ELCOM

PECOS P2P
Version 18.0

Invoicing and Settlement Guide
Release September 2022

Contents

1 Introduction and Overview

1.1 About This Manual

This manual has been produced to guide users who are responsible for the invoicing and settlement process in the procurement cycle within PECOS P2P. It covers the topics of:

- Invoice Processing
- Financial Matching
- Invoice Approval and Settlement
- Order Closure

Not all users of PECOS P2P will use the application for the same purpose. Some will only create requisitions; others will perform the task of approving whilst some may complete receipting or invoicing functions. This manual **does not** cover the following topics, for which there is separate documentation:

- Creating and managing requisitions (refer to the User Manual).
- Processing receipts and returns (refer to the User Manual).
- The approval process (refer to the Approvers Guide).

Feedback

If you have any comments about this or any other PECOS P2P document please inform your system administrator who will pass your comments onto Elcom Support.

1.2 About Elcom

Elcom Systems is a trading company of Elcom International Inc., a leading global provider of remotely-hosted automated procurement and electronic marketplace systems with over twenty years experience in electronic commerce. Elcom offers the most cost-effective remotely-hosted eProcurement solution available today and with clients in the US and UK, provides purchasing solutions for the world's largest public sector eProcurement contract. For more information please contact http://www.elcom.com.

1.3 About PECOS

PECOS is a family of fully hosted solutions that enable buying organisations of all sizes to automate their eCommerce processes. PECOS Purchase to Pay (P2P) enables an organisation to leverage the benefits of eProcurement.

PECOS is not installed directly within your organisation but is a 'Cloud' based solution, residing in a remote data centre: as a PECOS P2P user, the system is simply available from anywhere within your organisation from any desktop running a standard a web browser as well as from iPad, iPhone, Blackberry or Android.

PECOS P2P is an easy to use and convenient application for ordering all maintenance, repair, and operations (MRO) items; and goods and services your organisation needs to run its day-to-day business. PECOS P2P provides a full-circle P2P solution: from ordering via electronic catalogues, through approval routing, to receipting and financial settlement. A wealth of information is captured and reported to support purchasing professionals for more effective management of strategic suppliers.

At the heart of PECOS P2P is a best of breed workflow engine which manages transactions and approvals, and supports seamless interfaces into finance and ERP systems. Purchase information and general ledgers can be updated in near real time with easy reconciliation of commitments and spend at period end.

PECOS P2P works for suppliers too. Suppliers can receive orders by multiple channels - from email to direct electronic XML interface with a supplier's Sales Order Processing System. Invoices can be processed through PECOS P2P, or suppliers can submit electronic invoices directly for two or three-way matching and settlement.

Configuration and Business Rules

PECOS P2P will be configured and customised for your organisation so that your approval process follows your business rules.

- The access that each user has to data such as catalogues and account codes as well as access to read other users orders and requisitions is restricted by individual user profiles maintained by your system administrator.
- The format and content of Requisitions is automated. PECOS P2P will populate default data from user and supplier profiles to expedite the accurate completion of each order request. After selecting the items you wish to order, there may be no need to anything else other than click 'submit'!
- PECOS P2P will automatically route requisitions and order requests to the individuals and managers (approvers) your organisation specifies. This approval routing cannot be by-passed by a requisitioner.
- PECOS P2P can put time limits on approval steps and may contain 'escalations' to ensure that a document does not get stuck in the approval process.
- Purchase orders are automatically created and transmitted electronically to your suppliers after all the necessary approval steps have been completed.
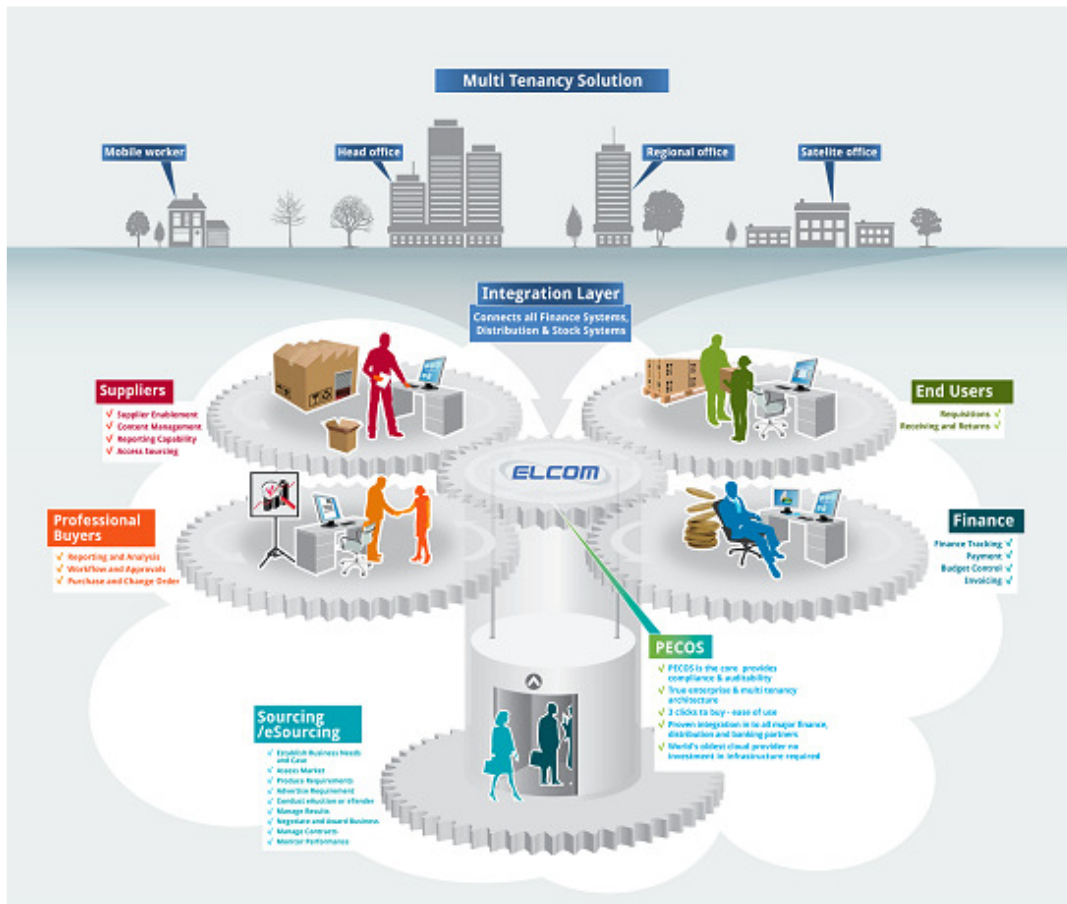
1.4   Current Release

The current release of PECOS P2P is version 15.2 which contains the following key new features and enhancements:

- **New Catalogue Search Engine**
- **Additional Catalogue Search Fields and Unit Price in Search Results**
- **Start and End Dates for Catalogue Item Display**
- **Transmit Suppression for Blanket Orders**
- **Budget Checking Enhancements**

Further information may be found in the appropriate section of this manual (where relevant), other PECOS P2P documentation and also the Release Notes.

1.5   System Requirements

Details of required software, supported platforms and web browsers can be found in the current version of the PECOS **Supported Technology Guide**.

Note that the recommended platform will greatly enhance performance. If you are in any doubt please speak to your local IT department.

2 Receiving, Invoicing and Settlement Process

2.1 Tasks

The various post requisition and order tasks performed during the receiving, invoicing and settlement process in PECOS P2P are summarised below. You may not be responsible for all of these tasks and some of them may not be necessary for your organisation or business processes.

- **Receiving**
  After the arrival of the goods or completion of the services ordered it is often the responsibility of the requisitioner to confirm receipt or completion. This is done by processing a receipt in PECOS P2P's receipting screens. Sometimes it is the responsibility of central stores or your goods in department to process the receipt. It is possible to attach a copy of the GRN to the receipt record.

- **Receipt Workflow**
  After the receipt is posted, the GRN object may be placed into an approval plan to ensure all delivery discrepancies are routed for quantitative or qualitative review or for the audit of multi-stage receipting if internal processes require. This receipt workflow ensures that delivery errors and queries can be resolved efficiently, prior to the invoice and settlement process, thereby avoiding invoice mismatches and payment delays.

- **Returns**
  Occasionally you will need to return items back to the supplier after they have been received. These can also be logged in PECOS P2P in the 'Return Items' form. A returns number (RMA) can also be requested electronically if required.

- **Invoicing**
  The next step in the process is to enter the supplier invoice after it is received. This is done easily in the PECOS P2P invoice form, where credit notes can also be posted. The processing of invoices is often done centrally or by an accounts department.

- **eInvoicing**
  PECOS is enabled to receive electronic invoices either directly from suppliers or through a batch upload. Electronic invoicing negates the need for paper invoices to be manually entered. Invoices are received into PECOS P2P electronically using cXML format.

- **Self Billing**
  PECOS P2P supports Evaluated Receipts Settlement (ERS) or Self Billing, when it is agreed that a supplier does not need to submit an invoice. An invoice is automatically generated when the receipt is entered.

- **Non-PO Invoices**
  PECOS P2P can also be used for the processing of invoices and credit notes for which there is no purchase order created in PECOS P2P. When an invoice is processed as a Non-PO Invoice it is not posted against a specific order and is not subject to the matching process. PECOS P2P will automatically create a requisition and purchase order record.

- **Matching**
  The matching process is the term given to the financial matching of the original order to invoice information (the 2 way match) and receipt information (the 3 way match). Quantities and prices are compared to ensure that the invoices can be paid without query. The matching process is usually initiated by a system administrator or a senior member of the finance team.

- **Settlement and Approval**
  During the settlement process any orders that mismatch (i.e. do not reconcile) during the matching process are put into a mismatch status for investigation and resolution. Invoice workflow is available for the routing and approval of these invoices where they can be 'force settled'. Invoices can also be deactivated and orders can be closed within the settlement process.

- **Accounts Payable Export**
  All available settled data (reconciled and force settled invoices) is made available for exporting to your finance system for payment in the 'Accounts Payable (AP) Export' utility. The APExport is usually run by a system administrator or by the accounts department.

2.2 Notification Messages

The PECOS P2P workflow generates eMail notification messages. Your workflow may have been configured to send an eMail to either yourself or any other person. For example, to confirm transmission of a purchase order, as a reminder to process the receipt of goods after they arrive or to advise that an invoice requires approval. These eMail messages will be sent to your organisational eMail system inbox using the eMail address held within your user profile. It is important to read these messages carefully, as they will contain important information that may require you to perform an action. The eMail will contain an html attachment that when double clicked will launch a PECOS Web Browser. Upon entering your user credentials in the sign on page, the order to which the eMail relates will open in an appropriate PECOS P2P form.

2.3 Process Flow

Below is a simple flow diagram showing the procurement process after goods have been received.
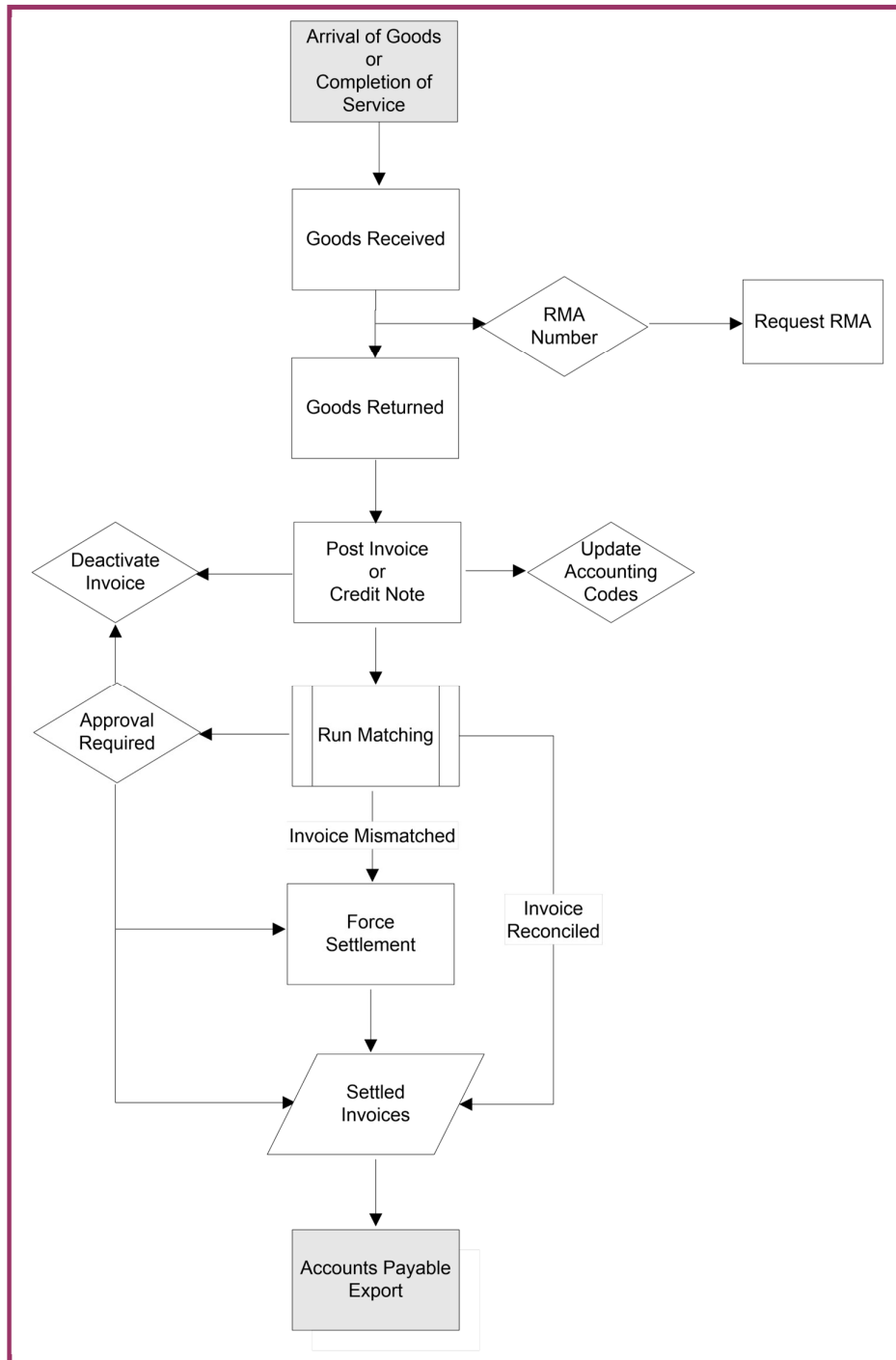
3 Getting Started

3.1 Logging In

PECOS is a remotely hosted application which is accessed over the internet using a web browser.

1. To access PECOS, open a web browser and enter your system's URL (site name) in the address bar.

   Your system administrator will supply you with your system's URL or site name, along with your user credentials. The URL will usually be in the format: "yourorganisation".pecosipm.com. Press enter on your keyboard.
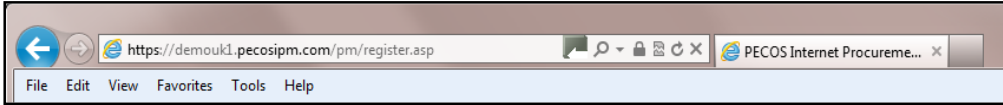
Fig 3.1 - Browser bar

   Alternatively, if you have created a PECOS link, select it from your '*Favourites*', '*Favourites Bar*' or from a *shortcut* on your desktop. Contact your IT support personnel if you are unsure how to create any of these links. This is recommended for fast and accurate access to your correct PECOS site.

