

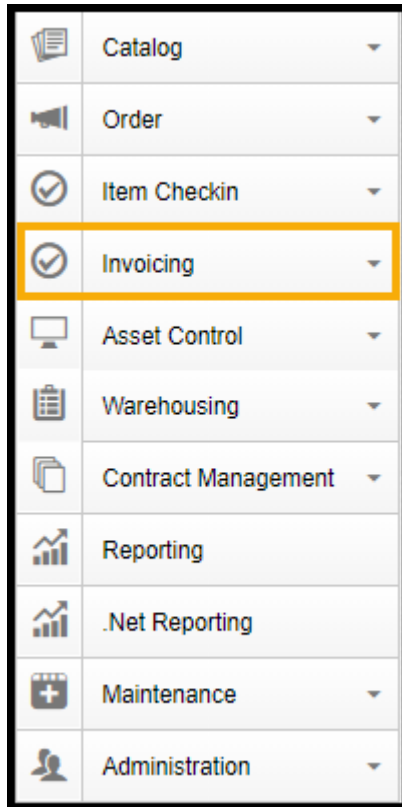
Computer Based Training

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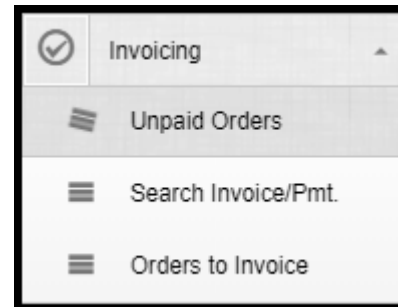
Lesson 7: Objectives

- ❖ Locating an Order for Invoicing
- ❖ Recording an Invoice
- ❖ Recording Multiple Invoices

Lesson 7: Invoicing Navigation



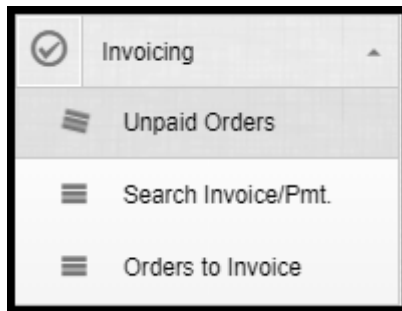
The Invoicing/Payment part of the system begins by recording an invoice against an order. Once an invoice has been recorded, a payment can be recorded against the invoiced order. This is the Invoicing Navigation Tab on the Navigation Menu:



It expands to display the Unpaid Orders, Search Invoice/Pmt, and Orders to Invoice links.

Lesson 7: Invoicing Navigation Explained

The Unpaid Orders link allows you to search for orders that have already had an invoice recorded against them. This is useful if you have already recorded an invoice against an order, and you are trying to locate it to record a payment. This will be explained more in Lesson 8.



The Search Invoice/Pmt. link allows you to record invoices against an order, and also gives you the option of recording a payment against the invoice or invoices you recorded.

The Search Invoice/Pmt. link is the easiest way to record an invoice in the system.

The Orders to Invoice link allows you to search for orders that have been received but not invoiced.

Lesson 7: Recording an Invoice

Clicking on the Search Invoice/Payment link will bring you to this screen.

3rd Party PO Search

Choose any of the criteria below to narrow the search

Location	ALL	Requested By	
G/L Account		Invoice Number	
Entity Type	All Entities	Vendor	
Entity Status	All Statuses	Manufacturer	
Entity Number		MFR Part Number	
RITM# or INC#		Show Only Unpaid Entities	<input type="checkbox"/>

Initiation

Begin Date (MM/DD/YYYY)		End Date (MM/DD/YYYY)	
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Show Totals by

Location	Status	Requested By	Date	Last Approved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Reset Selection Criteria](#) **Find**






This screen allows you to search the Entities in the system so you can find the order you want to invoice.

Lesson 7: Recording an Invoice



This screen works just like the Entity Search screen (explained in Lesson 2). Click on the **pop-up** menu of the field that you want to search, enter partial or full information, and press Find.

3rd Party PO Search


Choose any of the criteria below to narrow the search

Location	ALL		Requested By		
G/L Account			Invoice Number		
Entity Type	All Entities	▼	Vendor		
Entity Status	All Statuses	▼	Manufacturer		
Entity Number			MFR Part Number		
RITM# or INC#			Show Only Unpaid Entities <input type="checkbox"/>		

Initiation ▼

Begin Date (MM/DD/YYYY)			End Date (MM/DD/YYYY)		
-------------------------	--	---	-----------------------	--	---

Show Totals by	Location	Status	Requested By	Date	Last Approved
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Reset Selection Criteria](#)


If you only want unpaid Entities to show up in the results, click Show Only Unpaid Entities.

