



# **V** Viewpoint Jobpac Connect<sup>TM</sup>

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

## Document Control Table

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<b>Release date</b>	31/1/2022
<b>Version</b>	1.0
<b>Commercial in Confidence</b>	

## Change History

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

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# 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**



Prepare Invoices for Approval

AUTHORISING JOB:

OR

AUTHORISING LOCATION:

FROM INVOICE AMOUNT:

TO INVOICE AMOUNT:

CREDITOR:

Electronic Invoices  
 Paper Invoices

ACTIONS OK

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)

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																
<span></span> <span>Hide</span> <span>Apply</span>																				
<input checked="" type="checkbox"/> Scanned Invoices	<input type="checkbox"/> Not Scanned	Include	<input type="radio"/> Subcontractors	<input type="radio"/> Suppliers	<input checked="" type="radio"/> Both															
From	From	=	From	Contains		From	From	From	From	From	From	From	From	From	=	=	=			
BB	To		To			To	To	To	To	To	To	To	To	To	To					
Creditor	Invoice No	IC	Invoice Date	Description	Type	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	28/01/2022					Dissections					
ABELPIPE	PP-02	I	29/01/2022	PO with dockets	P	AB000011	715.00	A1	65.00	28/01/2022					Coded					
ABELPIPE	PP-03	I	29/01/2022	No PO Items			440.00	A1	40.00	28/01/2022					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					

# Electronic-Invoicing (e-invoicing)

Option	Description
<b>Dissections</b>	Displays Dissections for the Invoice. If the invoice is not yet dissected, and it is associated with a PO with or without dockets, the list of PO item or the List of dockets will display.
<b>Coded</b>	This marks the dissected invoice as Coded. Column Sts set to C
<b>Uncoded</b>	This unmarks the invoice from Coded. Column set to blank.
<b>Delete</b>	This is used to indicated this invoice is 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
<b>Select for Batch</b>	If the invoice is coded, it can be selected to be part of a batch for approval. Sts set to S.
<b>Deselect</b>	Sts set back to C
<b>Show Invoice</b>	Displays scanned image of Invoice
<b>Print Request for Credit</b>	This is only applicable if a Credit Note has been created
<b>Invoice Text</b>	This allows any text to be entered for when sent for approval, when waiting for more information.
<b>Wait on Information</b>	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.
<b>Docket Matching</b>	If delivery dockets exist for the PO related to the Invoice, they will be displayed ready for matching.
<b>PO Matching</b>	If PO Items related to the Invoice exist, they will be displayed ready for matching.
<b>Matched Dockets</b>	This displays delivery dockets already matched to the Invoice.
<b>Info Provided</b>	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.
<b>Invoice Notes</b>	This is the standard Invoice notes option available in AP Enquiry.
<b>Dissection Summary</b>	This prepares a report of a summary of the dissections
<b>SC Payment Authorisation</b>	If the pending invoice is actually a SC Claim, this option can be chosen to start the SC Payment process.
<b>Rejection Text</b>	If an invoice sent for approval is rejected, the reason for rejection can be displayed.
<b>Remove Lock on Invoice</b>	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

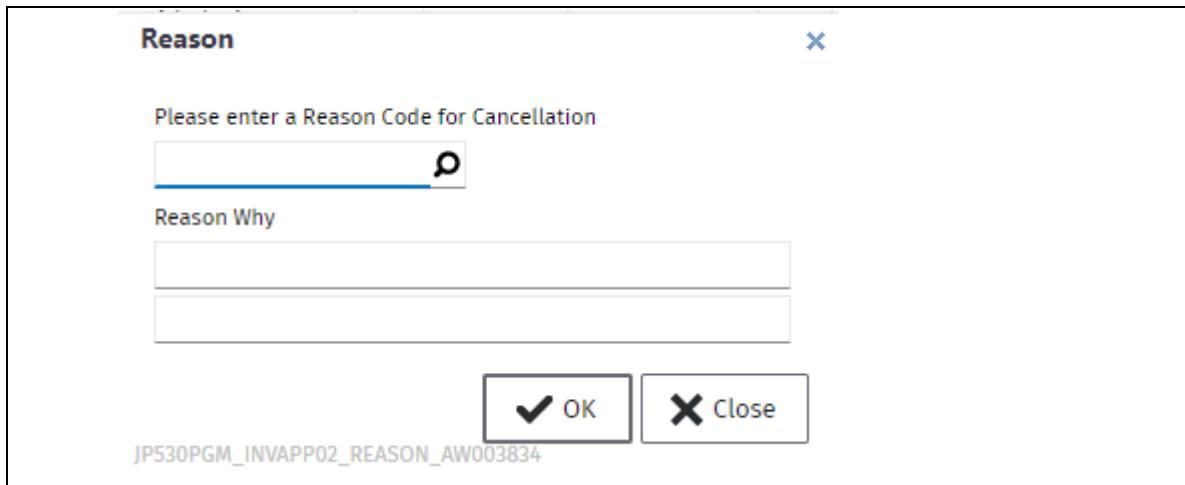
Other columns are:

