

Computer Based Training

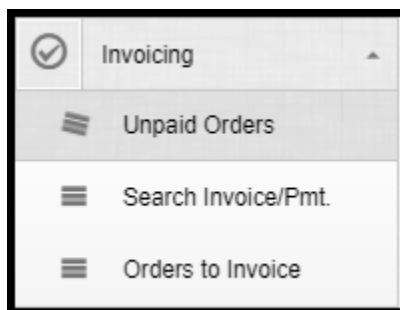
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Lesson 8: Objectives

- ❖ Locating Unpaid Invoices for Payment using the Unpaid Invoice link
- ❖ Locating Unpaid Invoices for Payment using the Record Invoice/Pmt. Link
- ❖ Recording Payment Information

Lesson 8: Locating Unpaid Invoices

The easiest way to record a payment against an invoice is to pay it immediately after recording it. However, if you record invoices and want to pay them later, you can use the Unpaid Orders link to find them.



Select the Business Unit (Location or Country if shown), then enter the number of days old to search for invoices by age. Click **View** once the information is entered.

Unpaid Invoice Selection

Display orders with **invoiced** items but not **fully paid**.

Enter Order Selection Criteria!

Country

ALL

of Days Old *

45

View

* Indicates Required Field

Lesson 8: Locating Unpaid Invoices

This will bring up a list displaying Unpaid Orders. Click **Order** to examine the original order, click **Invoice** to see the invoice screen, and click **Payment** to see the 3rd party invoice listing.

Unpaid Orders List									
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Country	Entity Number	Approval Date	Status	Invoice Date	Invoice Number	Days to Invoice	Approved By	Days to Date	View
33 - Mexico	TX0410329-P001	01/25/2016	Invoiced	12/21/2017	12212017A	696	Jose	696	Order Payment
34 - Brazil	TX0403077-P001	10/27/2015	Partially Paid	11/05/2015	5569857	9	Jose	786	Order Invoice Payment

3rd Party Invoice Listing				
Purchase Order #: TX0410329-P001				
Invoice Number	Invoice Amount	Invoice Date	Entered By	Unpaid/Paid
12212017A	36,101.59	12/21/2017	Diane	Unpaid

Click **the Unpaid/ Paid** link to navigate to the 3rd Party Payment Entry screen.

Lesson 8: 3rd Party Payment Entry Screen

The 3rd Party Payment Entry screen displays information about the order and the invoice or invoices that have already been recorded against the order.

Payments can be recorded/Posted in the Invoice/Payment section of the 3rd Party Payment Entry screen. Enter the Date, Check #, and Amount information then click on the **Post** button.

3rd Party Payment Entry

Entity Information

PO Number
TX0410329-P001

Ext Req Nbr
PRINTER MAINT DECEMBER 2015

Country
Mexico

Requested By
Miguel

Requested For
Cesar

Charge Code(s)
100.000% - P11AJN4510 - 8944454 * CES MEXICO DESKTOP

Entity Notes:
Spend Request to cover Printer maintenance service
.Internal CSC cost recovered with Std RU. This invoice
is for December 2015

Invoice/Payment Information - Mexico Pesos

Entered By
Diane

Entered On
12/21/2017

Invoice #
12212017A

Invoice Date
12/21/2017

Invoice Amount
36,101.59

Unpaid Amount
36,101.59

Payment Information

Date *
12/21/2017

Check # *

Amount *
0.00

Attachments

Post

* Indicates Required Field

Transaction Information

Type	Description	Date	Mexico Pesos Amount	USD Amount
Order	Item Amount on Invoice 12212017A	12/21/2017	31,122.06	1,660.04
Shipping	Shipping on Invoice 12212017A	12/21/2017	0.00	0.00
Handling	Handling on Invoice 12212017A	12/21/2017	0.00	0.00
Duties	Duties on Invoice 12212017A	12/21/2017	0.00	0.00
Taxes	Tax on Invoice 12212017A	12/21/2017	4,979.53	265.61
Post Invoice Adjustments	Adjustment on Invoice 12212017A	12/21/2017	0.00	0.00

Items Invoiced

MFR Part No	Product Name	Qty	Unit Price	Ext Amt	Shipping	Handling	Duties	Tax	Line Total
TAM CONTRACT	Printer Maintenance service - - Quote-Invoice E 029285	1	31,122.06	31,122.06	0.00	0.00	0.00	4,979.53	36,101.59

If you want to record a payment against this invoice, click on the Record Payment link.

