



06 An overview of invoices for budget managers

Once your purchase order has been moved to pending delivery or part delivered status, or the delivery note for your order has been processed, an invoice for that purchase order will automatically be created.

The invoices summary screen is shown below.

shop 4 support

Hello, Ian Price, you are acting as Basil Fawley | End act as | Log off

Home | Help

You are here: Documents / Invoice – All Documents

Filter by PBM: Basil Fawley | Filter by PBA: Show All

Search | Advanced | Refresh

Action	State	Date submitted	Individual	Invoice number	Service provider name	Net value
<input type="checkbox"/>	Unpaid	21/07/2011	Mr John Smith	000001	LTD Doors	£ 100.00
<input type="checkbox"/>	Cancelled	21/07/2011	Mr John Smith	000002	LTD Doors	£ 100.00
<input type="checkbox"/>	Unpaid	21.07.2011	Mr John Smith	000003	LTD Doors	£ 100.00
<input type="checkbox"/>	Completed	21/07/2012	Mr John Smith	000004	LTD Doors	£ 100.00
<input type="checkbox"/>	Unpaid	21/07/2011	Mr John Smith	000005	LTD Doors	£ 100.00
<input type="checkbox"/>	Completed	21/07/2012	Mr John Smith	000006	LTD Doors	£ 100.00
<input type="checkbox"/>	Unpaid	21/07/2011	Mr John Smith	000007	LTD Doors	£ 100.00
<input type="checkbox"/>	Completed	21/07/2012	Mr John Smith	000008	LTD Doors	£ 100.00
<input type="checkbox"/>	Unpaid	21/07/2011	Mr John Smith	000009	LTD Doors	£ 100.00
<input type="checkbox"/>	Completed	21/07/2012	Mr John Smith	000010	LTD Doors	£ 100.00
<input type="checkbox"/>	Unpaid	21/07/2011	Mr John Smith	000011	LTD Doors	£ 100.00
<input type="checkbox"/>	Completed	21/07/2012	Mr John Smith	000012	LTD Doors	£ 100.00
<input type="checkbox"/>	Unpaid	21/07/2011	Mr John Smith	000013	LTD Doors	£ 100.00
<input type="checkbox"/>	Completed	21.07.2012	Mr John Smith	000014	LTD Doors	£ 100.00
<input type="checkbox"/>	Unpaid	21/07/2011	Mr John Smith	000015	LTD Doors	£ 100.00

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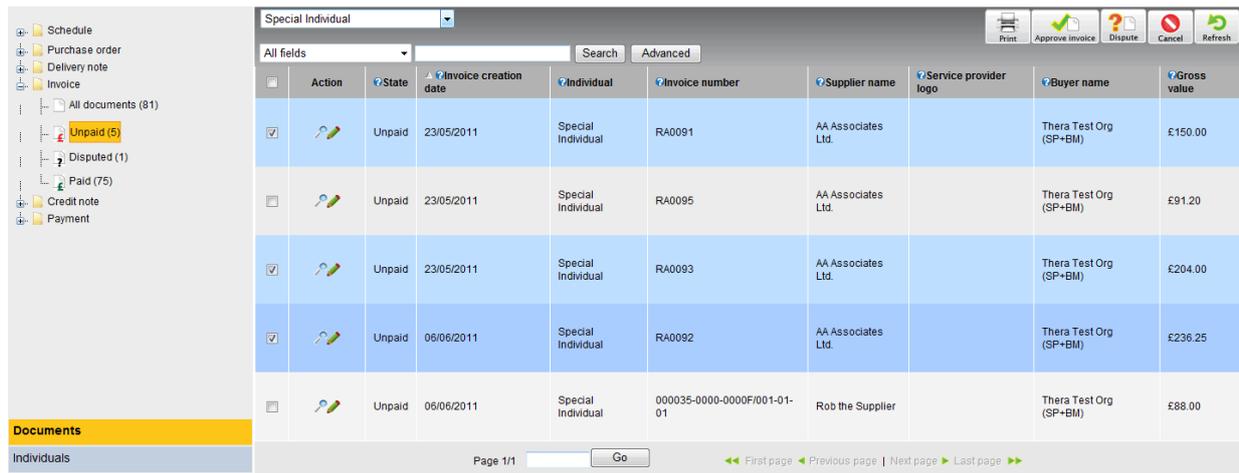
Approving an invoice

To view an unpaid invoice, go to the Invoice/ Unpaid folder shown below.