## 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 indicate this invoice is 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



Please enter a Reason Code for Cancellation

Reason Why

✓ OK    ✗ Close

JP530PGM\_INVAPP02\_REASON\_AW003834

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

Reason Code Scan Window	
	Apply
<input type="text" value="From"/>	
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 is 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								
<input type="checkbox"/> Hide		<input type="checkbox"/> Apply																	
From		From		=	From		Contains		From		From		From		From		Contains		=
To		To			To				To		To		To		To				
										<input type="checkbox"/> 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		STGPANSWA0	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								
<input type="checkbox"/> Hide		<input type="checkbox"/> Apply																	
From		From		=	From		Contains		From		From		From		From		Contains		=
To		To			To				To		To		To		To				
										<input type="checkbox"/> 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										

STG  
 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				Actions		OK	Back	
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	Nett Amount	167.27	Accumulated Nett						
Purchase Order		<input checked="" type="checkbox"/> Complete	Authorising Job 2149		Shoal Bay Port Stephens							
<input type="checkbox"/> This invoice to be included in Taxable Payments Reporting				<input type="checkbox"/> Prompt		<input type="checkbox"/> Subject to WHT						
<b>GROSS AMOUNT</b>		<b>NETT AMOUNT</b>										
Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Am				
(no records to display)												

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.

# 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

Creditor	3373	Kennards Hire P/L	Tax Code	A1		Gross Amount	50.00	Accumulated Gross	0.00	OK  BACK																									
Invoice #	22839827	Ramp	Tax Amount	4.55		Accumulated Tax	0.00			Collate Invoices																									
Type	C	Invoice Date	6/08/2021	Nett Amount	45.45	Accumulated Nett	0.00																												
Due Date		30/09/2021																																	
Purchase Order		<input checked="" type="checkbox"/> Complete			Authorising Job		2149	Shoal Bay Port Stephens																											
<input type="checkbox"/> This invoice to be included in Taxable Payments Reporting					<input type="checkbox"/> Prompt		<input type="checkbox"/> Subject to WHT																												
<b>GROSS AMOUNT</b>		<b>NETT AMOUNT</b>																																	
<table border="1"> <thead> <tr> <th>Line</th> <th>PO Itm</th> <th>Description</th> <th>Cost Code</th> <th>CT</th> <th>Quantity</th> <th>Unit</th> <th>Rate</th> <th>Gross Amount</th> <th>Tax</th> <th>Tax Amount</th> <th>Cmp</th> </tr> </thead> <tbody> <tr> <td colspan="12">(no records to display)</td> </tr> </tbody> </table>												Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Amount	Tax	Tax Amount	Cmp	(no records to display)											
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

