	Sel	Clr	U C
1		DD-002	29/01/2022	5.0000						<input type="checkbox"/>	<input type="checkbox"/>	
2		DD-03	29/01/2022	1.0000						<input type="checkbox"/>	<input type="checkbox"/>	

Docket Entry PO Maintenance By Date Undo All Invoice All Accept & Proceed OK Close

Electronic-Invoicing (e-invoicing)

To also display fully Invoiced Delivery Dockets tick the option **Delivered Qty = Invoiced Qty**.

Enter **This Invoice Quantity** or **This Invoice amount** and the other will be calculated. Both can be entered if required.

There are check boxes **Sel** to indicate a docket is fully invoiced by this invoice. The **Clear** box can undo the values.

Dockets can be marked as completed **UC** if they are not fully invoiced, but no invoice is likely to be received.

If the invoice fully satisfies all the delivery docket, the option **Invoice All** can be selected. This will auto match Invoice Qty and Invoice Amount with the docket values.

NB Invoice Values can only exceed docket values if the Tolerance parameters are set to N. APPPO position 4, and APPINV position 4.

Once all details have been completed, click **OK**, then select the **“Accept & Proceed”** option which will update the line items and take the user back to the Invoice Approval screen.

The Invoice can then be marked as Coded, and then selected for Batching and Approval.

Creating Batches for Approval:

A batch may consist of one or more transaction that are grouped together for authorisation. Whilst it may be more efficient to process many invoices in one batch, at times it may also be necessary to create batches consisting of one transaction only.

A number of options may be taken to select invoices for a batch. By highlighting the relevant line(s), and clicking the **Select for Batch** option using right mouse click, the current status of each Coded “C” line will be upgraded to “S”. The same procedure may be used to deselect line by clicking the **Deselect** using right mouse click.

Alternatively you may select all transactions with a current status of “C” to be included in a new batch by clicking the **Select all for Batch** option from the **Actions** Menu. By using the **Deselect All** option from **Actions** menu, all transactions with a current status of “S” will be returned to status “C”.

All transactions marked as status “S” will be coloured blue.

By selecting the **Send Selected for Approval** option from **Actions** menu, all status “S” invoices will be included in a new batch and be deleted from the Invoice Authorisation Screen.

Creditor	Invoice No	IC	Invoice Date	Description	Typ	Order No	Gross Amt	TC	Tax Amt
ABELPIPE	PP-01	I	29/01/2022	PO with no Dockets	P	AB000010	770.00	A1	70.00
ABELPIPE	PP-02	I	29/01/2022	PO with docket	P	AB000011	715.00	A1	65.00
ABELPIPE	PP-03	I	29/01/2022	No PO Items			440.00	A1	40.00