Select the invoice you wish to approve by ticking the relevant selection box at the left of the order.

Next, click on the Approve Invoice button  at the top right hand of your screen. The approved invoice will automatically create a draft payment.

Please note: Invoices can also be approved from the invoice Edit screen.

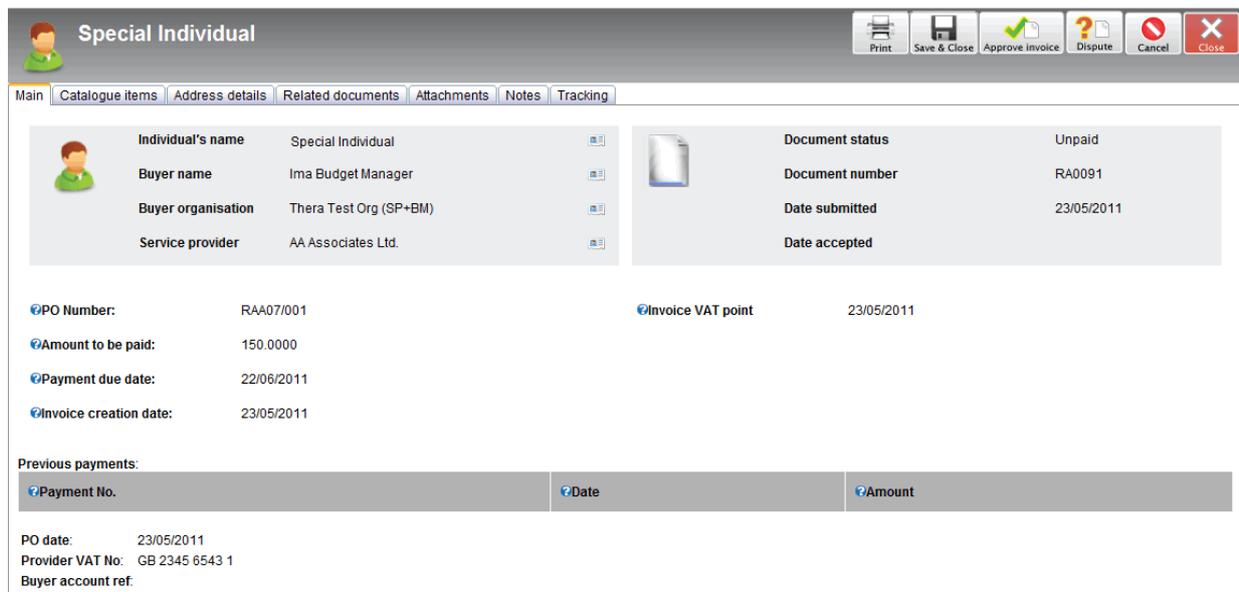


Action	State	Invoice creation date	Individual	Invoice number	Supplier name	Service provider logo	Buyer name	Gross value
<input checked="" type="checkbox"/>	Unpaid	23/05/2011	Special Individual	RA0091	AA Associates Ltd.		Thera Test Org (SP+BM)	£150.00
<input type="checkbox"/>	Unpaid	23/05/2011	Special Individual	RA0095	AA Associates Ltd.		Thera Test Org (SP+BM)	£91.20
<input checked="" type="checkbox"/>	Unpaid	23/05/2011	Special Individual	RA0093	AA Associates Ltd.		Thera Test Org (SP+BM)	£204.00
<input checked="" type="checkbox"/>	Unpaid	06/06/2011	Special Individual	RA0092	AA Associates Ltd.		Thera Test Org (SP+BM)	£236.25
<input type="checkbox"/>	Unpaid	06/06/2011	Special Individual	000035-0000-0000F001-01-01	Rob the Supplier		Thera Test Org (SP+BM)	£88.00

Fig.2 Approving Invoices

Invoice details

Each invoice will be displayed in tab format as shown below. There are several tabs at the top of the screen. The following is a description of each tab:



Special Individual

Print Save & Close Approve invoice Dispute Cancel Close

Main Catalogue items Address details Related documents Attachments Notes Tracking

Individual's name	Special Individual	Document status	Unpaid
Buyer name	Ima Budget Manager	Document number	RA0091
Buyer organisation	Thera Test Org (SP+BM)	Date submitted	23/05/2011
Service provider	AA Associates Ltd.	Date accepted	

PO Number: RAA07/001 **Invoice VAT point:** 23/05/2011

Amount to be paid: 150.0000

Payment due date: 22/06/2011

Invoice creation date: 23/05/2011

Previous payments:

Payment No.	Date	Amount
PO date:	23/05/2011	
Provider VAT No:	GB 2345 6543 1	
Buyer account ref:		

Fig. 3 Invoice Main Tab

Main tab – the Main tab will display general information about the invoice, including the amount to be paid, payment due date and invoice creation date.