2. The PECOS **Login Page** (also known as the Registration page) will appear.

   The Login page has a localisation indicator which allows you to manually select an alternate display language. You can select from a list of all supported languages available for each site in order to change the screen display. The Reset Password page and any Registration Message will also appear translated in the selected language. Note that changing the Login screen language does not affect the application or user locale. Once logged in, your normal configured Country / Language locale will be applied.

Fig 3.2 - Login Page

3. Click in the **User ID** field and type your User ID.

4. Press **Tab** or click in the **Password** field and enter your password.

   If you have forgotten your password it may be reset using the 'Forgot your password' link if it is available. Alternatively you must contact your site administrator to have it reset (see Passwords).

5. Click **Enter**. Your **PECOS Home Page** appears.

   You have now entered your PECOS application. Note that your home page is configurable and not all users may land in the PECOS P2P but may alternatively be directed to P2P Administration or Reports

3.2 Application Navigation

3.2.1 Application Components – Top Tabs

After log in, a row of tabs will appear at the top of the screen to provide Single Sign On (SSO) access to all of the Elcom applications to which you have permission.
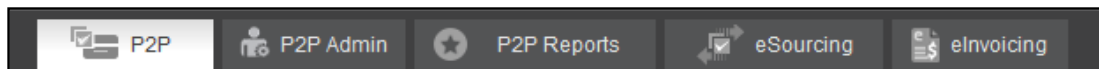
Fig 3.3 - Application components

The default application in which you land can be changed for your organisation or user profile but will invariably be the PECOS P2P. Other tabs will appear based on your user permissions and may include, P2P Administration, P2P Reports, eSourcing, Contract Management and eInvoicing.

3.2.2 Branding and System Name

Your organisation may have created a new name for PECOS. If so, the Top Tab area will display your organisation's bespoke name for the application, replacing the 'PECOS' logo. These changes may also include your organisation's logo and the application of your internal branding and colour scheme (known as a 'skin').

3.2.3 User Panel

The top right hand corner displays your logged in User Name. Hover or click in this area to open the **User Panel** where you will find access to user specific functions.
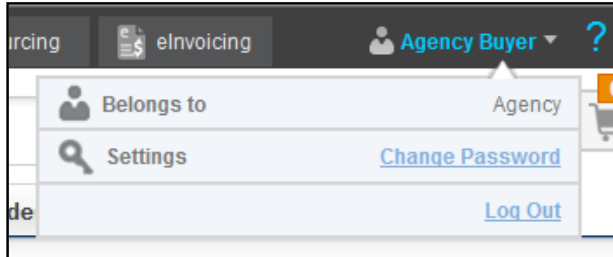
Fig 3.4 - User panel

Belongs to: The P2P organisation to which you belong is displayed. This is the organisation in which all your procurement activities are undertaken.

Password: Select this option to change your password and open the **Change Your Password** window (see Passwords).

Log Out: When you have completed all your tasks and wish to leave the application, click here to log out of PECOS P2P. The sign on screen will redisplay, from where you can close the web browser.

3.3 P2P Navigation

3.3.1 Search Bar

At the top of PECOS P2P a Quick Search bar is provided to undertake a catalogue or purchase order search, irrespective of the screen you are in. Enter search criteria and click the 'Search' button.

Fig 3.5 - Top search bar

The following types of search are available:

- **Quick Search**. This will undertake a **text search** across all catalogue items. Results matching the entered text will appear in the Search Results screen.
- **PO Search**. Enter any single character string to undertake a search across all purchase order numbers. Results *containing* the entered text will appear in the Status Search Results screen.

3.3.2 Shopping Basket

A **Shopping Basket** icon appears in the top right hand corner of the P2P screen indicating the number of lines that have been added to the current shopping basket.

Hover your mouse pointer over this area and a basket summary will open, displaying a list of items and a basket total. Click the '**View All**' button to navigate to the shopping basket screen.

3.3.3 Menu Tabs

Fig 3.6 - Menu tabs

In all screens, the main P2P areas are accessible by clicking on the **menu tabs**. These are your primary means of navigating the application – the menu which is currently open will be highlighted. Not all of the menu options will display if you have not been granted user permissions by your system administrator.

Items: Opens the item search page where supplier catalogues and external market place sites are displayed. Items are selected here and added to a shopping basket.

Documents: Provides access to a search screen where current and historic requisitions and orders can be retrieved. It is through the Documents screen that access to receiving, returns, change orders and financial settlement is given.

To Do: The screen displays lists of requisitions, orders and invoices that require your attention as part of the approval or settlement process. Approvers will find all documents requiring their approval here and requisitioners will find any document that has been returned to them during the approval process which requires further action.

Basket: Opens your current shopping basket of selected items: navigate to this screen at any time whilst the basket is being created. Your shopping basket will be submitted as a purchase requisition: this is where you manage things like financial tracking codes, comments, attachments and delivery details.

Templates: Displays a list of template or 'skeleton' requisition items that have been saved by you or another user that has given you access permissions. Items can be selected and added to your current basket.

Blanket Orders: Allows access to create and edit blanket orders or create blanket release orders, depending on your user permissions.

Non-PO Invoice: Opens the invoice entry screen for entering an invoice for which there is no corresponding purchase order in PECOS P2P.

Invoicing: Opens the Invoice and Accounts Payable Workbench

3.4   P2P Home Page

The P2P Home Page is opened by selecting the Home Page Icon: the left most of the menu tabs.

This is also the page that opens by default after logging into PECOS. Users may elect to override this default and have a more appropriate screen open as their 'landing page'.

Clicking on the toolbar graphic (the logo in the top left hand corner of the screen) will also open the Home Page.

Fig 3.7 - P2P home page

3.4.1   Summary Tasks

A summary of open tasks (items to do) is displayed at the top of the screen. Click on any of the numeric indicators to open the appropriate **To Do** screen where specific documents can be managed. If new documents have been delivered since you last opened a To Do task summary, '**New**' will indicate in the relevant task area.

The frame size will adjust automatically based on your screen resolution and horizontal scrolling will appear, when necessary, for ease of viewing.

3.4.2   Document Search

The **Document Search** section of the P2P Home Page contains a list of your most recent documents by requisition date and displays the supplier, order status and order total. The number of documents displayed by default is 10 but this can be extended to 25, 50 or 100 by selection in the 'Show' list box. The documents can also scrolled using the page controls in the bottom right hand corner of the table.

The 'Search:' box in the top right hand corner of the table allows you to search flexibly on any of the column details. The search will be across all fields for all documents and accepts partial values. For example: entering '23' will find any document containing 23 in the number, date or amount; enter 'approval' to display all documents that are in requisition or order approval routing; enter 'printer' to display all suppliers containing the word printer in their name; or enter '01/07' to display all documents dated 1st July.

To open a document click on either the requisition or order number and the appropriate Status Summary screen will open. Clicking on the column headers will sort the documents in ascending or descending order.

3.4.3   Announcements

The **Announcements** area of the P2P Home Page contains important messages placed by your system administrators. Announcements are posted organisationally and will therefore be specific to your business area. They may contain (for example) notifications relating to new suppliers, application maintenance or updated business processes.

A URL may be placed in an announcement to enable you access more detailed commentary on the subject. Click the URL to open a new browser window that will display the additional information.

3.4.4   Useful Resources

The **Useful Resources** area of the P2P Home Page contains links that will direct you to additional information. This additional information is specific to your organisation and may take the form of a document, an external web site or an internal intranet page.

Click on the link name to navigate to the resource. A second browser window will open displaying the additional information.

Note that if a link contains a destination path that is internal to your organisation (e.g. an intranet URL) then it will not display unless you are logged in to your organisation's internal network.

3.5   Passwords

PECOS has password security features which your system administrator can configure. These password rules include:

• The number of false attempts allowed.
• Requiring a minimum password length.
• Requiring that passwords contain both numbers and letters.
• Requiring that passwords be changed at first login.
• Requiring that passwords expire after a specific period of time.
• Ensuring that you cannot reuse old passwords.

Passwords are also **case sensitive**. Please check with your system administrator if you have any questions about your organisation's password restrictions.

When you log in to PECOS for the first time, the system may require you to change your default password. You can also change your password manually, at any time.

Elcom recommends the use of 'strong' passwords that are changed regularly. Use a combination of numbers and letters (irrespective of the rules created for you) and avoid using words that may be easy for others to guess. Do not write down your password, do not disclose it to other users or store it on your PC. If you think someone else knows your password change it immediately.

3.5.1   Change Your Password

To change your PECOS password, follow these steps.

1. After logging in to PECOS, click or hover your mouse over your user name in the top of screen. The **User Panel** will open where you can select the **Change Password** option. The **Change Your Password** screen will open.
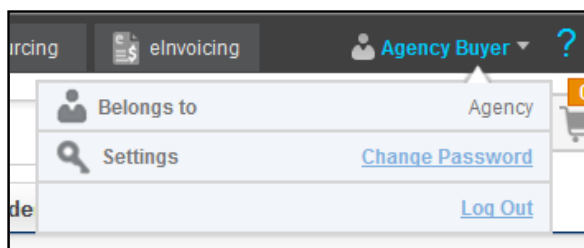
Fig 3.8 - User panel

2. Type your current password in the '**Enter current password:**' field.
3. Type your new password in the '**Enter new password:**' field, and then again in the '**Re-enter new password:**' field.
4. Click the **Submit** button.

If you are changing your password because PECOS has forced you to, the application will present a '**back**' button for you to return to the login page where you will need to enter your new credentials.

3.5.2 Expiry Prompt

PECOS will present a warning message to you a number of days before your password is due to expire. Passwords can optionally be changed immediately, or upon expiry by following the appropriate link within the warning message.
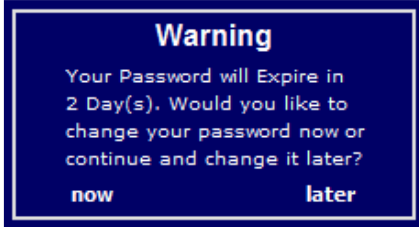
Fig 3.9 - Password expiry warning

3.5.3 Lock-outs

If you enter your password incorrectly whilst logging in to PECOS your user account will become **locked**. Three attempts is the default but this may be changed for your organisation. Passwords can be reset in one of two ways:

a) You will need to contact your system administrator to have your password reset. Depending upon your organisation's password rules, your new password will either be reset to be the same as your user id or a system generated password will be emailed to you.

b) Click '**Forgot your password?**' on the Login Page. This option can only be used if your organisation's password rules are set as system generated (see Forgotten Passwords).

3.5.4 Forgotten Passwords

If you become locked out and have forgotten your password, it is possible to reset it without recourse to contacting your system administrator. This means of password reset is **only available to users who are not also administrators**: for security reasons a system administrator will still need to have their password reset manually by another administrator. For security purposes users will be emailed any system generated password.
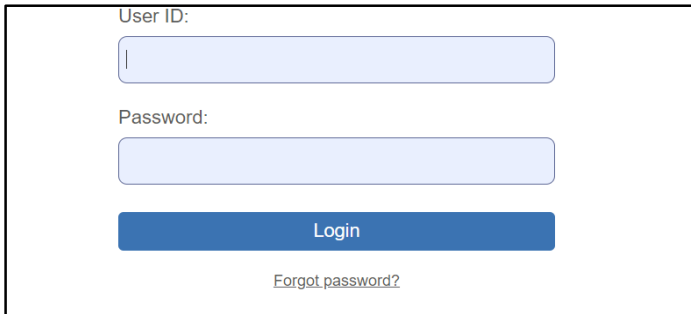
Fig 3.10 - Forgot your password link

The steps required to change a password from the login screen are shown below.

1. Click '**Forgot your password?**' on the login page. The **Reset Your Password** window will open:
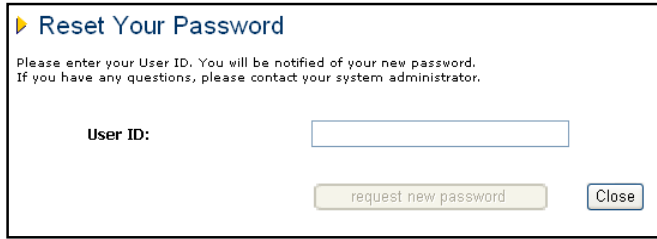
Fig 3.11 - Reset your password window

2.   Enter your **User ID** and click the '**request new password**' button. PECOS will validate the user id.

A confirmation message will be displayed informing you that your password has been reset. The reset password will be emailed to you using the email address in your user profile.
If PECOS is unable to reset your password a message will be displayed informing you of this: "Your password could not be reset. Please contact your Administrator."

3.6   Using Online Help

3.6.1   Content

Online Help facilitates users to find all relevant information about any task being undertaken. The pages are based on PECOS P2P user guides and manuals and provide structured information to satisfy the different demands of its users who:

• Take part in all Procurement to Pay process activities (e.g. ordering, receipting and settlement)
• Manage the P2P process (e.g. approval, budgetary control, price quote and report monitoring)
• Administration and configuration of business rules.

The information on each page comprises text and illustrations. Each topic is logically structured on separate hierarchical pages and includes further detail within child pages as appropriate. Pages have hyperlinks between topics as well as additional documentation where appropriate. Some documents and files can be downloaded or opened in a separate browser.

3.6.2   Features

The documentation content is held in a number of web pages in major application groupings (e.g. PECOS P2P, P2P Admin and P2P Reporting).

Information can be navigated via the links embedded in the pages, by using the search panel or by using the tree explorer as explained in the following sections.
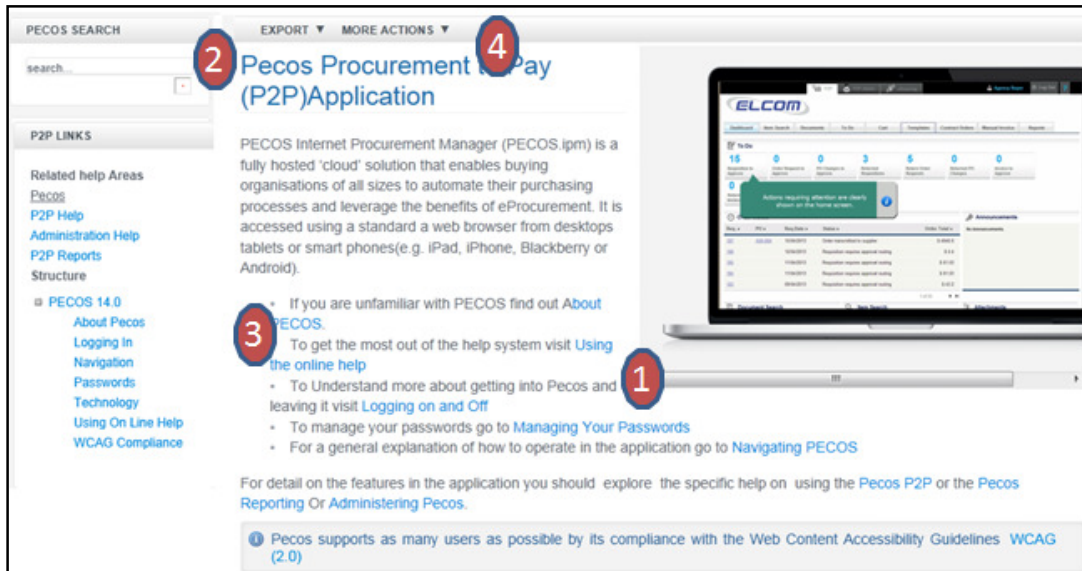
Fig 3.12 - Example help screen

(1) The help information occupies the majority of the screen and has page tools (4) to enable the export of the information into other formats.