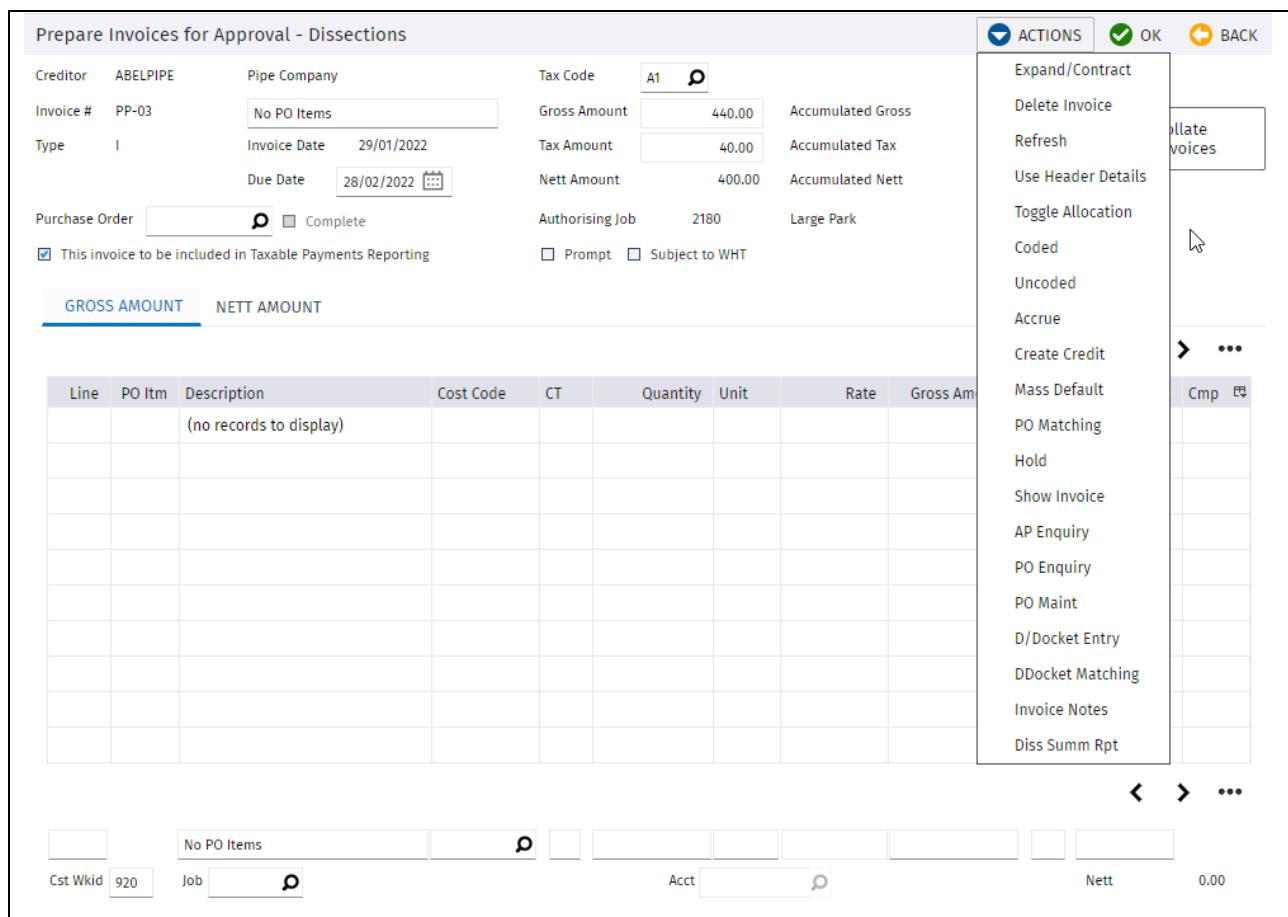
Creditor	ABELPIPE	Pipe Company	Tax Code	A1		Gross Amount	440.00	Accumulated Gross	0.00	OK  BACK																									
Invoice #	PP-03	No PO Items	Tax Amount	40.00		Accumulated Tax	0.00			Collate Invoices																									
Type	I	Invoice Date	29/01/2022	Nett Amount	400.00	Accumulated Nett	0.00																												
Due Date		28/02/2022			Authorising Job		2180	Large Park																											
Purchase Order		<input checked="" type="checkbox"/> Complete			<input type="checkbox"/> Prompt		<input type="checkbox"/> Subject to WHT																												
<input checked="" type="checkbox"/> This invoice to be included in Taxable Payments Reporting																																			
<b>GROSS AMOUNT</b>		<b>NETT AMOUNT</b>																																	
<table border="1"> <thead> <tr> <th>Line</th> <th>PO Itm</th> <th>Description</th> <th>Cost Code</th> <th>CT</th> <th>Quantity</th> <th>Unit</th> <th>Rate</th> <th>Gross Amount</th> <th>Tax</th> <th>Tax Amount</th> <th>Cmp</th> </tr> </thead> <tbody> <tr> <td colspan="12">(no records to display)</td> </tr> </tbody> </table>												Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Amount	Tax	Tax Amount	Cmp	(no records to display)											
Line	PO Itm	Description	Cost Code	CT	Quantity	Unit	Rate	Gross Amount	Tax	Tax Amount	Cmp																								
(no records to display)																																			
<table border="1"> <tr> <td><input type="text"/></td> <td>No PO Items</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cst Wkld</td> <td>920</td> <td></td> <td>Job</td> <td></td> <td>Acct</td> <td></td> <td>Nett</td> <td colspan="4">0.00</td> </tr> </table>												<input type="text"/>	No PO Items		<input type="checkbox"/>	Cst Wkld	920		Job		Acct		Nett	0.00											
<input type="text"/>	No PO Items		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Cst Wkld	920		Job		Acct		Nett	0.00																											

Entries are made on the bottom line.