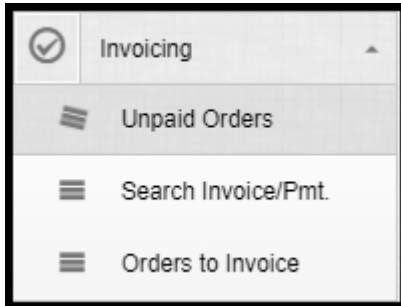
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Lesson 8: Recording a Payment



Another way to record a payment of an invoice is to click the **Search Invoice/Pmt.** link under the Invoicing navigation tab. This brings up the 3rd Party PO Search Screen. Use this screen to find the Entity with the invoice you want to record the payment against.

3rd Party PO Search

Choose any of the criteria below to narrow the search

Country	ALL	Requested By	
G/L Account		Invoice Number	
Entity Type	All Entities	Vendor	
Entity Status	All Statuses	Manufacturer	
Entity Number		MFR Part Number	
External Request Number		Show Only Unpaid Entities	<input type="checkbox"/>

Initiation

Begin Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Show Totals by

Country

Status

Requested By

Date

Last Approved

[Reset Selection Criteria](#)

Find

Lesson 8: Search Results

If you don't enter a specific Entity number or enter just a partial Entity number, you will see results that look like the results below:

In-Process	TX0410420-P001	NA-WO0000451211	01/25/2016	00/00/0000	83,693.67	Invoice	Select
		2 Dell Latitude E5450 Laptops with Spanish keyboards - Mobile Precision M4800 Laptop with Spanish keyboard - Latitude E7250 Laptop with Spanish keyboard Spend request to get 2 Dell Latitude E5450 Laptops with Spanish keyboards - Mobile Precision M4800 Laptop with Spanish keyboard - Latitude E7250 Laptop with Spanish keyboard. Customer Request NA-WO0000451211. Cost recovered with Std RU.					
Invoiced	TX0410329-P001	PRINTER MAINT DECEMBER 2015	01/22/2016	12/28/2017	36,101.59	Payment	Select
		Spend Request to cover Printer maintenance service for .Internal CSC cost recovered with Std RU. This invoice is for December 2015.Internal CSC cost.					
Received	TX0410019-P001	TELCEL DIC 2015 CESAR LOPEZ	01/19/2016	01/20/2016	499.00	Invoice Acctng Suspend	Select
		December 2015 PO to cover Cellphone services used by MDS resource in Chihuahua Mexico.					

Click on a Payment link to record a payment against an Entity that has been invoiced.

Lesson 8: Invoice Listing

After you click the Payment link, you will see the 3rd Party Invoice Listing screen. This screen displays any invoices that have been recorded against the order, and will also display any previous payments that may have been made against the order.

3rd Party Invoice Listing				
Purchase Order #: TX0410329-P001				
Invoice Number	Invoice Amount	Invoice Date	Entered By	Unpaid/Paid
12212017A	36,101.59	12/21/2017	Diane Falvo	Unpaid

An **Unpaid** link means that a payment can be recorded against the order. Click this link to go to the Payment Entry screen.

A **Paid** link means that a payment has already been recorded against the order. Click this link to see the Payment Information screen.

Lesson 8: Paying an Invoice

The 3rd Party Payment Entry screen begins by displaying information about the entity.

You will need to scroll down this screen to enter payment information into the fields below.

3rd Party Payment Entry

Entity Information

PO Number
TX0410329-P001

Ext Req Nbr
PRINTER MAINT DECEMBER 2015

Country
Mexico

Requested By
Miguel

Requested For
Cesar

Charge Code(s)
100.000% - P11AJN4510 - 8944454 * CES MEXICO DESKTOP

Entity Notes:
Spend Request to cover Printer maintenance service for cost recovered with Std RU. This invoice is for December 2015.Interna

Invoice/Payment Information - Mexico Pesos

Entered By
Diane

Entered On
12/21/2017

Invoice #
12212017A

Invoice Date
12/21/2017

Invoice Amount
36,101.59

Unpaid Amount
36,101.59

Payment Information

Date *
01/08/2018

Check # *

Amount *
0.00

Attachments

Post

* Indicates Required Field

Transaction Information

Type	Description	Date	Mexico Pesos Amount	USD Amount
Order	Item Amount on Invoice 12212017A	12/21/2017	31,122.06	1,660.04
Shipping	Shipping on Invoice 12212017A	12/21/2017	0.00	0.00
Handling	Handling on Invoice 12212017A	12/21/2017	0.00	0.00
Duties	Duties on Invoice 12212017A	12/21/2017	0.00	0.00
Taxes	Tax on Invoice 12212017A	12/21/2017	4,979.53	265.61
Post Invoice Adjustments	Adjustment on Invoice 12212017A	12/21/2017	0.00	0.00

Items Invoiced

MFR Part No	Product Name	Qty	Unit Price	Ext Amt	Shipping	Handling	Duties	Tax	Line Total
CONTRACT	Printer Maintenance service - - - Quote-Invoice E 029285	1	31,122.06	31,122.06	0.00	0.00	0.00	4,979.53	36,101.59

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Lesson 8: Paying an Invoice

Fill in the Date field, the Check # field, and the Amount field, then press the Post button to record a payment.