Within each grouping, pages are organised hierarchically and include a number of links (3) that allow you to navigate through the information.

(2) The left side of the application are tools that enable navigation of the information (searching, related links, and the context of the current page in the hierarchy of the help information).

3.6.3   Searching

The **Search Panel** accepts the entry of a "Query": a text string of 'Terms' (words or phrases) and 'Operators' (such as 'AND' and 'OR') that is used to find relevant information.

Enter search text and click the 'search' button to search information across all pages of the application groups. Results are presented in a results page, by relevance calculated by the degree of match to the title of the page and its content.
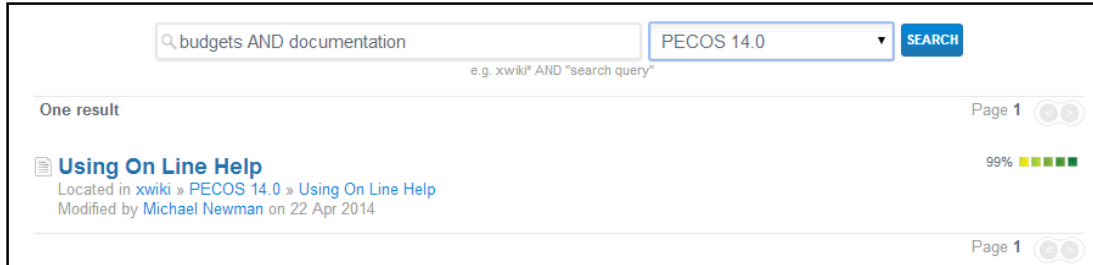
Fig 3.13 - Help text search

On the search page you may refine your search or navigate to the detail by selecting the link on an entry.

3.6.3.1   Terms

A query is broken up into terms and operators. There are two types of terms: Single Terms and Phrases.

- A **Single Term** is a single word such as 'basket' or 'receipt'. (They do not need to be entered in quotation marks)
- A **Phrase** is a group of words surrounded by double quotes such as "PunchOut catalogue".

Multiple terms can be combined together with Boolean operators to form a more complex query (see below).

3.6.3.2   Wildcards

Wildcards help find terms in documents with a similar character pattern. For example: *Invoice* OR *Invoicing* OR *Invoiced*, all of which start with 'Invoic'.

There is support for single and multiple character wildcard searches within single terms (but not within phrase queries).

- To perform a **single character** wildcard search use the "?" symbol.

   The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for *text* or *test* you can use: **te?t**

- To perform a **multiple character** wildcard search use the "*" symbol.

   The multiple character wildcard search looks for zero or more characters in a term. For example, to search for *invoice*, *invoiced*, *invoicer* or *invoicing* you can use the search: **invoice***

You can also use the wildcard searches in the middle of a term. Note that you cannot use the wildcard symbols (* and ?) as the first character of a search.

3.6.3.3   Operators

Boolean operators allow terms to be combined through logic operators. The following are supported: AND, "+", OR, NOT and "-". Boolean operators must be ALL CAPITALS.

- **OR** is the default operator. This means that when two terms are entered, neither have precedence.

   Example: to search for documents that contain either *Budget Version* or *Budgets* use the query: "Budget Version" OR Budgets. However, as OR is the default, you could simply enter: "Budget Version" Budgets.

- **AND** is an operator that matches documents where both terms exist.

   Example: to search for documents that contains both *Version* and *Budget* use the query: Budget AND Version.

- **"+"** is an operator that requires a term to be present whilst other terms remain optional.

   Example: to search for documents that <u>must</u> contain *Invoice* and <u>may</u> contain *ERS* use the query: +Invoice ERS

- **NOT** is an operator that excludes documents that contain the term after NOT.

   Example: to search for documents that <u>must</u> contain *Invoice* but <u>not</u> ERS use the query: Invoice NOT ERS.

   Note that the NOT operator cannot be used with just one term.

- **"- "** is a prohibit operator that excludes documents that contain the term after the "-" symbol.

    Example: to search for documents that contain *Approval* but not *Invoicing* use the query: Approval - Invoicing

3.6.3.4   Grouping

You can **group** terms and operators using parentheses to force how a complex search is to be done.

For example, to search for anything to do with *approvals* but excluding information on *budgets* or *price quotes*, use the query: Approvals AND NOT (budget* OR "price quote")

3.6.4   Navigating
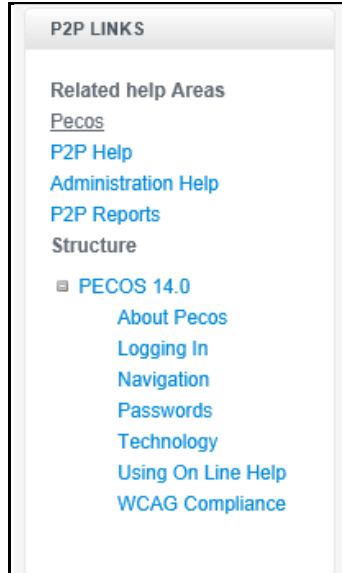
Fig 3.14 - Links panel

The Links Panel has two areas:

- **Related Areas** - links to PECOS Help pages within other groupings

    Click on the name of the page to navigate to that page.

- **Structure** - represents the hierarchical grouping of the pages

    The current page and its children are displayed along with any parent pages.

    Clicking on a page will navigate to that page.

    When a page has additional pages a '**+**' symbol will appear. Click to expand.

    If a '**-**' symbol appears, the tree elements can be collapsed.

3.6.5   Page Actions

Help pages can be exported in a number of formats. Only the content of the page will be exported: side panels will be excluded.

- **Export**. This will transform the page content into a desktop format that can be downloaded for printing. Supported formats are: PDF, HTML and RTF.
- **More Actions**. This allows you to see a clean print preview of the help text in your browser and also allows the page source to be viewed.

3.7   Logging Out

For security reasons, please log out whenever you have finished in PECOS. To log out click or hover your mouse over your **User Name** in the top of screen. The **User Panel** will open where you can select the **Log Out** option.
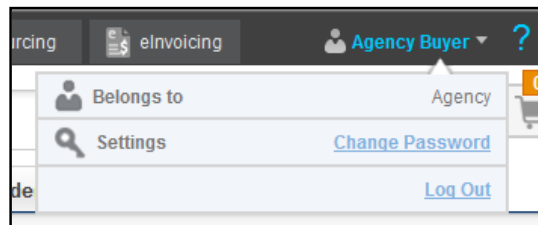
Fig 3.15 - User panel

The original **Log In Page** reappears when you have logged out successfully. After logging out you can close your browser window.

3.7.1 Time Outs

PECOS is configured to automatically log you out after a period of inactivity. This is a security feature that ensures that the application is not inadvertently left open whilst you are away from your computer. It is recommended that you always log out of PECOS when you are away from your desk.

If you are timed out, PECOS does not lock your user id: simply login once more. However time outs will result in any unsaved work being lost.

3.8   WCAG Compliance

All procurement pages are enhanced according to WCAG 2.0 (Level A) guidelines for people with disabilities.

4.   Document Search

All post requisition submission and post approval activities are performed against a purchase order number. This section describes how to find a purchase order using the **Home Page**, **Top Search Bar** and **Document Search** screen and defines the activities available through each.

4.1   Overview

After submitting a Shopping Cart, PECOS P2P will create a **Purchase Requisition**. The system will either route the entire requisition for approval or create one or more **purchase requests** (one for each supplier in the requisition) and route them separately for approval. This routing is determined by the approval rules associated with your user profile. Whilst your requisitions and order requests are pending approval, a status screen allows you to check on their current location and status.

After approval, purchase orders are created and transmitted electronically to suppliers. After your goods or services have been delivered or performed, receipting, returns and invoices will need to be processed.

The full list of actions that are performed following order approval and transmission are listed here:

- Requisition Status Review
- Order Status Review
- View Purchase Order
- Requisition and Order Copying
- Receipting
- Receipt Workflow
- Returns
- Change Orders
- Invoice Processing
- Invoice Approval Status Review
- Financial Matching
- Financial Settlement
- Remittance Review
- Order Closure
- Order Cancellation
- Order Resend

Not all users will be able to access all of these activities. Your user profile and organisational assignment will dictate what activities you have permission to perform and what area of your organisation you can perform them in. Each of these actions can be accessed either from the **Top Search Bar** or through the **Document** search screen

4.2   Top Search Bar

From within PECOS P2P the **Top Search Bar** can be used to locate orders you have raised.
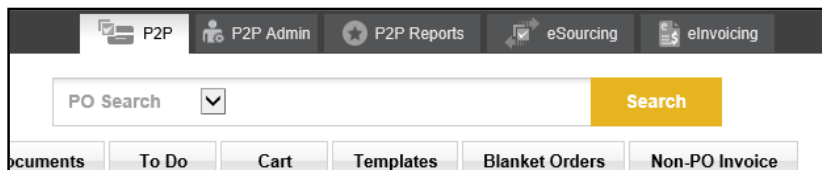
Fig 4.1 - P2P top search bar

1. Select 'Document Search' and enter the PO number of the order you wish to retrieve. Partial values are allowed and are not case sensitive.
2. Click the **Search** button: search results will be displayed in the Search Results screen.

4.3   Document Search Screen

Fig 4.2 - Documents search options
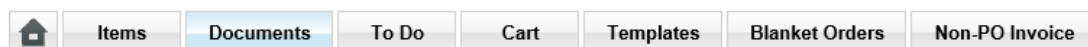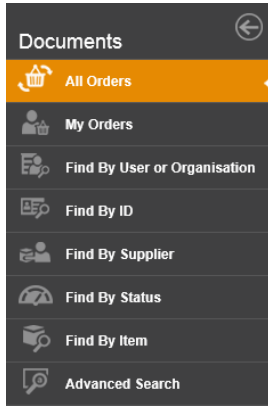
The Document search allows you to enter different search criteria to find requisitions, purchase orders and other related documents. To open the Document search, click the **Documents** tab.

There are several ways of searching for your documents – each is described in the following sections.

4.3.1   All Orders

 To search for **all orders for which you have permission** by **order date** select '**All Orders**' in the left navigation panel (this is also the default search option). Note that you may not be able to see orders and requisitions raised by other users.
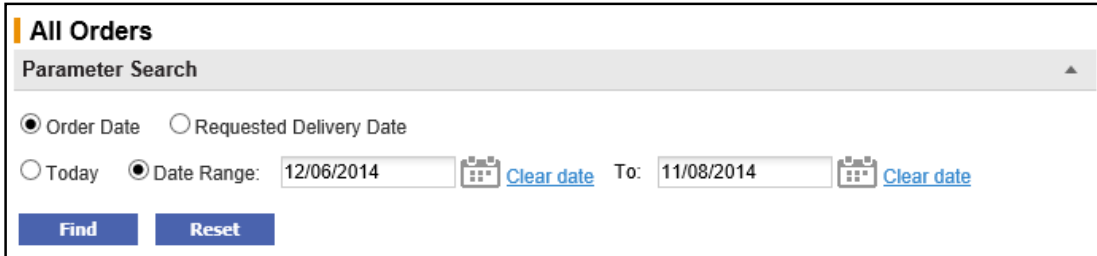
Fig 4.3 - All orders document search options

Two dates are available for document searches and may be combined with a date range in order to accurately find the documents you are searching for. First select one of the date radio buttons as the key to your search:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Second, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

- If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

Click the '**Reset'** button to return to default selections or click the '**Find'** button to start your search.

4.3.2   My Orders

 To search for just your **own orders** by **order date** select '**My Orders**' in the left navigation panel.

Fig 4.4 - My orders document search options

Two dates are available for document searches and may be combined with a date range in order to accurately find the documents you are searching for. First select one of the date radio buttons as the key to your search:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Second, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

- If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

Click the '**Reset'** button to return to default selections or click the '**Find'** button to start your search.

4.3.3   Search by User or Organisation

 To search by a **user's name** or by **organisation** select '**Find By User or Organisation**' in the left navigation panel.

Fig 4.5 - Find by user or organisation document search options

4.3.3.1   By User

To search for requisitions created by a named user select the '**User'** radio button. (Note: returning a user search will automatically select this option.)

Click the '**User Lookup**' button to open the User Search screen where you can search for a user by name or ID. Enter a partial value in the search box or leave it blank to see all users. You will see returned a list of

users within the organisational units you have been granted permission to see: select the user for whom you wish to undertake a document search.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

4.3.3.2 By Organisation

To search for requisitions created by all users within selected organisational levels select the '**All Users in Organisational Units**' radio button. (Note: selecting an organisation will automatically select this option.)

Select the organisation(s) using the drop down boxes. Organisations must be selected hierarchically from left to right. As each parent selection is made the child level will automatically populate for your next selection. The default is 'All' and has the same effect as undertaking a search for 'All Orders'.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

4.3.4   Search by Document ID

Find By ID To search by a Document's Number select '**Find By ID**' in the left navigation panel.

Fig 4.6 - Find by ID document search options

Enter a value in one of the flowing fields:

- **Purchase Order -** Enter the order number, or a partial order number for the order you wish to find. All orders *that contain your search criteria* will be displayed.
- **Requisition -** Enter the *exact* requisition number for the requisition you wish to find. PECOS P2P will return all the orders that relate to the requisition number entered.
- **Delivery Note/GRN -** Enter the exact delivery note reference that was entered in the receive items screen to locate all orders for which the reference was used.
- **RMA -** Enter the *exact* return material authorisation (RMA) number to find all orders that have returns logged under this number. The RMA must have been entered in the requisite column in the return items screen.
- **Invoice -** To conduct a search using invoice or credit note reference numbers, enter the *exact* number in the Invoice box. All orders that contain this invoice reference number will be displayed.
- **Remittance No -** If the remittance import is being used you may search for orders that have been paid by entering the payment reference number here (e.g. a cheque or BACS number).
- **GSRN** - Enter a full or partial value for the Service Relationship or extended user identification number. All requisitions and orders will be returned for requisitioners and buy-for users who match this string.
- **SSCC** - Enter a full or partial value for the shipping or container code. All orders will be returned which contain any receipt record that contains this string.

Click the 'Reset' button to clear selections or click the 'Find' button to start your search.

4.3.5   Search by Supplier

 To search by Supplier Name select '**Find By Supplier**' in the left navigation panel.

Fig 4.7 - Find by supplier document search options

- **Supplier** - Click the '**Supplier Lookup**' button to open the Supplier Search screen where you can search for a supplier by name and type. Enter a partial value in the 'Supplier Name' search box or leave it blank to see all suppliers. The system will display all active and deactivated suppliers (deactivated supplier history is available for viewing and maintenance) within the organisational units you have been granted permission to see. Select the supplier for whom you wish to undertake a document search.
- **GLN** - As an alternative from searching by supplier name, you may search by the supplier's Global Location Number (or equivalent identification used by your organisation). Enter an *exact* value to return all requisitions and orders that match the search criteria.