Lesson 7: Recording An Invoice

The results from your search will look like these below:

In-Process	TX0410420-P001	NA-WO0000451211	Miguel	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.								
Received	TX0410329-P001	PRINTER MAINT DECEMBER 2015	Miguel	01/22/2016	00/00/0000	36,101.59	Invoice Acctng Suspend	Select
Spend Request to cover Printer maintenance service				This invoice is for December 2015				

Click Select to view an order.

Click Invoice link to invoice an order

Click Acctng Suspend (Accounting Suspend) if you have paid the order, but don't have the specific payment information to record it in the system.

Lesson 7: Recording An invoice

The first step to recording an invoice is to select the items you want to invoice on each order. Choose the selected box and click Submit.

3rd Party Invoice Selection

Entity Information

PO #
TX0410420-P001

Country
Mexico

Ext Req Nbr
NA-WO0000451211

Requested By
Miguel

Requested For
Dulce

2 Dell Latitude E5450 Laptops with Spanish keyboards - Mobile Precision M4800 Laptop with Spanish keyboard - Latitude E7250 Laptop with Spanish keyboard

Entity Notes: Spend request to get 2 Dell Latitude E5450 Laptops with Spanish keyboards - Mobile Precision M4800 Laptop with Spanish

Submit Page
Submit

Mfr	MFR Part No	Product Name	Qty	Amount	Extended Amount	Selected
DELL	LAPTOP MODEL B	Latitude E5450 Laptop with Spanish keybo	2	14,300.70	28,601.40	<input type="checkbox"/> not received
DELL	LAPTOP MODEL F	Mobile Precision M4800 Laptop with Spani	1	22,647.07	22,647.07	<input type="checkbox"/> not received
DELL	LAPTOP MODEL G	Latitude E7250 Laptop with Spanish keybo	1	18,744.89	18,744.89	<input type="checkbox"/> not received

If you need to record multiple invoices against an order, return to the order after recording the first invoice and record the second by selecting the additional items. For example, if you had a second invoice you could follow the same steps that led you to this screen and select a line with to record another invoice against it.

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Lesson 7: Invoice Details Screen

This is the 3rd Party Invoice Details screen.

3rd Party Invoice Details

Entity Information

PO Number
Requested By

TX0410329-P001
Miguel

Ext Req Nbr
Requested For

PRINTER MAINT DECEMBER 2015
Cesar

Country
Selected Item Total

Mexico
31,122.06

Entity Notes
Send Request to cover Printer maintenance service for Cesar

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

Invoice Information - Mexico Pesos

Ship To
Mexico * Av. Miguel de * Chihuahua, Chih. * Mexico

Bill To *
Sciences, S. De R.L. de C.V. * Cleveland 46 P 1 * * Mexico

Remit To *
DISTRIBUIDORA * Calle Tamazula No. 309-A * Durango * Mexico

Invoice Number *
Invoice Date * 12/21/2017 Due Date * 00/00/0000

	Approved	Invoiced
Selected Item Total	31,122.06	31122.06
Shipping	0.00	0.00
Handling	0.00	0.00
Duties	0.00	0.00
Taxes	4,979.53	0.00
Adjustment (+/-)	0.00	0.00
Total	36,101.59	31,122.06

Adjustment Note

Attachments

Post

Display Detail in
USD or Local currency.

Items Included On This Invoice

Manufacturer	MFR Part No	Product Name	Qty	Amount	Extended Amount
DRG	TAM CONTRACT	Printer Maintenance service - - - Quote-	1	31,122.06	31,122.06

* Indicates Required Field

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Lesson 7: Invoice Details Screen

Record the information from the Invoice on this screen.

Start by making sure that the Bill To and Remit To addresses are recorded correctly.

3rd Party Invoice Details

Entity Information

PO Number
Requested By

TX0410329-P001
Miguel

Ext Req Nbr
Requested For

PRINTER MAINT DECEMBER 2015
Cesar

Country
Selected Item Total

Mexico
31,122.06

Entity Notes

Send Request to cover Printer maintenance service for Cesar

Charge Code(s)

100.000% - P11AJN4510 - 8944454 * CES MEXICO DESKTOP

Invoice Information - Mexico Pesos

Ship To

Mexico * Av. Miguel de * Chihuahua, Chih. * Mexico

Bill To *

Sciences, S. De R.L. de C.V. * Cleveland 46 P 1 * * Mexico

Remit To *

DISTRIBUIDORA * Calle Tamazula No. 309-A * Durango * Mexico

Invoice Number *

Invoice Date *

12/21/2017

Due Date *

00/00/0000

Approved

Invoiced

Selected Item Total	31,122.06	31122.06
Shipping	0.00	0.00
Handling	0.00	0.00
Duties	0.00	0.00
Taxes	4,979.53	0.00
Adjustment (+/-)	0.00	0.00
Total	36,101.59	31,122.06

Adjustment Note

Attachments

Post

* Indicates Required Field

Display Detail in
USD or Local currency.