# Electronic-Invoicing (e-invoicing)

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

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



The screenshot shows the 'Prepare Invoices for Approval - Dissections' screen. The main area displays invoice details for Creditor ABELPIPE, Pipe Company, Invoice # PP-03, Type I, Due Date 28/02/2022, and Purchase Order status. It also shows tax codes A1, Gross Amount 440.00, Tax Amount 40.00, Nett Amount 400.00, Authorising Job 2180, and Large Park. A checkbox indicates the invoice is included in Taxable Payments Reporting. Below this is a table for dissections with columns: Line, PO Item, Description, Cost Code, CT, Quantity, Unit, Rate, and Gross Am. The description column shows '(no records to display)'. The bottom of the screen has search and filter fields for Cst Wkid (920), Job, Acct, and Nett.

The right side of the screen shows the **ACTIONS** menu open, listing various actions:

- 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

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

Option	Description
<b>Delete Invoice</b>	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
<b>Use Header Details</b>	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.
<b>Toggle Allocation</b>	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.
<b>Show Invoice</b>	Display scanned image of invoice

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

Option	Description
<b>Expand/Contract</b>	This provides a scroll bar across the bottom to view the costing data of each dissection
<b>Toggle Allocation</b>	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.
<b>Coded</b>	Select this to indicate costing of the invoice is complete.
<b>Un-Coded</b>	Undo Coded
<b>Accrue</b>	Flag the invoice to appear on the Accrue Report
<b>Create Credit</b>	Facility to Create a Credit Note if all or part of the invoice is to be not paid. See Details below
<b>Mass Default</b>	A costing default can be setup for all dissections.
<b>Hold</b>	Flags the Invoice to be on Hold after it is posted.
<b>Show Invoice</b>	Display scanned image of invoice
<b>Invoice Notes</b>	Standard AP Enquiry Invoice Notes.
<b>Display Summary Report</b>	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.**

## Electronic-Invoicing (e-invoicing)

Select PO Matching and the following Screen displays

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											
<input type="checkbox"/> Hide <input type="checkbox"/> Apply														
<input checked="" type="checkbox"/> Scanned Invoices <input type="checkbox"/> Not Scanned														
<input type="radio"/> Subcontractors <input type="radio"/> Suppliers <input checked="" type="radio"/> Both														
From <input type="text"/> To <input type="text"/> = <input type="button" value="From"/> <input type="text"/> Contains <input type="button" value="From"/> From <input type="text"/> To <input type="text"/> = <input type="button" value="From"/> <input type="text"/> To <input type="text"/> = <input type="button" value="From"/> <input type="text"/> To <input type="text"/> = <input type="button" value="From"/> <input type="text"/> To <input type="text"/> = <input type="button" value="From"/>														
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					
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="checkbox"/> Dissections  <input type="checkbox"/> Coded  <input type="checkbox"/> Uncoded  <input type="checkbox"/> Delete  <input type="checkbox"/> Select for Batch  <input type="checkbox"/> Deselect  <input type="checkbox"/> Show Invoice  <input type="checkbox"/> Print Request for Credit  <input type="checkbox"/> Invoice Text  <input type="checkbox"/> Wait on Information  <input checked="" type="checkbox"/> Docket Matching  <input type="checkbox"/> PO Matching  <input type="checkbox"/> Matched Dockets       </div>														

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									
<b>Delivery Docket Matching</b>												
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								
Authorising Job	2180	Large Park	Item Total	0.00								
<input type="radio"/> ITEM RATE <input type="radio"/> PRODUCT CODE <input type="radio"/> ITEM DESCRIPTION <input type="radio"/> COST CENTRE <input type="radio"/> DOCKET VALUE												
<input type="checkbox"/> Unmatched Dockets on Completed Items (in Blue) <input type="checkbox"/> Completed Dockets <input type="checkbox"/> Value Delivered = Value Invoiced <input type="checkbox"/> Delivered Qty = Invoiced Qty												
<input checked="" type="checkbox"/> Uncompleted Dockets <input checked="" type="checkbox"/> Value Delivered <=> Value Invoiced <input checked="" type="checkbox"/> Delivered Qty <=> Invoiced Qty												
From <input type="text"/> To <input type="text"/> = <input type="button" value="From"/> <input type="text"/> From <input type="text"/> To <input type="text"/> = <input type="button" value="From"/> <input type="text"/> From <input type="text"/> To <input type="text"/> = <input type="button" value="From"/> <input type="text"/> From <input type="text"/> To <input type="text"/> = <input type="button" value="From"/>												
Item	Product	Docket Number	Date	Qty Delivered	Type	Qty Invoiced	Value Invoiced	This Invoice Qty	This Invoice Value	Set	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"/>	
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="button" value="Docket Entry"/> <input type="button" value="PO Maintenance"/> <input type="button" value="By Date"/> <input type="button" value="Undo All"/> <input type="button" value="Invoice All"/> <input type="button" value="Accept &amp; Proceed"/> <input checked="" type="button" value="OK"/> <input type="button" value="Close"/> </div>												