    If both Supplier Name and GLN are entered, the search will return documents that exactly match both the name AND location reference (i.e. not name OR location reference).

- **Date -** Optionally select a date range to refine your search.

  Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

  ○ **Order Date (default)** – This is the date of the requisition document.

  ○ **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

  Next, select *one of* the following radio buttons:

  ○ **Today** – This will retrieve all documents for the date type selected with the current day's date.

  ○ **Date Range (default) –** Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

4.3.6   Search by Status

To search by a document's status, select '**Find by Status**' in the left navigation panel.

Fig 4.8 - Find by status document search options

To undertake a search that is refined by status chose one or more of the following options:

- **Order Status –** Choose one of the order statuses from the drop down box. Your search results will be limited to all orders currently matching the status selected.
- **Invoice Settlement Status –** Choose one of the invoice settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.
- **Receipt Status** – Choose one of the receipt statuses from the drop down box. Your search results will be limited to all orders that match the status selected.
- **Order Settlement Status –** Choose one of the order settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.

- **Date Range (default)** – Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

4.3.7   Search by Item Number

To search for all requisitions and orders containing a specific item number, select '**Find by Item**' in the left navigation panel.

Fig 4.9 - Find by item number search options

Enter a full or partial value for a product item number (SKU code) in the 'Item Number' text field. PECOS P2P will find all requisitions that *contain* the text string entered. The search is not case sensitive.

Optionally select a date range to refine your search.

Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document.
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default)** – Click the calendar icons to open a date picker to select the '**from**' and '**to**' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

4.3.8   Advanced Search

To use a **combination** of search parameters to find documents, select '**Advanced Search**' in the left navigation panel.

Fig 4.10 - Advanced search options

Enter or select a combination of parameters to create an advanced search. PECOS P2P will return results for all documents that match all criteria entered. A field left empty will return 'all' documents.

4.3.8.4   Requisitioned By

Choose *one of* the following criteria to refine your search by user profile. Click the relevant radio button.

- **Yourself –** Search for *your own* requisitions only.
- **User –** Search for the requisitions of a named user.
  Click the '**User Lookup**' button to open the User Search screen where you can search for a user by name or ID. Enter a partial value in the search box or leave it blank to see all users. You will see returned a list of users within the organisational units you have been granted permission to see: select the user for whom you wish to undertake a document search.
- **All Users in Organisational Units –** Search for all users within an organisational level.
  Select the organisation(s) using the drop down boxes. Organisations must be selected hierarchically from left to right. As each parent selection is made the child level will automatically populate for your next selection.

4.3.8.2   Information

Complete **any combination** of the following fields.

- **Item Number –** Enter a full or partial value for a product item number (SKU code) in the 'Item Number' text field. PECOS P2P will find all requisitions that *contain* the text string entered. The search is not case sensitive.
- **Supplier –** Click the '**Supplier Lookup**' button to open the Supplier Search screen where you can search for a supplier by name and type. Enter a partial value in the 'Supplier Name' search box or leave it blank to see all suppliers. The system will display all active and deactivated suppliers (deactivated supplier history is available for viewing and maintenance) within the organisational units you have been granted permission to see. Select the supplier for whom you wish to undertake a document search.
- **GLN** - As an alternative from searching by supplier name, you may search by the supplier's Global Location Number (or equivalent identification used by your organisation). Enter an **exact** value to return all requisitions and orders that match the search criteria.
  If both Supplier Name and GLN are entered, the search will return documents that exactly match both the name AND location reference (i.e. not name OR location reference).
- **Payment Method –** The default is 'All'. Optionally you may select either 'Invoice' or 'Procurement Card' to refine your search.
- **Order Status –** Choose one of the order statuses from the drop down box. Your search results will be limited to all orders currently matching the status selected.
- **Invoice Settlement Status –** Choose one of the invoice settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.
- **Receipt Status** – Choose one of the receipt statuses from the drop down box. Your search results will be limited to all orders that match the status selected.

- **Order Settlement Status –** Choose one of the order settlement statuses from the drop down box. Your search results will be limited to all orders that contain invoices currently matching the status selected.

4.3.8.3 Date

Optionally select a date range to refine your search. Two dates are available and may be combined with a date range in order to accurately refine your document search. First select one of the date radio buttons:

- **Order Date (default)** – This is the date of the requisition document
- **Requested Delivery Date** – This is the Delivery Date entered in either the Requisition or Order Delivery and Invoicing screen.

Next, select *one of* the following radio buttons:

- **Today** – This will retrieve all documents for the date type selected with the current day's date.
- **Date Range (default) –** Click the calendar icons to open a date picker to select the 'from' and 'to' date range. It is possible to select a single day or a range of inclusive dates. The default date range will select a two month period up to the current date.

  To find a date in a month other than the current month, use the arrows in the upper corners of the pop up window to select the correct month and year.

  The **forward arrow** symbol will move the month forwards.

  The **backward arrow** symbol will move the month backward.

  The **forward circled arrow** symbol will move the year forwards.

  The **backward circled arrow** symbol will move the year backwards.

  Click on the date required to select it and the date will automatically populate the date field.

  If you make a mistake click Clear date. This will delete the date for an alternative to be selected.

4.4 Document Search Results

After undertaking a document search, results will appear as **Search Results** beneath your search criteria. Search criteria and the Left Navigation Panel will automatically collapse but can both be expanded to undertake another document search.

The links that appear and the activities (actions) that can be performed from this page will depend upon your **user profile privileges**. If you are unable to access any of the tasks listed here and need to do so, please speak to your system administrator who can amend your user profile.

Fig 4.11 - Document search results

Results are displayed, 20 lines per page and sorted in descending order by requisition date and then by requisition number.

Scroll Pages - Click on the next page button to open the next page of search results. Each page will contain 20 lines of results.

Run Matching - Click on the run matching button to **perform financial matching** for **all orders** based your user profile *organisation order access* permission.

Statuses - There are three statuses available that describe the **current position** of the order: order status, receipt status and invoice status. They will vary according to the order's position in the procurement cycle and the stages of document processing (see Document Statuses).

Delivered To - This is the name of the person to whom delivery is to be made. It is not necessarily the name of the requisitioner but the name of the person entered in the 'Delivery Name' field in the order's delivery and invoicing screen.

4.4.1 Requisition Number

Click on the requisition number to open the **Requisition Status Summary** page. This summary page displays all the information relating to the entire requisition split by supplier. A copy button can be accessed from within this page.

Clicking **copy** will copy all the line items in the old requisition into your current Shopping Basket. Note the following:

• Items will retain financial tracking and commodity code formatting.

• Items will <u>NOT</u> retain any comments and attachments.

• Non-Catalogue items can be copied.

• Requisitions that contain External Market Place (PunchOut) items <u>CANNOT</u> be copied.

4.4.2 PO Number

Click on the purchase order number to view the **Purchase Order Status Summary** page. This summary page displays all the information relating to the purchase order, including the order audit trail and, depending upon the status of the order and your user privileges, a number of additional functions can also be accessed.

Purchase Order Status Summary	Supplier: Watsons Waffles & Sons Ltd									
Copy	Return Items	Receipt	Prior Receipts / Returns	Change PO	View PO	Cancel PO	Create Invoice	Settle	Payments	Back

Order Detail

PO Number	Requisition No	PO Type	Ordered by	Requisitioner GSRN	Est Tax	Est Ship	Order Total	Gross Total
MJW163	328	Standard	Mike Watson	MWGSRN654736	£11.27	£0.00	£56.36	£67.63

Supplier	Delivery	Buy-for GSRN	Delivery Date	FOB/Freight Terms	Carrier/Delivery Method	Payment Method	Payment Terms
Watsons Waffles & Sons Ltd SUPGLN765475 Waffle House 2 High Street	Mike Watson DELGLN54657 54 Waltham Road Maidenhead, SL6 4JJ United Kingdom	MWGSRN654736	01/03/2019	Cost, Insurance and Freight / C.O.D.	United Parcel Service / Dedicated Truck	Invoice	1% 10, Net 30

Fig 4.12 - Purchase order status summary screen

The available functions, accessed through the buttons at the top of the page, are detailed below.

Copy - Clicking copy will copy all the line items in this order into your current Shopping Basket and be added to any existing items. Note the following:

• Items will retain financial tracking and commodity code formatting (provided the user has access to the financial tracking codes, otherwise user defaults will apply).

• Items will <u>NOT</u> retain any comments and attachments.

• Non-Catalogue items can be copied.

• Orders that contain External Market Place (PunchOut) items <u>CANNOT</u> be copied.

Return Items - Click on the Return Items button to open the return items page to enter returns and request an RMA number. Items can be returned as soon as the order has been transmitted to the supplier: receipting does not have to be performed first.

Receipt - The receipt button will only appear for an order if its status is at least '*order transmitted to supplier*'. If an order is still pending approval and therefore not yet transmitted to the supplier a receipting action cannot be performed. Click on the Receipt button to open the Receipt Entry page.

Prior Receipts / Returns - Select this button to open the Prior Receipts and Returns screen to view all previously processed receipts and returns for this order. Delivery Notes and Receipts can also be printed from this screen.

Change PO - Click on the Change PO button to create a purchase order change in the Purchase Order Change screen.

Cancel PO - Click on the Cancel PO button to cancel the purchase order. You must enter a cancellation reason in the comments box.

View PO - To see a copy of the purchase order, click the View PO button. The purchase order will open in a separate window. See the 'PO View and Print' section below for more details about printing a copy of the order.

Resend PO - Click on the Resend PO button to open the Purchase Order Resend page where a copy of the purchase order, and optionally the order attachments, can be retransmitted to the supplier. This button will only appear when the order status is at 'transmitted to supplier'.

Create Invoice - Click on the Create Invoice button to open the invoice entry screen. This button will display only after approval is complete and the order has been transmitted to the supplier.

Settle - Click the Settle button to obtain access to the Settlement Resolution screen where matching, force settlement and invoice closure can be performed.

Payments - This button will display if the **Remittance Import** is implemented and details are loaded for this purchase order. Select this button to open the **Payment Information** screen where details of all remittances and paid invoices for the order are displayed.

Back - Returns you to the status search results screen.

Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed. Note that editing cannot be performed in this screen.

4.4.3 Order Numbering

The following **order numbering conventions** are used by PECOS P2P:

a) Single number with no numerical suffix: (e.g. PO123) represents a **standard** or **original blanket** order.

b) One numerical suffix: (e.g. PO123-001) represents a **blanket release** order. The number of releases is represented by the numeric value of the suffix.

c) Two numerical suffixes: (e.g. PO123-000-001) represents a **change** order. The number of change orders created and transmitted to the supplier is represented by the numeric value of the second suffix.

4.4.4 Actions

Receive

A receive icon will only appear for an order if its status is at least '*order transmitted to supplier*'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, a receipting action cannot be performed. Click on the receive icon to open the **Receive Items** page where receipting activity can be performed and receipt history viewed.

Invoice

An invoice icon will only appear for an order if its status is at least '*order transmitted to supplier*'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, an invoice cannot be posted. Click on the invoice icon to open the **Invoice Entry** page where invoices and credit notes can be processed and invoice document history reviewed.

Settle

A settle icon will only appear for an order if post order transmission activity has been performed (e.g. receipting or invoice posting) and its status updated to 'Open'. If a requisition or order is still pending approval and an order has not yet been transmitted to the supplier, financial matching cannot be run. Click on the settle icon to open the **Settlement Resolution** page. The Invoice, Close Order, Run Matching and AP Inquiry screens can all be accessed from this page. Force settlement and invoice deactivation can only be performed on any invoice if it is not in settlement approval.

4.5 PO View and Print

The **View PO** function enables you to **view and print** a copy of the purchase order that was sent to the supplier.

In order to access the Purchase Order the order status must be at least "Order transmitted to supplier". No purchase order is available for viewing until your requisition and/or orders have been fully approved and transmitted.

Initial **order transmission** is preformed electronically by one of five methods chosen by your supplier: email, secure email, XML or EDI. Note therefore, that when an order is viewed or printed within the view PO screen it will be notated with the words: *** Confirming Order – Do Not Duplicate ***. These words would not have been attached to the original order but must appear on all copies and re-prints to ensure that goods and services are not duplicated by the recipient of a copy document.

The order is viewed as a PDF document that is read using Adobe Acrobat Reader. The order is viewed in the same way when opened in PECOS and you must have a copy of Adobe Reader available to you locally.

A copy of the latest version of Adobe Reader can be downloaded from: http://www.adobe.com or by contacting your local IT Help Desk.

To access the View PO screen:

1. Click the **Documents** tab to open the Document Search screen.

2. Enter appropriate search criteria to find the order you wish to view and click the 'Find' button. The Search Results page will open.
3. Click the **purchase order number** of the order you want to view to open the **Purchase Order Status Summary** page.
4. Click on the **View PO** button at the top of the page. The purchase order will open as a .pdf file in a separate window.
5. The order can be **printed** by clicking on the print icon in your application toolbar.
6. To **close** the order click on the close button **X** in the top right hand corner of the window.

4.5.1   Purchase Order Content

Your organisation will either have its own bespoke purchase order template or it will (more commonly) use the standard PECOS P2P purchase order layout.

The standard PECOS P2P purchase order contains all the information normally requested by a supplier and is presented in a standard template. The same template is used for all orders and for all suppliers but will be customised for your organisation:

- Your organisation's logo will appear in the top left hand corner.
- Terms and conditions of supply will appear automatically at the foot of the order. These will be either your organisation's standard terms or they may be supplier specific if the supplier has been configured to use a bespoke file.

Additional optional fields will display depending on your system configuration and the fields entered during the requisitioning process.

- **VAT Types** may optionally display at line level, with a VAT Types table appearing at the bottom of the order to provide a description of the tax types used.
- **Estimated VAT and Gross amounts** may optionally appear. Estimated VAT charged on each net extended line amount will display alongside the VAT Type, the sum of the estimated line amounts will display as a total and the sum of the extended amounts + estimated VAT will be displayed as an estimated gross order amount. The sum of estimated VAT by type will also display in the VAT Types table.
- Item **User Defined Fields** may appear as text at line level.
- A box for the physical **signature** of a senior manager may optionally be displayed at the bottom of the order.
- **Procurement Card** payment information may display if a procurement card is used for financial settlement.

4.5.2   Purchase Order Examples

A number of purchase order examples are displayed here showing where different order information is displayed and derived.

4.5.2.1   Supplier Profile and Payment Defaults

The following fields are defaulted from the supplier profile. Where more than one profile exists for the same supplier, the profile used is the one saved closest to organisation level to the user's organisation assignment.

- Supplier Address and GLN – these are a fixed field.
- Delivery / Shipping Information – Carrier and Freight terms are optionally editable by the user during requisition creation and approval.
- Customer Number – this is a fixed field.
- Payment Information – The payment terms are optionally editable during requisition creation and approval.

Fig 4.13 - Purchase order header showing supplier and payment details

If the payment method selected had been **Procurement Card** rather than invoice, the following Payment Information will be displayed on the purchase order instead of that shown above:

Fig 4.14 - Default procurement card payment information

If you organisation has implemented additional security configuration, for **PCI Data Security** compliance, the card Expiration Date may be masked in addition to the card number.