Items Included On This Invoice

Manufacturer	MFR Part No	Product Name	Qty	Amount	Extended Amount
DRG	TAM CONTRACT	Printer Maintenance service - - - Quote-	1	31,122.06	31,122.06

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Lesson 7: Invoice Details Screen

Enter the Invoice Number, Invoice Date, and Due Date.

3rd Party Invoice Details

Entity Information
PO Number TX0410329-P001
Requested By Miguel
Ext Req Nbr PRINTER MAINT DECEMBER 2015
Requested For Cesar
Country Mexico
Selected Item Total 31,122.06
Entity Notes
Charge Code(s)
100.000% - P11AJN4510 - 8944454 * CES MEXICO DESKTOP

Invoice Information - Mexico Pesos
Ship To Mexico * Av. Miguel de * Chihuahua, Chih. * Mexico
Bill To * Sciences, S. De R.L. de C.V. * Cleveland 46 P 1 * * Mexico
Remit To * DISTRIBUIDORA * Calle Tamazula No. 309-A * Durango * Mexico
Invoice Number * Invoice Date * 12/21/2017 Due Date * 00/00/0000

	Approved	Invoiced
Selected Item Total	31,122.06	31122.06
Shipping	0.00	0.00
Handling	0.00	0.00
Duties	0.00	0.00
Taxes	4,979.53	0.00
Adjustment (+/-)	0.00	0.00
Total	36,101.59	31,122.06

Adjustment Note

Attachments

Post

Display Detail in USD or Local currency.

Items Included On This Invoice

Manufacturer	MFR Part No	Product Name	Qty	Amount	Extended Amount
DRG	TAM CONTRACT	Printer Maintenance service - - - Quote-	1	31,122.06	31,122.06

Enter the remaining details of the invoice amounts.

Use the Adjustment boxes (Indicated by the arrow), if you need to make an adjustment to the amount of the order. Remember to record an Adjustment Note in the proper field to explain the change.

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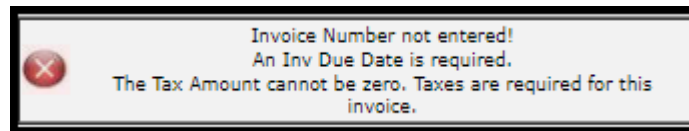
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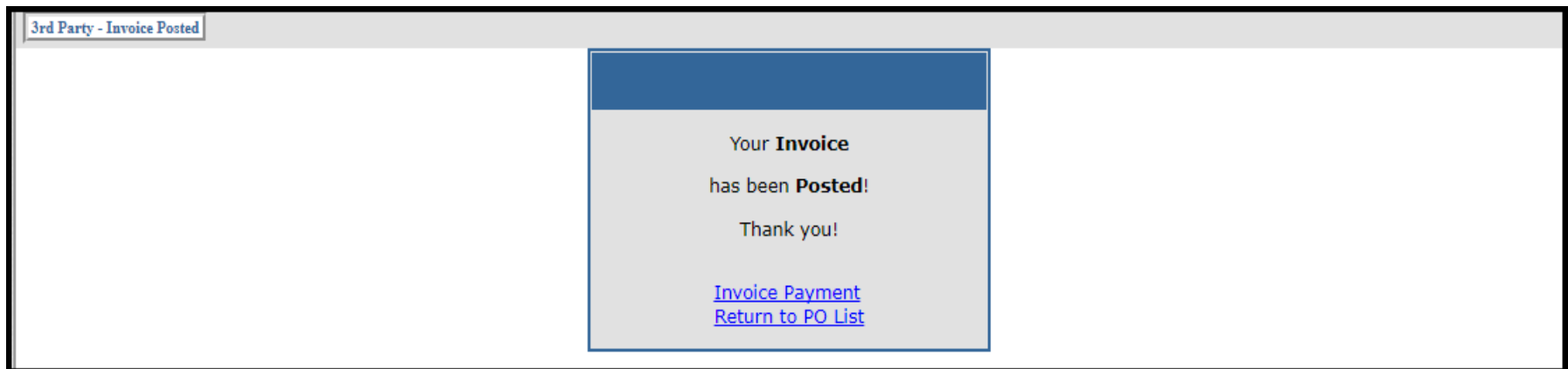
End

Lesson 7: Invoice Messages

If there are any errors in the information you entered (i.e., forgetting a field) this screen will be displayed. It will tell you what fields you need to correct before you can post the invoice.



If you have recorded the invoice correctly, you will get a message like the one below. If you want to pay this invoice immediately, click the Invoice Payment link. If you want to go back to the Purchase Order list, click the Return to PO link.



Lesson 7: Invoicing 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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USA

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support@prorizon.com**

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