If the Payment amount is less than the Unpaid amount, the invoice will remain Partially Paid. However, if you pay the full amount, the invoice will be marked completely Paid. You cannot overpay an invoice.

3rd Party Payment Entry

Entity Information

PO Number TX0410329-P001	Ext Req Nbr PRINTER MAINT DECEMBER 2015	Country Mexico
Requested By Miguel		Requested For Cesar
Entity Notes: Spend Request to cover Printer maintenance service for cost recovered with Std RU. This invoice is for December 2015. Interna		Charge Code(s) 100.000% - P11AJN4510 - 8944454 * CES MEXICO DESKTOP

Invoice/Payment Information - Mexico Pesos

Entered By Diane	Entered On 12/21/2017	Invoice # 12212017A	Invoice Date 12/21/2017	Invoice Amount 36,101.59	Unpaid Amount 36,101.59
Payment Information Attachments		Date * 01/08/2018	Check # * 	Amount * 0.00	Post

* Indicates Required Field

Transaction Information

Type	Description	Date	Mexico Pesos Amount	USD Amount
Order	Item Amount on Invoice 12212017A	12/21/2017	31,122.06	1,660.04
Shipping	Shipping on Invoice 12212017A	12/21/2017	0.00	0.00
Handling	Handling on Invoice 12212017A	12/21/2017	0.00	0.00
Duties	Duties on Invoice 12212017A	12/21/2017	0.00	0.00
Taxes	Tax on Invoice 12212017A	12/21/2017	4,979.53	265.61
Post Invoice Adjustments	Adjustment on Invoice 12212017A	12/21/2017	0.00	0.00

Items Invoiced

MFR Part No	Product Name	Qty	Unit Price	Ext Amt	Shipping	Handling	Duties	Tax	Line Total
CONTRACT	Printer Maintenance service - - - Quote-Invoice E 029285	1	31,122.06	31,122.06	0.00	0.00	0.00	4,979.53	36,101.59

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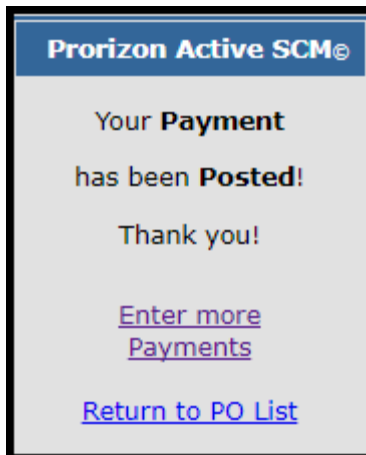
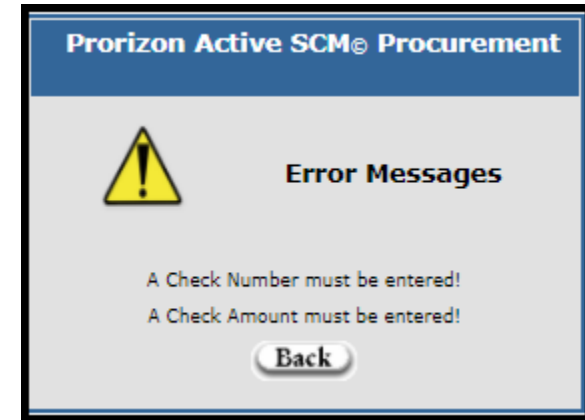
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Lesson 8: Payment Messages

If you forget to fill in a field, or record a Payment amount that is higher than the Invoice, you will get an Error Message that lists any problems with your entry.



When you have correctly posted a payment you will see this screen. If you want to record more payments, click the Enter more Payments link. You can return to the PO List by clicking the Return to PO List link.

Lesson 8: Payment Entry Complete!

- ❖ To continue with the next lesson, please press the Next button
- ❖ To review this lesson, please press the Back button
- ❖ To return to the CBT menu, please press the Menu button
- ❖ To end CBT Training, please press the End button

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