Fig 4.15 - Payment information with masked date field

System Procurement Card data is derived from pre-populated card details maintained by the system administrator and is non editable during the requisitioning process. Personal procurement card data entry is also available if your user profile has been so configured, which allows card data entry during the requisitioning process.

4.5.2.2   Manually Entered and User Defined Data

The following order shows non defaulted and optional data that is **entered manually** during the requisitioning and approval process:

- Delivery Date – entered in the requisition delivery and invoicing screen(s).
- Delivery Time - entered in the requisition delivery and invoicing screen(s).
- Internal Delivery Location – entered in the User Name and Address section of the requisition delivery and invoicing screen(s).

- External Order Level Comments - entered at order level in the requisition.
- External Line Level Comments - entered at line level in the requisition.
- Additional Order Information – Order level User Defined Fields entered in either the requisition or order delivery and invoicing screen.
- Additional Item Information – Item level User Defined Fields entered in the line level comments and attachments screen.

Fig 4.16 - Purchase order showing manually entered and user defined data

4.5.2.3 User Defaults

The following order extract displays the fields that are defaulted onto the purchase order from the **User Profile**:

- Delivery / Shipping Address and Location – This is optionally editable during requisition creation and approval. The address detail includes the Address GLN which defaults from the address configuration. The location detail includes the Buy-for User's GSRN and Internal Delivery Location, both of which may be entered or edited during requisition creation and approval.
- Order Contact Information – This is fixed data derived from the user profile and refers to the requisitioner.

Fig 4.17 - Purchase order header showing user profile defaults

4.5.2.4 Tax and VAT Types

The following order extract shows **VAT Type** details that are displayed on the purchase order:
- Line level VAT Type.
- VAT Types key table.

Fig 4.18 - Purchase order section showing tax type details

4.5.2.5 VAT and Gross Amount Display

The following order shows the fields that are displayed when the **VAT and Gross amount** display is enabled for the purchase order.

Note that this option can be enabled separately for the purchase order and requisition screens and therefore the PO and requisition displays might be different. Your organisation might not include VAT amounts on purchase orders if VAT is fully recoverable. The following fields are additionally displayed:

• The total estimated amount of VAT to be charged for each item – calculated on the net extended amount and displayed at line level.

• The total estimated amount of VAT to be charged – the sum of all the estimated line amounts and displayed as a summary total.

• The estimated gross order total – the sum of the total net extended amounts and total estimated VAT.

• The VAT Types table displays the total estimated amount of VAT for each tax type.

Line	Item No / Description	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type / Est VAT	Extended Amt
1	AC G17 3-6	IV7873	Each		4	£43.70	STD	£174.80
	17 Seater Minibus 2500cc 3-6 Days Rental (Price Per Day)						£34.96	
2	AC A3 Ins		Each		4	£4.50	EXM	£18.00
	Group A3 Insurance						£0.00	

Total Extended Amount:	£192.80
Total Estimated VAT:	£34.96
Estimated Gross Amount:	£227.76

VAT Types

Key	Description	Estimated VAT
STD	Standard	£34.96
EXM	Exempt	£0.00

Fig 4.19 - Purchase order showing estimated VAT and gross amounts

4.6   Order Acknowledgements

PECOS P2P will accept PO Acknowledgements from suppliers which are transmitted via the Elcom PSI interface.

An acknowledgement button will display in the PO Status Summary screen for any order for which an order acknowledgement has been received.

Clicking the **acknowledgement** button will open the PO Acknowledgement screen.

The PO Acknowledgement screen will display acknowledgment information received from the supplier and enables the user to accept the acknowledgement. Comments are required which will update the audit trail.

4.7   PO Resend

PECOS P2P will allow you to transmit a copy of the purchase order and external attachments to the supplier under the following conditions:

• The 'Purchase Order Resend' Dynamic Option is defined as 'True' for your organisation or user profile.

• The order status is either: 'Order transmitted to supplier' or 'Transmission failure'.

Once processing has commenced (e.g. receipting) and the order status progresses to 'Order is Open', it will not be possible to retransmit the purchase order.

From the Purchase Order Status Summary screen click on the **Resend PO** button to open the Purchase Order Resend screen.

The resend PO feature is available for the following order types:
• Standard orders
• Change orders
• Blanket orders
• Blanket order releases

4.7.1   Purchase Order Resend Screen

After clicking the Resend PO button, the **Purchase Order Resend** page displays allowing you to enter comments, select attachment options and the method by which you wish to retransmit the order.

Fig 4.20 - Purchase order resend screen

Comments / Feedback

Enter the reason why the order is being retransmitted. Comments are internal and will appear in the audit trail but will not appear on the purchase order.

Comments are mandatory and if they are omitted, an error message will display when the retransmit button is selected.

PO Retransmission Method

Three choices for order retransmission are available for selection by radio button:

- **Email**. Enter a destination email address in the text box. The default that is displayed is the current address held in the supplier profile.
  - o If email is selected as the retransmission method and an email address is not provided, an error message will display when the retransmit button is clicked.
  - o The email address will be subject to normal validation rules and if it is badly formatted, an error message will be displayed when the retransmit button is clicked.
- **Secure email**. This option will only display if the supplier is configured for secure email order transmission. A text box to enter a destination address will not display because the secure certificate is tied to the original email address. The selection of the radio button only is required.

For orders that were originally transmitted by cXML the only retransmission method available is email due to integration restrictions or complications suppliers have with handling potential duplication of cXML orders. For cXML orders, the method will default to email and the email address will be retrieved from the supplier profile.

Retransmission Options

Three choices are available for selection by radio button:

- **Purchase Order and Attachments**. This will be the default if the original order contained attachments. Selection of this option will re-queue the purchase order and attachments for retransmission.
- **Purchase Order Only**. If the original order did not contain external attachments this will be the only option available for selection. This option will re-queue the purchase order only for retransmission.
- **Attachments Only**. Selection of this option will re-queue the order attachments only for retransmission: the purchase order will <u>not</u> be retransmitted.

After making retransmission selections click the 'retransmit' button at the top of the screen. If no errors are detected, the Purchase Order Status Summary screen will redisplay and a confirmation message will appear at the top of the page: "Order Queued for retransmission".

4.8   Audit Trail

All PECOS P2P Requisitions and Orders have separate Audit Trails that capture every action and activity that is undertaken by the document. They are viewed in the **Status Summary** screens by **clicking on the document number**, when available and contain the following details:

- **Time Stamp:** The time and date that the action was undertaken. This is defined by the time zone setting in your user account.
- **Action:** This is what happened to the document.

- **User:** The person who undertook a manual action. The user is left blank for automatic system activities.
- **Comments:** Where comments are entered during the approval, receipting or settlement process they will be displayed here. Some system activities display automatic comment text.

There are two **types of audit action** text:
- **System:** This text is pre-defined and system generated when certain activities are undertaken. These actions are listed in the following section.
- **Configurable:** This text is configurable by your system administrator and usually appears after activities are undertaken as the result of an approval plan action. They cannot be identified here due to their customer configurable nature, but include text to indicate when an approval action is commenced or completed; when documents are rejected by an approver or when a notification message is sent.

The following **system audit actions** may be displayed within the audit trails.
- **Requisition released for ordering:** Indicates that the requisition has completed all approval activity and purchase orders will be created. This will be the final message displayed in the requisition audit trail and may be the only message displayed in the requisition audit trail if your requisition has not been routed for approval under a 'requisition approval plan'.
- **Requisition returned to originator:** The requisition has been returned by an approver during the workflow process. The reason for return will appear in the comments box.
- **Order Request returned to requisitioner:** The order has been returned by an approver during the workflow process. Reason for the return will appear in the comments box.
- **Pending transmission:** This status will display prior to the purchase order being transmitted. It is a temporary status.
- **Order transmitted to supplier:** Indicates that a purchase order has been electronically transmitted to the supplier. Note that the comment field may contain details of the order's email location.
- **Requisition cancelled:** This requisition has been cancelled. An order has not been raised and no further activities are permitted.
- **Order has been cancelled:** This order has been cancelled either during approval or after transmission. No further activities are permitted.
- **PO Change created:** A change order has been created and submitted. Any change audit trail comments will appear in the comment field.
- **Partially received:** A receipt for *less than* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **Fully received:** A receipt *equalling* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **Order has been over received:** A receipt *greater than* the full order quantity has been processed. The comment field will contain the receipt status entered at the time of receipting.
- **X of item Y returned by Z:** Indicates the logging of a return where X is the quantity, Y is the item number and Z is person who transacted the return. The comment field will contain details of the RMA number and return reason.
- **An RMA Request has been submitted for item(s) X:** Indicates that an RMA request email has been sent for item number X. Any comments and notes entered at the time of transacting the email will appear in the comment field.
- **Invoice received:** The order has been approved and sent to the supplier. Receipting may or may not have been performed but an invoice has been posted for this order.
- **Invoice updated:** An invoice has been deactivated for this order.
- **Partially invoiced. Awaiting full invoice before settling:** The matching program has been run. The supplier is not set up to receive payment for partial orders so the system is waiting for further invoices before allowing payment.
- **Partially invoiced and settled:** The matching program has been run. Some receipts and invoices have been fully posted and reconciled to the order and these invoices await transfer to Accounts Payable for payment.
- **Fully invoiced and settled:** The matching program has been run. All receipts and invoices have been fully posted and reconciled to the order and they await transfer to Accounts Payable for payment.
- **An invoice has been force settled:** The matching program has been run. A mismatched invoice has been approved and reconciled and now awaits transfer to Accounts Payable for payment.
- **Invoice exception:** Following the running of the matching program there are matching discrepancies and invoices require force settlement before transfer to Accounts Payable for payment.
- **Order manually closed:** This order has been closed. All invoices have been settled and provided to Accounts Payable. No further activity is allowed on this order until after the APExport has run.

- **Order closed by AP:** This order has been closed by your Accounts Payable department. No further activity is allowed on this order.
- **Order opened by AP:** This order has been re-opened by your Accounts Payable department. Processing activity can re-commence.
- **An invoice for this order has been provided to AP:** The APExport has been run and the order has been *partially* invoiced and settled. The invoice has been sent to accounts payable for payment but further invoices are outstanding.
- **All invoices for this order have been provided to AP:** The APExport has been run and the order has been *fully* invoiced and settled. The invoice(s) has been sent to accounts payable for payment and no further invoices are expected.
- **Remittance details recorded:** The Remittance Import has been run and payment information is available for this purchase order. The Additional Comments column will contain details of the load and the remittance ID.
- **Remittance details cancelled:** Remittance details that were previously loaded have been deleted (possibly due to an error or subsequent payment cancellation). The Additional Comments column will contain details of the remittance ID.

5 Document Statuses

5.1 Order Status

The following statuses relate to the overall position of the purchase order and are independent of receipting and invoicing activities. They are displayed in the Document Search Results and Order Status Summary screens.

- **Quick saved requisition:** A user has a partially completed Shopping Basket that has been 'Quick Saved'. A requisition number has not yet been allocated and the document has not been submitted to the approval process.
- **Requisition requires approval routing:** Your requisition is still in the approval process. No orders have yet been raised or transmitted.
- **Order requires approval routing:** Your order is still in the approval process. It has not yet been transmitted to the supplier.
- **Requisition returned to sender:** Your approver has returned this requisition to you as unapproved. It requires further action by you.
- **Order request returned to requisitioner:** Your approver has returned this order to you as unapproved. It requires further action by you.
- **Pending transmission:** Your order has been approved (if required) and is about to be transmitted to the supplier.
- **Order transmitted to supplier:** Your requisition and order have completed the approval process and the purchase order has been sent to the supplier.
- **Order is Open:** The order has been transmitted to the supplier and post transmission activities have been processed. Receipting, invoicing and settlement activities are present: navigate to the audit trail to view details. All invoices have yet to be transmitted to Accounts Payable.
- **Requisition cancelled:** This requisition has been cancelled. An order has not been raised and no further activities are permitted.
- **Order has been cancelled:** This order has been cancelled either during approval or after transmission. No further activities are permitted.
- **Order manually closed:** This order has been permanently closed. All invoices have been settled and provided to Accounts Payable.
- **Order closed by AP:** This order has been closed by your Accounts Payable department. No further activity is allowed on this order (unless or until it is reopened).
- **Order has been superceeded by a PO change:** A Change Order linked to this Order is in place. This status is visible only within an original order that has been superseded.
- **Order may now be externally processed:** Where the Order is being processed outside PECOS P2P, it may now be dealt with.
- **Externally processed order has now been processed:** All receipts and invoices have been fully posted and reconciled to the order by the matching process. The invoices await transfer to Accounts Payable for payment.
- **Externally processed order has been recorded:** This order originated from outside PECOS P2P.

5.2 Receipt Status

The following statuses relate to receipting activity and are displayed in the Document Search Results screen.

- **No items received (initial status):** Receipting is expected or required for three-way matching. No receipting has yet been performed against this order.
- **Receipt not required (initial status):** Receipting is not expected or required for three-way matching. No receipting has yet been performed against this order.
- **One or more items have been partially received:** one or more receipts have been processed but not all items on the order have been received.
- **All items have been fully received:** one or more receipts have been processed resulting in all items on the order being received.
- **One or more items have been over-received:** one or more receipts have been processed resulting in one or more items on the order being over received.

5.3 Invoice Status

The following invoice statuses are displayed on the Document Search Results screen and are independent of order and receipt statuses:

- **No invoices received:** no invoices have yet been processed against this order.
- **Pending initial match:** one or more invoices have been posted but the initial financial matching has not yet been run.
- **One or more invoices are mismatched:** invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. Invoices may have been sent for settlement approval and will remain mismatched until a senior manager resolves the matching exception(s).
- **Fully invoiced – one or more invoices are mismatched:** invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. Invoices may have been sent for settlement approval and will remain mismatched until a senior manager resolves the matching exception(s).
- **The order has been partially invoiced:** all invoices that have been posted have been matched, approved and settled. Not all items on the order have been fully invoiced with the same quantities that were on the original purchase order.
- **The order has been fully invoiced:** all invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced with a quantity that matches the original order quantity.
- **The order has been over invoiced:** all invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced but some have invoice quantities that are greater than the original order quantities.
- **One or more invoices have been paid:** invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to your finance system for payment. Some items on the order have not yet been invoiced: invoicing is not yet complete.
- **The order has been fully invoiced and paid:** all invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to your finance system for payment resulting in all items on the order being invoiced. Invoicing is complete.

5.4 Invoice Settlement Status

The following settlement statuses are displayed for each invoice on the Settlement Resolution and the Settlement Approval Summary screens. These statuses are provided to give an indication of the current matching and settlement processing stage of individual invoices. A purchase order may have multiple invoices, each containing different settlement statuses.