Fig. 3 Invoice Main Tab

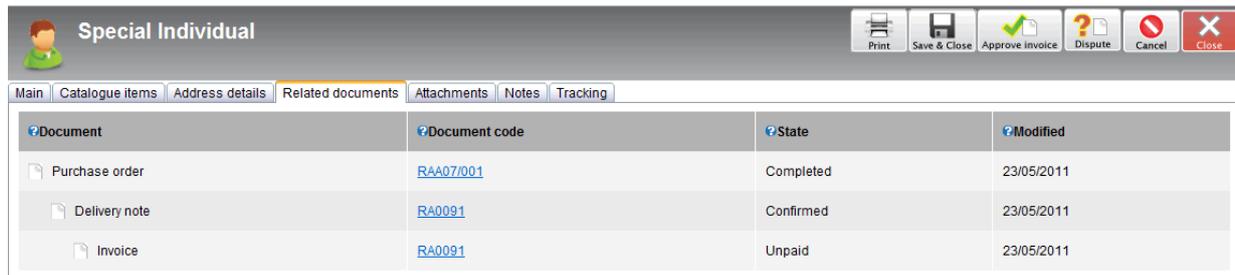
Catalogue items tab – this tab shows details of all the catalogue items that have been delivered. It also displays VAT and net totals for each of the ordered items.

Fig. 4 Invoice Catalogue Tab

Address details tab – this tab contains details of the Delivery and Invoice addresses. You cannot make any amends within this tab as it is read only.

Fig. 5 Address Details

Related documents tab – this contains active links to any documents related to the order.



Document	Document code	State	Modified
Purchase order	RAA07/001	Completed	23/05/2011
Delivery note	RA0091	Confirmed	23/05/2011
Invoice	RA0091	Unpaid	23/05/2011

Fig. 6 Related Documents

Other tabs:

Attachments tab – this tab allows you to upload or view any attachments related to the order.

Notes tab – this tab enables you to enter notes and dispute reasons in relation to the order.

Tracking tab – this tab allows you to view a record of any major changes to the order.

Disputing an invoice

You can dispute or part-dispute an unpaid invoice by selecting the invoice from the Invoice/Unpaid file or from the edit screen of the actual unpaid invoice.

When disputing an invoice you must enter a dispute reason in the invoice's Notes tab. You must do this

before clicking the Dispute action button



You can reinstate a disputed invoice by clicking the Reinstatement action button



Reinstating several disputed invoices at the same time

If you have a resolution for a disputed invoice that is the same for more than one invoice then you can re-instate several invoices at the same time.

For example, if your service provider provides you with a credit note to resolve a number of disputed invoices then you can use the multiple reinstate invoice option to do this.

To reinstate several invoices you must first select the relevant invoices, which can be found in the Invoice/Disputed folder, by clicking on the selection box to the left of the relevant invoices.

Next, click on the reinstate button.

Go to the Notes tab and select a relevant notes template from the pull down menu.

Click on the Insert button. The note text will then be displayed in the New note field.

If you find that there aren't any appropriate note templates for your situation, you can manually input notes in to the New note field.