# 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 dockets, 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.

Prepare Invoices for Approval - New Batch												
Authorising Job			2180	Large Park								
<b>INVOICE</b>		PO RAISED BY	DATES	PROJECT MANAGER / JOB NO								
<input type="checkbox"/> Scanned Invoices <input checked="" type="checkbox"/> Not Scanned <span style="float: right;"> <input type="checkbox"/> Hide <input type="checkbox"/> Apply           </span>												
Include <input type="radio"/> Subcontractors <input type="radio"/> Suppliers <input checked="" type="radio"/> Both From <input type="text"/> To <input type="text"/> Contains <input type="text"/> From <input type="text"/> To <input type="text"/> C <input type="text"/> To <input type="text"/> Contains <input type="text"/> To <input type="text"/> From <input type="text"/> To <input type="text"/> To <input type="text"/> To <input type="text"/> From <input type="text"/> To <input type="text"/> To <input type="text"/>												
Creditor	Invoice No	IC	Invoice Date	Description	Type	Order No	Gross Amt	TC	Tax Amt			
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	28/02/2022	E Y R S	

- [Expand/Contract](#)
- [Refresh](#)
- [Existing Batches](#)
- [Send Selected for Approval](#)
- [Select All](#)
- [Deselect All](#)
- [Next Tab](#)
- [Prompt](#)
- [PO Maintenance](#)
- [Collate Invoices](#)

# Electronic-Invoicing (e-invoicing)

A list of Approvers will be displayed, depending on the configuration of the Advanced Electronic Approvals in your company. See Advanced Approvals Function Guide

## Reviewing Existing Batches:

Previously created batches may be viewed, cancelled or amended by selecting **Existing Batches**. Batch authorisation reports may also be printed in either summary or detailed formats.

Each batch will have been allocated a unique identifying number comprising five characters and commencing with the letter "T". The user ID of the person who created the batch, together with the creation time, date, total value of transactions and the number of transactions contained within the batch will also be displayed. Filters are available to refine the information displayed.

Existing batches may have one of three different statuses:

P = Pending                      Batch created but still to be authorised

A = Authorised                  Batch authorised but not yet posted.

F = Failed Posting                Batch sent for posting but process was not successfully completed and should be investigated.

Prepare Invoices for Approval - Existing Batches								ACTIONS	OK	BACK																						
Authorising Job		2180		Large Park																												
<u>BATCH</u>																																
<span style="font-size: small;">▼ Hide</span> <span style="font-size: small;">Apply</span> <span style="float: right;">◀ ▶ ⋮</span>																																
Batch Status - 'P'-Pending 'A'-Authorised 'F'-Failed Posting																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">From</td> <td style="width: 10%;">From</td> <td style="width: 10%;">From </td> <td style="width: 10%;">From</td> <td style="width: 10%;">From</td> <td style="width: 10%;">From</td> <td style="width: 10%;">=</td> <td colspan="4"></td> </tr> <tr> <td>To</td> <td>To</td> <td>To </td> <td>To</td> <td>To</td> <td>To</td> <td>To</td> <td colspan="4"></td> </tr> </table>											From	From	From 	From	From	From	=					To	To	To 	To	To	To	To				
From	From	From 	From	From	From	=																										
To	To	To 	To	To	To	To																										
Batch	Prepared By User Id	Date	Time	Total Batch Value	# Trans	Batch Status																										
T2667	BOUDAMO	31/01/2022	17:18:20	770.00	1	P																										
T2668	BOUDAMO	31/01/2022	17:18:26	715.00	1	P																										
T2669	BOUDAMO	31/01/2022	17:18:28	440.00	1	P																										