- **Received – unprocessed:** The invoice has been received or processed but the matching program has not yet been run.
- **Invoice requires approval routing:** The invoice has been processed and matched. An invoice settlement plan exists that requires the invoice to be approved and the invoice is currently awaiting action form an approver. Note that this status will display in the Settlement Resolution screen but the actual post matched status (example: exception or mismatch) will appear in the Settlement Approval Summary screen.
- **Exception - Full match pending receipt:** (Note that three-way matching is being used by the order). The invoice has been matched and an invoice exception recognised: at least one line on the invoice contains a quantity that is greater than the receipt quantity for the line. Full receipting or force settlement is required in order for this invoice to be paid.
- **Exception - Order tolerance exceeded:** The invoice has been matched and an invoice exception recognised: at least one line on the invoice contains a price that is greater or less than the order price. Force Settlement is required in order for this invoice to be paid.
- **Mismatch between order and invoice (for non tolerance errors):** The invoice has been matched and an invoice exception recognised: at least one line on the invoice contains a quantity greater than the net order quantity (original order quantity less returns). Force Settlement is required in order for this invoice to be paid.
- **Exception - VAT tolerance exceeded:** The invoice has been matched and an invoice exception recognised. The total VAT entered on the invoice as 'Supplier VAT' exceeds the amount of system generated 'Calculated VAT' by more than the VAT tolerance. Force Settlement is required in order for this invoice to be paid.
- **Reconciled:** The invoice has been matched and there are no exceptions. This invoice can be paid and will be included on the next APExport.

- **Reconciled - pending full invoicing:** The invoice has been matched and there are no exceptions. The supplier has been configured to NOT allow 'Partial Delivery Payment' and therefore PECOS P2P has identified that the invoice quantity is less than the order quantity. This invoice cannot therefore be paid until all invoices have been received for this order and the total invoice quantities equal the net order quantity. This invoice will not be included in the APExport until all invoices for this order have been received and reconciled, when all invoices have been sent together.

- **Force settled:** The invoice has been matched and an exception identified but this has been approved by the running of the Force Settlement program. This invoice can be paid and will either be included in the next APExport (if the invoice is not in approval routing) or is in settlement workflow awaiting approval.

- **Processed to accounts payable:** The invoice has completed matching, approval and settlement and was formerly on a status of either 'Reconciled' or 'Force Settled'. It has been transferred on an APExport batch for payment and is therefore marked as 'Paid'. No further settlement processing can be undertaken on this invoice: it cannot be edited or deactivated.

- **Remittance Received:** The Remittance Import has uploaded payment information for this invoice to PECOS P2P and is available for viewing.

- **Deactivated:** The invoice has been deactivated during the settlement process and no longer requires approval or settlement. This invoice should not be paid and will not be included in an APExport.

- **Returned to invoicer:** The invoice has been returned to the invoicer (the user who created the invoice) during the approval process. The invoice will reside in the Invoicers' inbox until it is edited and reprocessed.

- **Returned to requisitioner:** The invoice has been returned to the requisitioner (the user who created the invoice) during the approval process. The invoice will reside in the requisitioner's inbox until the original purchase order has been changed and/or reprocessed.

5.5   Return Status

The following return statuses are used in the Purchase Order Status Summary screen:

- **No returns:** no items have been returned on this purchase order.
- **One or more returns:** one or more items have been returned on this order.

6 Invoice Processing

6.1 Overview

This section refers to the **manual entry** of invoices, received for **requisitioned items** for which there is a purchase order in PECOS P2P. Once receipting has taken place the next stage in the procurement process is the processing of a supplier invoice. Only after posting the invoice can goods or services that have been purchased, be settled and paid. The invoice may also contain Tax amounts (e.g. VAT) that must be accounted for and paid.

The role of invoice entry is often performed centrally by your accounts payable department. You will need to be given the appropriate access permissions by your system administrator before you can enter, edit or view invoice information.

6.1.1 Processing Options

An invoice can be received from the supplier either through an automated batch upload (by cXML or EDI), through the Elcom eInvoicing module, or on paper. This section explains how a **paper invoice** is posted manually into PECOS P2P using the pre-populated invoice template.

6.1.2 Invoice Attachments

Invoice processing in PECOS P2P allows organisations to manually attach and save a copy of the original invoice and any supporting documents against the invoice record. It also enables an electronic interface to automatically send and store a 'hard copy' of the invoice and any supporting attachments.
The attached copies will become the file copy and any paper copies can optionally be destroyed or archived. Benefits of invoice attachments include:
- Space saving – paper invoices and associated documents do not need to be stored;
- Filing efficiency – associated documents are stored in the same place;
- Physical security – electronically held invoice copies are more secure from accident or malicious damage;
- Electronic security – electronically held invoices are additionally protected by backup and disaster recovery policy;
- Retrieval – electronically stored invoices can be very easily searched and retrieved;
- Accessibility – electronically stored invoices are more easily accessible by more people;
- Dispute Resolution – one of the benefits of improved retrieval and accessibility is that invoice disputes can be resolved in a more efficient manner.

The attachment feature additionally allows a URL to be saved as the attachment record thereby eliminating the need to upload a physical attachment to PECOS P2P and storing a link to an external file. Attachments can be stored locally or on a 3rd party eInvoice solution.

6.2 Invoice Entry

The invoice entry section follows logical steps that should be followed for each invoice that is entered. Not all of the proceeding steps will require input and some fields can optionally be added (e.g. user defined fields) or removed (e.g. delivery charges) for your organisation.

This section is further broken down into sub-sections to enable you to understand each task within the invoice entry process:

1) Open the Invoice Form
2) Enter Invoice Attachment Details
3) Enter Header and Additional Information
4) Recalculation of Invoice Totals
5) Check and Update Line Details
6) Enter and Check Tax
7) Delivery Charges
8) Add Additional Line Items and Discounts
9) Check and Update Financial Tracking
10) Create the Invoice
11) Errors and Troubleshooting

6.2.1 Open the Invoice Form

6.2.1.1 Purchase Order Status Summary

1. To access the invoice form from the Purchase Order Status Summary screen, navigate to the order for which you wish to process an invoice. This can be done through the Home Page, the Top Search Bar or through the Document Search screen.

   For ways of searching for your orders please refer to the 'Document Search' section.

2. Click on the **PO Number** to open the **Purchase Order Status Summary** screen.

Fig 6.1 - Purchase order status summary screen

3. Click on the **Create Invoice** button to open the **Invoice Entry** form.

6.2.1.2 Document Search Results

1. To access the invoice form from the Document Search Results screen, search for the order for which you wish to process an invoice. This can be done through the Top Search Bar or through the Document Search screen.

   For ways of searching for your orders please refer to the 'Document Search' section.

2. In the Search Results screen, click on the **Invoice icon** in the **Actions** column to open the **Invoice Entry** form.

Fig 6.2 - Document search results screen

6.2.1.3 The Invoice Form

• The Invoice Entry form is pre-populated with the information defaulted or entered during the requisitioning, ordering and approval processes and requires minimal data input. There is no need to re-key information.

• Clearly labelled buttons allow for easy navigation and document completion.

• After entering an invoice number and invoice date (PECOS P2P cannot default these since it has no way of knowing the information!), check that the detail on the paper invoice received matches that on the PECOS P2P invoice form.

• You can review item details, unit pricing and line level comments.

• Click on an item number to drill into the 'Item Detail' page (use the back button on your browser to return to the Invoice Entry form).

• Click on the order values to invoke currency conversions (if implemented).

• The Order Extended Price ('Ord Ext Price') is the item quantity multiplied by the Order Unit Price for each line.

• Financial Tracking codes can be checked and updated at header or line level by clicking on the Financial Tracking icons.

• VAT treatments can easily be updated by selecting from the line level list boxes.

• System Calculated VAT amounts will be automatically recalculated for matching purposes.

• Click on the 'Additional Invoice Information' button to review or enter data into any extended fields.

• Any previously invoiced quantities and prices are also displayed in this form.

6.2.2 Invoice Attachments

Clicking the Invoice Attachments icon in the invoice header will open the **Invoice Attachments** screen.

Note that you must ensure that attachments are entered first to avoid losing other invoice data that may have already been entered.

File description	Size	Type	User	Date Added	Delete
Copy_of_supplier_invoice	83080	Manual	Mike Watson	17/02/2015	✗

Fig 6.3 - Invoice attachments screen

In the attachments screen you are able to select and add:

a) A **document attachment**. Click the 'Browse' button and select your attachment. The following attachment types are supported: .doc, .docx, .xls, .xlsx, .ppt, .pdf, .txt, .jpg, .bmp, .rtf, and .csv. Note that Zip and executable files are not supported. Next enter a description and click the 'add new attachment' button. The attachment will be uploaded and appear in the attachments table at the top of the screen.

b) A **URL.** When documents are stored externally (on a local intranet or supplier internet site) a URL can be saved as an attachment. You must enter a logical description and URL. Note that the URL must start with http://.

After upload, attachments can be downloaded or deleted from the attachments table at the top of the page. Each attachment will display as 'Manual', indicating that it has been manually uploaded and will also display a file size and date added.

To open and download click on the file description and to delete click the delete icon.

6.2.3 Header Information

You must enter invoice header information from the paper invoice received from the supplier. The only mandatory items of information that must be entered are the **Invoice ID** and **Invoice Date**.

Fig 6.4 - Invoice entry form showing header information

- **Invoice ID (mandatory)**. The invoice number is mandatory and must be entered from the supplier invoice. It will not default since PECOS P2P cannot know the supplier's invoice reference. If the invoice number is omitted, a warning message will display when the create invoice button is clicked.

  It is **validated** against all other invoices for the same supplier to prevent the same invoice being entered more than once.
  The field is alpha-numeric, is case tolerant and supports the following special characters: / \ . , - _) (

- **Invoice Date (mandatory)**. Enter the invoice date from the supplier invoice. It will not default since PECOS P2P cannot know the actual invoice date. If the invoice date is omitted, a warning message will display when the create invoice button is clicked

  Click on the calendar icon to enter the date. When the calendar opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it, the calendar will close and the date selected will populate the Invoice Date field.

  Click on the red cross to clear a date which has been selected. Alternatively, to change an existing date, click on the calendar icon once more and select an alternative. The original date will be replaced.

- **Invoice Received Date**. An Invoice Received Date may be available if it has been implemented by your system administrator and if so, its completion may also be mandatory. Enter the date of receipt of the invoice. If the entry of an invoice received date is not required by your organisation, this field will not display.

  Click on the calendar icon to enter the date. When the calendar opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it, the calendar will close and the date selected will populate the Invoice Received Date field.

  Click on the red cross to clear a date which has been selected. Alternatively, to change an existing date, click on the calendar icon once more and select an alternative. The original date will be replaced.

- **Remittance Address**. Click on the **Address Lookup** button to open the address search screen.

Fig 6.5 - Remittance address lookup screen

Use the address search tool to identify and refine your address search results. Leave the search box empty to search for all available remittance addresses for this supplier.

Click the **Search** button to display all available remittance addresses for this supplier. Clicking the select the address icon will select the address and return you to the invoice entry screen.

If you have been granted permission, a new address can be created by selecting the **'Add A New Address'** button. Enter address details: Address Name, Address Line 1 and City/Town are mandatory. Click to save and add the address to the supplier profile.

- **Payment Terms**. Click on the **Terms Lookup** button to open a pop up window for the selection of alternative payment terms for this invoice.

- **Supplier VAT Number**. The supplier VAT number might be defaulted if it has been entered in the supplier profile. If not it can be entered from the supplier invoice if required. This field is not mandatory and may be left blank.

- **Comments**. Optional comments can be entered in the comments field if required. The text entered will appear in the audit trail, and is retained in the invoice detail.

- **Credit Invoice**. If you are entering an invoice this check box must be left empty. This will need to be checked ONLY if you are entering a credit note. (see the following section for credit note entry)

- **Invoice Currency**. The invoice currency will default to your supplier's default currency and will be the same as the order currency by default. If the invoice received is in a different currency to the order currency, it can be changed only if you have **'Multi-currency'** implemented for your organisation.

- **Short Pay.** Check this box if you wish to withhold an amount and pay a value **other than the invoice total**. When this box is checked, an amount can be entered in the 'Payment Amount' box at the foot of the invoice. This amount appears on the APExport and is therefore passed to your finance system to indicate a partial payment amount for this invoice.

- **Additional Invoice Information (optionally mandatory fields).** Click the Additional Invoice Information button to open a sub window for the completion of all available **invoice document user fields**. These are extended invoice fields added by your system administrator to capture required or relevant information for your organisation. Some of these fields may be pre-populated with a default and some may be mandatory and will require completion before the invoice is created.

Fig 6.6 - Additional invoice information window (with example fields)

6.2.4 Recalculation

The invoice lines and invoice total will either dynamically update or require recalculation to be performed. Your system administrator will optionally enable recalculation.

- **Dynamic Update (default).** Each time a quantity or price field is changed in the invoice form, upon exiting (tabbing or clicking out of) the edited field, the invoice will automatically refresh and update all totals that are dependent upon the value changed. It is necessary therefore, where recalculation is implemented, to change each field separately and wait for the screen to dynamically refresh.

- **Recalculate.** If a recalculate button appears at the top and bottom of the invoice body, the invoice form will not automatically recalculate after changes to quantity and price fields. After completing line level edits or entering delivery or VAT charges, click on the recalculate button: the lines, calculated VAT and invoice totals will update. It is necessary to recalculate all edits before creating the invoice. Failure to do so will result in an error message being displayed.

6.2.5 Line Details

You must check and update all line item details and ensure that they match the invoice received from the supplier.

Fig 6.7 - Invoice line details

If there are any discrepancies in item quantity or price between the supplier invoice and the PECOS P2P invoice form, these can be adjusted by over-typing the defaulted data with the correct information. **PECOS P2P must be changed to reflect the actual supplier invoice information.**

- **Invoice Quantity.** This is an editable quantity that will be defaulted for you. The default value will need to be changed if the invoice quantity on the supplier invoice is different. It is easily changed by overtyping.

  The **default invoice quantity** is calculated as the difference between the *Order Quantity* and the *Previous Invoice Quantity*. The **invoice order quantity** is calculated as the net of the order, receipt and return quantities: the order quantity will be increased by over receipts and reduced by returns.

  Decimals. The quantity will support a decimal of up to six decimal places. Note that decimal quantities must be enabled for your site.

  Recalculation may be required if the invoice quantity is changed. The quantity cannot be reduced to less than zero.

  Previous Invoice Quantity (display only). The figure displayed is the quantity for which invoices have previously been saved. See the bottom of the invoice screen for invoice history details.

- **Item Number.** The item number defaults from the original purchase order and is editable. Check that you have been invoiced for the correct goods or service.

- **Item Description.** The item description defaults from the original purchase order but is not editable. Check that you have been invoiced for the correct goods or service.

- **Unit Price.** The unit price will default from the original purchase order (i.e. the catalogue price). If the price charged on the supplier invoice is different it will need to be changed in the PECOS P2P invoice form before creation. It is easily changed by overtyping.

  Recalculation may be required if the invoice price is changed. The price should not be reduced to less than zero.

- **Unit of Measure and Pack Size.** The unit of measure and pack size default from the original purchase order (i.e. catalogue). The UOM is editable but entry is not validated and the maximum length is 6 alpha-numeric characters.

6.2.6 Taxation

If Multi-jurisdictional Taxes (e.g. VAT) have been implemented in your system, each line item on the invoice will be assigned a **Tax Treatment.** The tax code assigned to each item is defaulted, based on the following system configuration settings:

- The organisation setting (i.e. the organisation's default).
- The supplier profile.
- The user profile: any tax default set in the requisitioner's business rule group.
- The category code: the product classification (e.g. UNSPSC) code associated with the item.