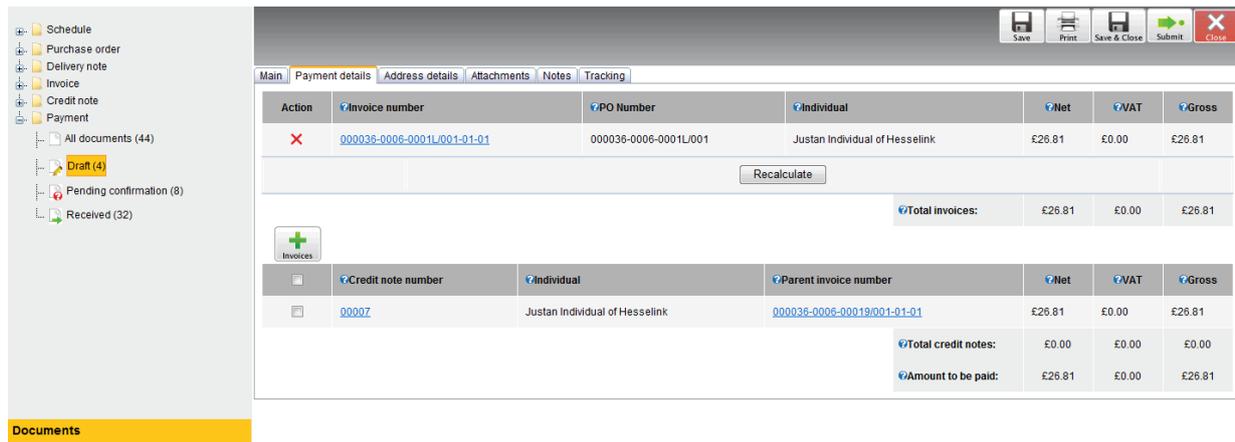
When you are happy with all the details, click on the Save and Close button.

The reinstated invoices will move to the Invoice/Unpaid folder ready to be approved for payment.

Adding an invoice to an existing payment

When you have approved an invoice a draft payment will automatically be created. You can add additional invoices directly to the draft payment by doing the following:

Select the relevant draft payment record from the Payment/Drafts folder by clicking on the selection box to the left of the record. Select the Payment details tab, then select the +Invoices action button 



Action	Invoice number	PO Number	Individual	Net	VAT	Gross	
X	000036-0006-0001L001-01-01	000036-0006-0001L001	Justan Individual of Hesselink	£26.81	£0.00	£26.81	
Recalculate							
				Total invoices:	£26.81	£0.00	£26.81

Credit note number	Individual	Parent invoice number	Net	VAT	Gross	
00007	Justan Individual of Hesselink	000036-0006-00019/001-01-01	£26.81	£0.00	£26.81	
			Total credit notes:	£0.00	£0.00	£0.00
			Amount to be paid:	£26.81	£0.00	£26.81

Fig. 7 Adding Invoices to a Payment

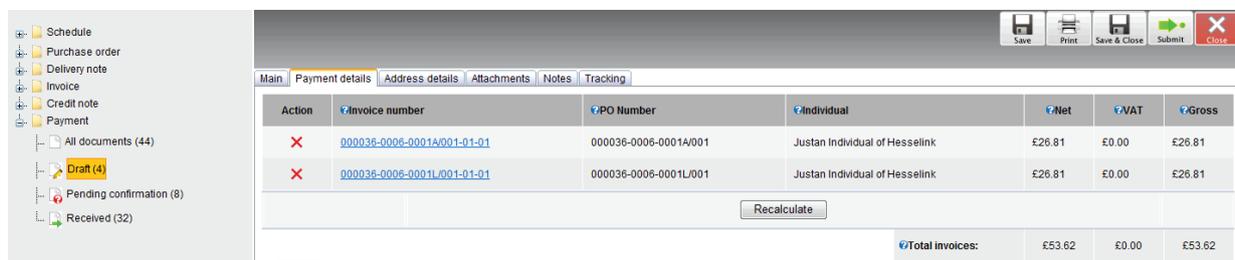
A list of available invoices will be displayed. You must select the relevant invoice and then click the Add Selected button .



Action	Date submitted	Invoice number	Net value	Invoice address
<input checked="" type="checkbox"/>	20/05/2011	000036-0006-0001A/001-01-01	£26.81	2 Smithy Court
<input type="checkbox"/>	20/05/2011	000036-0006-0001C/001-01-01	£26.81	2 Smithy Court
<input type="checkbox"/>	20/05/2011	000036-0006-0001D/001-01-01	£26.81	2 Smithy Court
<input type="checkbox"/>	20/05/2011	000036-0006-0001E/001-01-01	£26.81	2 Smithy Court

Fig. 8 Select an Invoice

Any unpaid invoices will then be added to the draft payment.



Action	Invoice number	PO Number	Individual	Net	VAT	Gross	
X	000036-0006-0001A/001-01-01	000036-0006-0001A/001	Justan Individual of Hesselink	£26.81	£0.00	£26.81	
X	000036-0006-0001L/001-01-01	000036-0006-0001L/001	Justan Individual of Hesselink	£26.81	£0.00	£26.81	
Recalculate							
				Total invoices:	£53.62	£0.00	£53.62