The Tax amount charged on each line will be calculated using this treatment code and the sum of these line totals displayed at the bottom of the invoice as **'Calculated Tax'**. This amount is system generated and used for reconciliation purposes only.

There is a box for you to enter actual **Supplier Tax** from the supplier invoice, and it is this value that is used to calculate the invoice total. Any discrepancy between Calculated Tax and Supplier Tax is recorded and will create an invoice matching exception.

- **Update Line Tax Treatments.** PECOS P2P uses the defaulted Tax Treatment to calculate the line level tax amounts. If there is a significant discrepancy between the Calculated Tax (sum of the calculated line amounts) and the Supplier Tax totals displayed on the supplier invoice it is likely that one or more lines have the wrong Tax Treatment associated to them.

  - Check the invoice lines and change the line tax by clicking in the drop down list box and selecting the correct Tax Treatment.
  - If required, recalculate the invoice to update the Calculated Tax total. The Calculated Tax and Supplier Tax totals can once more be compared for accuracy.

  It is important that the line level Tax Treatments are correct as this tax code is passed through to your finance system for accounting purposes.

- **Supplier Tax**. Enter the total amount of tax charged on the supplier invoice in the **'Supplier Tax/VAT'** box to be added to the invoice total. Calculated Tax is system generated (from total line level amounts) and displayed for information purposes only: it does not form part of the invoice total. The invoice total displayed at the foot of the invoice will not include any tax until Supplier Tax is entered.

Fig 6.8 - Invoice total showing supplier VAT

- **Reconcile**. After entering Supplier Tax and recalculating the invoice, the two amounts displayed for Tax should reconcile and the PECOS P2P invoice total should agree to the supplier invoice total (unless there are delivery charges yet to input). If they do not agree, investigate and if necessary take corrective action.

6.2.6.1 Tax Discrepancies

- A discrepancy between Calculated Tax and Supplier Tax may be due to a line item being coded to an incorrect Tax Treatment.
- A discrepancy between Calculated Tax and Supplier Tax may be due to a small rounding difference. Such discrepancies are valid.
- A Tax difference between Supplier and Calculated Tax is recorded by PECOS P2P as a rounding error and displayed in the invoice detail screen. Rounding errors are also processed onto the *APExport* for recording in your financial management system.
- If a rounding error is outside organisationally set tolerances, the error will create a matching exception and the invoice will require force settlement.
- Tax matching tolerance exceptions can be selected as criteria for invoice settlement workflow approval.

Note that PECOS P2P will use the Tax Treatments that were stored against the original purchase order. Therefore in the event that available Tax Treatments are changed by your system administrator between order creation and invoice entry, the Treatments displayed initially in the invoice form may be invalid, since they will default to those saved on the initial order.

6.2.7 Delivery Charges

If delivery and carriage charges are not added as a separate line item on the purchase order, they can be added at the foot of the invoice. Separate accounting for delivery charges can optionally be removed for your organisation and if this is the case, the Delivery field will not appear in the invoice entry screen.

- **Enter Delivery Charge**. If there are delivery or carriage charges on the supplier invoice that have not been added as an order line, they must be added to the invoice in the 'Delivery' box.

Fig 6.9 - Invoice total showing delivery

If delivery charges are already included in line totals or are displayed as a line item in the PECOS invoice form, they will not need to be added separately. Only additional delivery charges not already included on the original purchase order need be entered here.

- **Recalculate** the invoice to add the delivery charge to the invoice totals.

After entering VAT and Delivery charges, the PECOS invoice totals should agree to the totals displayed on the supplier invoice. If it does not re-check all values, adjust and recalculate. The invoice should not be created in PECOS until all totals agree.

6.2.8   Additional Line items and Discounts

Occasionally there are line items on the supplier invoice that were not on the original purchase order and therefore do not appear by default on the PECOS P2P invoice entry template.

Fig 6.10 - Additional line entry

These items can be simply added by entering the details in the additional information line at the bottom of the Invoice.

- Enter additional line information:

  - Quantity (mandatory) – up to 99,999 and supports up to six decimal places.
  - Item number (mandatory) – alpha-numeric text field.
  - Item description (mandatory).
  - Unit price (optional) – overtype the 0.00 to enter a value.
  - VAT Treatment (mandatory) – choose from the drop down list selection.

- When you have entered the item details, click the 'Add' button to add this line to the invoice. Note that a line cannot be deleted. If you have added a line in error change the item quantity to zero.

6.2.8.1 Discounts

You may also use the additional line feature to enter **volume or purchase discount** information.
- To enter a discount simply *enter the unit price as a negative* value by prefixing it with a minus.
- Enter an item number and item description as usual.
- Select an appropriate Tax Treatment. Note that the Tax amount will be a negative value if the unit price is a negative value.
- PECOS P2P will deduct this value from the invoice total.
- You cannot enter the quantity as a negative value.

It is advisable to contact your finance department prior to applying any cash or early settlement discounts to ascertain your organisation's current accounting policy.

6.2.8.2 Matching

Since additional lines added to an invoice are not present on the original purchase order, PECOS P2P will create a mismatch after the matching program has been run. Additional lines will <u>always</u> require force settlement unless a Change Order has been created to add a similar line to the order.

6.2.8.3 Account Codes

When Invoice Header Level Accounting is in effect, the ad hoc line will inherit the header level account codes.
When Line Level Accounting is in effect (i.e. changes at line level have previously been made) the ad hoc line will be assigned the requisitioner's default account codes. In this instance it is recommended to review and change accounting as necessary.

6.2.9   Financial Tracking Information

Financial tracking information can be checked or amended during the invoice entry process. Any changes are optional since the invoice will already contain default financial tracking codes derived from the **Purchase Order**. These codes will have defaulted from the requisitioner or buy-for user's user profile; procurement card or product category code assignments. Codes may also have been updated in a **Change Order** which will also be reflected in the defaults applied to the invoice. All codes, whether from the original or a change order, will also have been checked during the respective document's approval process.

6.2.9.1 Header Level Accounting

To make a financial tracking change that will affect **all lines** on the invoice and overtype any existing default coding click on the Invoice Header financial tracking icon in the top line of the invoice form.

This icon will indicate that one of two types of accounting is in effect:

1) **Line Level Accounting**

If Line Level Accounting is in effect, the requisitioner has made changes to the default account codes at line level. Line financial tracking icons will indicate that changes have been made and **"Line level Accounting in Effect"** will be displayed in the header section of the line detail table. If you make changes at header level this line level coding will be lost.

When you click to open the header accounting page, PECOS P2P will display a warning that "Line level accounting is in effect. Do you wish to switch to invoice level accounting?". Click 'OK' to continue or 'Cancel' to return.

When the Invoice Header Level Accounting page opens, PECOS P2P will display a warning: "Line level accounting is in effect".

2) **Invoice Level Accounting**

If Invoice Level Accounting is in effect, the requisitioner has not made changes to their default account codes at line level. All lines on the invoice will be coded to the same invoice level default and **"Invoice level Accounting in Effect"** will be displayed in the header section of the line detail table.

When you click on the icon and open the Invoice Header Level Accounting page, PECOS P2P will display a warning: "Header level accounting is in effect".

Fig 6.11 - Invoice header level accounting screen

The **Invoice Header Level Accounting** page allows you to maintain or split financial tracking assignment for the whole <u>invoice total</u>.

- You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

- If you wish to **split the invoice total** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

- Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

- To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

- When you have chosen your accounting value change(s) click on the '**Apply**' button to update your chosen line in the accounting split box.

  - The line that is updated is defined by the radio button indicator to the left of the line.
  - Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.

- The invoice total can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Invoice Entry screen.

- The financial tracking icon will change to indicate that line level accounting has been updated.

If you wish to leave the Invoice Level accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

6.2.9.2 Line Level Accounting

To make a financial tracking change that will affect **a single line** on the invoice and overtype any existing default coding, click on the Line Level Accounting financial tracking icon in the 'Invoice Unit Price' box on the required invoice line.

This icon will indicate that one of two types of accounting is in effect:

1) **Line Level Accounting**

If the requisitioner or an approver has previously updated and saved accounting detail at line level the invoice header will display "Line Level Accounting in Effect".

When you open the Invoice Line Level Accounting page, PECOS P2P will display a warning that "Line level accounting is in Effect".

2) **Invoice Level Accounting**

If the requisitioner or an approver has NOT previously updated and saved accounting detail at line level the invoice will display "Invoice Level Accounting in Effect" in the header section of the line detail table. All lines are therefore coded to the header level default account code combination.

When you click to open a line accounting page, PECOS P2P will display a warning that "Invoice Accounting is in effect. Do you wish to switch to line level accounting?". Click 'OK' to continue or 'Cancel' to return.

When you click on an icon at line level to open the Invoice Line Level Accounting page, PECOS P2P will display a warning: "Header level accounting is in effect".

Fig 6.12 - Invoice line level accounting screen

The **Invoice Line Level Accounting** screen allows you to maintain or split financial tracking assignment across different account code combinations.

- You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

- If you wish to **split the line** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

- Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

- To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

- When you have chosen your accounting value change(s) click on the '**Apply'** button to update your chosen line in the accounting split box.

  - The line that is updated is defined by the radio button indicator to the left of the line.
  - Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.
  - The line can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Invoice Entry screen.

- The financial tracking icon will change to indicate that line level accounting has been updated.

If you wish to leave the Invoice Line Level accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

6.2.9.3 Update Tax Accounting

If you have entered a value for Supplier Tax (e.g. VAT) you can update the financial tracking codes for it.

- PECOS P2P will assign a default account code combination set by your system administrator in your organisation settings. This setting ensures that tax charges are accounted for correctly.
- If no default is set by your organisation the tax accounting will default to that of the person entering the invoice (and not the default account code combination of the requisitioner or buy-for user).
- Check your finance procedures to ascertain the correct accounting treatment for Tax in your organisation.

Note. It is the value you enter here from the supplier invoice that is accounted for in your finance system, NOT the system generated Calculated Tax.

- Click on the Tax Accounting financial tracking icon next to the Supplier Tax amount box to update the system assigned default codes.

A value must be entered before the Tax Accounting screen will open. If it is not, an error message will be displayed: "Supplier tax must not be zero to access its accounting". To continue, click 'OK', enter a Tax amount and click the financial tracking icon once more.

Fig 6.13 - Tax accounting screen

The **Tax/VAT Accounting** screen allows you to split financial tracking assignment across different account code combinations.

- You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

- If you wish to **split the line** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

- Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

- To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

- When you have chosen your accounting value change(s) click on the '**Apply'** button to update your chosen line in the accounting split box.

    - The line that is updated is defined by the radio button indicator to the left of the line.
    - Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.
    - The line can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Invoice Entry screen.

- The financial tracking icon will change to indicate that tax accounting has been updated.

If you wish to leave the tax accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

6.2.9.4 Update Delivery Accounting

If you have entered a value for Delivery charges from the supplier invoice you may need to update the financial tracking codes for it.

- PECOS P2P will assign a default account code combination set by your system administrator in your organisation settings. This setting ensures that delivery charges are accounted for correctly.
- If no default is set by your organisation the delivery accounting will default to that of the person entering the invoice (and not the default account code combination of the requisitioner or buy-for user).
- Check your finance procedures to ascertain the correct accounting treatment for Delivery Charges in your organisation.

Note that delivery and carriage charges can also be added as an additional line item. This will enable a Tax Treatment to be assigned to avoid a potential system Calculated VAT variance.

- Click on the Delivery Accounting financial tracking icon next to the Delivery amount box to update the system assigned default codes.

A value must be entered before the Delivery Accounting screen will open. If it is not, an error message will be displayed: "Delivery must be greater than zero to access its accounting". To continue, click 'OK', enter a Delivery amount and click the financial tracking icon once more.

Fig 6.14 - Delivery accounting screen

The **Delivery Accounting** screen allows you to split financial tracking assignment across different account code combinations.

- You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

- If you wish to **split the line** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

- Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

- To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

- When you have chosen your accounting value change(s) click on the '**Apply**' button to update your chosen line in the accounting split box.

   - The line that is updated is defined by the radio button indicator to the left of the line.
   - Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.
   - The line can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Invoice Entry screen.

- The financial tracking icon will change to indicate that delivery accounting has been updated.

If you wish to leave the delivery accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

6.2.10 Save Invoice

When you have completed reviewing and updating the invoice information, the form can be saved and the invoice posted:
- Recalculate the invoice to update the invoice total (this will be either automatic or by clicking the 'Recalculate' button).
- Check the extended line net totals (Amount This Invoice) and the final Net Total all agree to the supplier totals. If these do not you should re-check and make the necessary changes.
- Check the Tax totals and ensure that 'Calculated Tax' agrees to 'Supplier Tax'. A material difference will indicate that Tax treatments assigned at line level are incorrect.
- Check that the gross invoice total in PECOS P2P agrees to your supplier gross invoice total. If it does not you should re-check and make the necessary changes.
- Click on the **'Save Invoice'** button. If there are no errors or omissions an invoice confirmation screen will display.
- Click the 'Close' button on the invoice confirmation screen. The invoice will be saved and PECOS P2P will return you to your originating screen.
- Following the initial invoice being processed, the Invoice Status will update to show 'Pending initial match'. For subsequent invoice processing the status will display that the order has been either partially or fully invoiced.

6.2.10.1   VAT Difference

Where VAT is implemented, if the Calculated VAT and Supplier VAT totals do not agree a warning message will appear: "There is a difference between the Calculated and Supplier VAT amounts. Do you wish to proceed and assign the difference as a Rounding Error?"

Click **'OK'** to accept the difference:
- PECOS P2P will display the difference as a rounding error and make it available to your finance system on the APExport interface.
- The invoice comments box can be used to explain any other VAT differences that may not be due to rounding.

Click **'Cancel'** to return to Invoice Entry:
- The invoice will not be saved. Check your VAT Treatment assignment for all invoice lines, update, recalculate and review the VAT totals.

Note that the VAT difference box will appear irrespective of any VAT matching tolerances that are set.

Matching tolerances do not prevent VAT rounding differences being created and logged for export on the APExport: the set tolerances are used for workflow approval purposes.

6.2.11 Invoice Errors and Troubleshooting

The following warning or error messages may be displayed from time to time preventing the successful creation of an invoice in PECOS P2P. Note the reason and undertake appropriate corrective action.

• Please enter a valid invoice number!

Display: Pop up window.
Problem: You have forgotten to enter the invoice number!
Correction: Click 'OK' and enter the invoice number from the supplier invoice.

• The invoice number can consist only of the characters A-Z, a-z, 0-9, and the punctuation , . - _ ( ) / \

Display: Pop up window.
Problem: The invoice number you have entered contains a character that is not valid!
Correction: Click OK and remove the invalid character from the invoice number.

• Please enter an invoice date

Display: Pop up window.
Problem: You have forgotten to enter the invoice date!
Correction: Enter the invoice date from the supplier invoice.

• There is Recalculation pending on this page.........

Display: Pop up window.
Problem: You have updated values in the invoice form but not performed recalculation!
Correction: Click OK and click the 'recalculate' button to update the invoice total.

• The invoice you are submitting has an invalid VAT Type on line x. Please correct and try again.

Display: Pop up window.
Problem: An invoice line has not been allocated a VAT treatment code!
Correction: Click OK and select a VAT treatment code for the line indicated.

• Invalid VAT Type selected

Display: Pop up window.
Problem: You have not selected a VAT treatment code for the line being added!
Correction: Click OK and select a VAT treatment code for the line before adding.

• You must enter a description for the new item

Display: Pop up window.
Problem: You have not entered a description for the line being added!
Correction: Click OK and enter a description for the line before adding.

• Delivery must be greater than zero to access its accounting

Display: Pop up window.
Problem: You are opening the delivery accounting page before entering a delivery amount!
Correction: Click OK and enter a delivery amount before editing delivery accounting.

• Supplier VAT must be greater than zero to access its accounting

Display: Pop up window.
Problem: You are opening the VAT accounting page before entering a VAT amount!
Correction: Click OK and enter a VAT amount before editing VAT accounting.

• "Decimal quantities are not allowed. The invoice was not saved."

Display: Text at the top of the page.
Problem: You have attempted to add a decimal quantity to the invoice where decimal quantities are not permitted by your organisation.
Correction: Enter an integer quantity for all invoice lines.

• "You must enter a quantity greater than zero."

Display: Text at the top of the page.
Problem: You have attempted to add a line to the invoice with a zero or negative quantity.
Correction: Re-enter additional line information, including a positive quantity.

• "Error saving the invoice."

Display: Text at the top of the page.
Problem: The invoice has no value.
Correction: Re-enter additional line information, including a positive quantity.

6.3 Credit Note Entry

Credit notes can be processed in PECOS P2P using the same procedure for entering invoices as described in the Invoice Entry section. When entering a credit transaction, **click the 'Credit Invoice' check box** in the invoice header. PECOS P2P will then process the document as a credit invoice.

Enter quantities and prices accurately for the items that are being credited. **Do not enter any values as negatives** and check your maths!

o If the quantity box contains a zero, a credit will not be calculated for the line, irrespective of the unit price: (0 x £4.51 = £0)

o A credit can be entered by the unit. For example, a £10 credit at 20 pence per unit can be entered: (50 x £0.20 = £10)

o A credit can be entered in total. For example, a £10 credit can be entered for a single unit as: (1 x £10 = £10)

Note that PECOS will continue to default an invoice quantity based on the rules explained elsewhere in this section.

• If a credit note is entered before all invoices have been processed the default quantities displayed by PECOS P2P are those that relate to future expected invoices. It may therefore be necessary to reduce or remove some of these values.

• If a credit note is entered after all invoices have been processed it will be necessary to enter quantities for the items to be credited.

6.4 Invoice History

6.4.1 Prior Invoices

Previously posted invoices and credit notes can be reviewed at any time at the foot of the **Invoice Entry** screen.

• Navigate to the Documents tab and search for the order that you wish to review.

• Click on the Invoice icon link in the 'Actions' column or select the 'Create Invoice' button from within the Purchase Order Status Summary screen. The Invoice Entry screen will open.

• Scroll to the bottom of the Invoice Entry screen where you will find details of all invoices and credit notes previously posted.

Prior Invoices This PO has been invoiced previously with the following invoices:			
Invoice Date: 09/02/2017	Number: 3545454	Indicator: Received - unprocessed	Type: DI
Date Received:	Supplier VAT Number: GB 32456656		Origin: Standard
Comments:			

Qty	Item No.	Invoice Item Description		Unit Price	Ext. Price
2	3000	Small Plain Waffle		£1.00	£2.00
1	1000	Large Plain Waffle		£2.00	£2.00
			VAT:		£0.70
			Delivery:		£10.00
			Invoice Totals:		£14.70
			Payment Amount:		£14.70

Fig 6.15 - Prior invoice history detail in the invoice entry page

The Prior Invoice section contains the following details:
• Date: The invoice document date.
• Number: The invoice document number. Click on the invoice number to open the invoice detail screen (see below).
• Indicator: Indicates the current invoice matching status.
• Type: Indicates the invoice type
  o 'CR' for credit notes
  o 'DI' for debit invoices
• Item Number: Click on an item number to drill down to the item detail page.
• Prices: If your system is configured for multi-currency, click on any price to open the Currency Conversion window.

6.4.2   Invoice Detail

Previous invoices can be opened and displayed in an Invoice Detail screen, where optional edit and printing actions can be undertaken.

- Navigate to the Documents tab and search for the order that you wish to review.

- The Invoice Detail screen can be accessed from either the Component Invoice section of the invoice entry screen or the Settlement Resolution screen:

    - In the search results screen, click on the 'Invoice' icon in the 'Actions' column or select the 'Create Invoice' button from within the Purchase Order Status Summary screen.

        In the Invoice Entry screen scroll to the bottom of the Invoice Entry page where you will find details of all invoices and credit notes previously posted.

    - Alternatively and if you have permission, in the search results screen, click on the 'Settle' icon in the 'Actions' column.

- Click on an invoice number to open the Invoice Detail screen.

Invoice Detail

Edit	Print Invoice	Additional Invoice Information	Back

Invoice No.	Invoice Type	PO	Invoice User	Delivery Address	Supplier	Invoice Date	Invoice Total	Invoice Status	Invoice Attachments
34779	DI	GOV415	Mike Watson	Government Department Stormont, Belfast	Bloomsbury Publishing	18/02/2015	£479.40	Received - unprocessed	1. Scan_copy 2. Delivery_confirmation

Comments:	Processing delayed due to lost delivery.

Additional Invoice Information

Field Name	Field Value
Hold Reason	
Hold Payment	No

Fig 6.16 - Invoice header detail

The **Invoice Header** section contains supplier invoice header detail. The following additional actions can be performed:

- **Edit**. If permitted click the 'Edit' button to open the invoice in edit mode.
- **Print**. Click the 'Print Invoice' button to render a PDF of the invoice for printing.
- **Additional Invoice Information**. Click the 'Additional Invoice Information' button to display all extended document user fields. If you are the invoicer and have edit permission these fields can optionally be edited and updated.

    The Additional Invoice Information table will display the current field values (i.e. those that were entered at the time of invoice creation or that have been recently edited).
- **Attachments**. Click on an attachment link to open and display the invoice attachment.
- **Back**. Click the 'Back' button to return to the previous screen.

Header Level Accounting in Effect

Account Code - Percentage - Amount
400-2115-A00 -   100% -   **£399.50**

Item No	Item Description	Qty	Unit Price	UOM	Pack Size	Ext Price	Calculated VAT
Item Account info							
JKRHPHP	Harry Potter and the Half Blood Prince	50	£7.99	Each		£399.50	£79.90

Fig 6.17 - Invoice line detail

The **Invoice line** section contains the invoice line details:

- **Accounting**. Header level or line level accounting treatment and codes will be displayed.
- **Item detail**. Item numbers, item descriptions, order quantities and price details are displayed for each invoice line.
- **VAT**. Calculated VAT is displayed for each line. These are the system generated VAT amounts that are used to check the supplier entered VAT total.

	Amount	Accounting
Delivery	£10.00	520-2010-A00 - 50% - £5.00 530-2010-A00 - 50% - £5.00
Supplier VAT	£79.89	140-9201-A00 - 100% - £79.89
Calculated VAT	£79.90	
Rounding Error	£0.01	
Invoice Total	£489.39	
Payment Amount	£489.39	

Fig 6.18 - Invoice summary detail

The invoice **summary** section at the foot of the line detail section contains the following information:

- **Delivery**. Amount and accounting, including any splits.
- **Suppler VAT**. The amount entered from the supplier invoice and any associated accounting. This is the VAT value that will be processed by your finance system.
- **Calculated VAT**. The sum of each line level calculated VAT which is calculated based on the VAT treatment of the item.
- Rounding Error. The mathematical difference between the Supplier VAT (actual) and Calculated VAT (expected). This difference is used to determine VAT invoice matching exceptions and is posted to the APExport.
- **Invoice Total**. The sum of:
  - o Line level extended prices
  - o Delivery
  - o Supplier VAT
- **Payment Amount**. This will be the same as the invoice total unless an override partial payment value was entered at the time of invoice posting.

When you have finished reviewing invoice details click on the 'Back' button to return to the originating screen.

6.5   Invoice Editing

Invoices can be edited by the invoice owner (the 'Invoicer') through the **Invoice Detail** screen by clicking on an **Invoice ID**. The invoice can also be accessed for editing through:

- The Settlement Resolution screen (by the Invoicer).
- The Component Invoices section of the Invoice Entry screen (by the Invoicer).
- The Settlement Approval Summary screen (by approvers during settlement workflow).
- The Returned Invoices screen (by the Invoicer during settlement workflow).

Invoices can be edited:

- After posting or receipt and prior to matching.
- After matching as long as no approval routing is required.
- After reconciliation but before payment.

Invoices cannot be edited:

- During approval workflow: the settlement status is: 'Invoice requires approval routing'.
- After being force settled: the settlement status is 'Force settled'.
- After being paid (processed on the APExport): the settlement status is 'Processed to accounts payable'**.**
- After being 'Deactivated'.

Follow these steps to undertake invoice editing:

- Navigate to the Documents tab and search for your order.

- The Invoice Detail screen can be accessed from either the Component Invoice section of the invoice entry screen or the Settlement Resolution screen:

  - In the search results screen, click on the 'Invoice' icon in the 'Actions' column or select the 'Create Invoice' button from within the Purchase Order Status Summary screen.

In the Invoice Entry screen scroll to the bottom of the Invoice Entry page where you will find details of all invoices and credit notes previously posted.

- Alternatively and if you have permission, in the search results screen, click on the 'Settle' icon in the 'Actions' column.

- Click on an invoice number to open the Invoice Detail screen.

- After reviewing the invoice detail, click on the **'Edit'** button at the top of the page.

- Undertake editing tasks in the **'Edit Invoice'** screen.

  All invoice fields, *with the exception of the invoice number* can be edited.

- After editing tasks are complete, click on the 'Recalculate' button (if recalculation is required) and check the invoice total. If recalculation is not required the invoice will automatically recalculate as you tab out of the edited field.

- To save changes to the invoice, click on the 'Update Invoice' button. The invoice confirmation screen will display.

- Click 'Close' on the invoice confirmation screen to return to the Invoice Detail screen.

Deleting Lines

Please note that it is not possible to delete an invoice line during invoice editing. A quantity can be reduced to 0 however.

7 Non-PO Invoices

Non-PO Invoicing allows the user to enter an invoice into PECOS P2P that does not have a corresponding purchase order. The invoice is therefore not linked to a P2P order, enabling 'ad-hoc' invoices and credits to be posted alongside those for goods and services ordered through PECOS P2P. These invoices can be routed through the Settlement Workflow in the same way as other invoice types.

Separate user permissions are available to allow users to process manual invoices (i.e. against a PECOS P2P purchase order) and 'Non-PO Invoices'. It may therefore be the case that a user will have permission to process either one or both types of invoice.

Non-PO Invoices are processed in the same way that manual invoices are processed. The primary difference is that rather than being processed against an existing PECOS P2P purchase order, they are processed against a selected supplier. A matching requisition and purchase order is automatically generated for audit, processing and interface purposes.

Matching is undertaken in order to progress the invoice through the invoice approval and settlement process. The same settlement approval plan is used for the approval of Non-PO Invoices (criteria are available for differentiation) although force settlement will never be necessary due to the absence of mismatched order and receipt data.

7.1 Invoice Entry

To process a Non-PO Invoice, select the 'Non-PO Invoice' tab.

🏠	Items	Documents	To Do	Cart	Templates	Blanket Orders	Non-PO Invoice

7.1.1 Select Supplier

The first step is to search and select the supplier against which you wish to process the invoice.

- Click the 'Non-PO Invoice' tab to open the 'Non-PO Invoice Entry screen.
- Search for your supplier:
    - Leave the 'Supplier Name:' box empty to search for all suppliers. Note that PECOS P2P will display only the first 100 suppliers alphabetically if there are more than 100 suppliers.
    - Enter a partial or full supplier name in the 'Supplier Name:' box to refine your search. This search is not case or text sensitive and will use your criteria to wildcard the search.
    - Optionally select a supplier type from the drop down selection box to further refine your search.
- In the search results click the select icon to open the invoice entry screen for that supplier.

7.1.2 Header Information

After searching and selecting your supplier, the **Non-PO Invoice Entry** screen will display. The next step is to enter invoice header data.

Fig 7.1 - Non-PO invoice entry form: header details

- **Invoice ID (mandatory)**. The invoice number is mandatory and must be entered from the supplier invoice. If the invoice number is omitted, a warning message will display when the create invoice button is clicked. The field is alpha-numeric, is case tolerant and supports the following special characters: / \ . , - _) (

  It is **validated** against all other invoices for the same supplier to prevent the same invoice being entered more than once.

- **Invoice Date (mandatory)**. Enter the invoice date from the supplier invoice. If the invoice date is omitted, a warning message will display when the create invoice button is clicked

  Click on the calendar icon to enter the date. When the calendar opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it, the calendar will close and the date selected will populate the Invoice Date field.

  Click on the red cross to clear a date which has been selected. Alternatively, to change an existing date, click on the calendar icon once more and select an alternative. The original date will be replaced.

- **Invoice Received Date**. An Invoice Received Date may be available if it has been implemented by your system administrator and if so, its completion may also be mandatory. Enter the date of receipt of the invoice. If the entry of an invoice received date is not required by your organisation, this field will not display.

  Click on the calendar icon to enter the date. When the calendar opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it, the calendar will close and the date selected will populate the Invoice Received Date field.

  Click on the red cross to clear a date which has been selected. Alternatively, to change an existing date, click on the calendar icon once more and select an alternative. The original date will be replaced.

- **Remittance Address**. Click on the **Address Lookup** button to open the address search screen.

Fig 7.2 - Remittance address lookup screen

Use the address search tool to identify and refine your address search results. Leave the search box empty to search for all available remittance addresses for this supplier.

Click the **Search** button to display all available remittance addresses for this supplier. Clicking the select the address icon will select the address and return you to the invoice entry screen.

If you have been granted permission, a new address can be created by selecting the **'Add A New Address'** button. Enter address details: Address Name, Address Line 1 and City/Town are mandatory. Click to save and add the address to the supplier profile.

- **Payment Terms**. Click on the **Terms Lookup** button to open a pop up window for the selection of alternative payment terms for this invoice.

- **Supplier VAT Number**. The supplier VAT number might be defaulted if it has been entered in the supplier profile. If not it can be entered from the supplier invoice if required. This field is not mandatory and may be left blank.

- **Comments**. Optional comments can be entered in the comments field if required. The text entered will appear in the audit trail, and is retained in the invoice detail.

- **Credit Invoice**. If you are entering an invoice this check box must be left empty. This will need to be checked ONLY if you are entering a credit note. (see the following section for credit note entry)

- **Invoice Currency**. The invoice currency will default to your supplier's default currency and will be the same as the order currency by default. If the invoice received is in a different currency to the order currency, it can be changed only if you have **'Multi-currency'** implemented for your organisation.

- **Short Pay.** Check this box if you wish to withhold an amount and pay a value **other than the invoice total**. When this box is checked, an amount can be entered in the 'Payment Amount' box at the foot of the invoice. This amount appears on the APExport and is therefore passed to your finance system to indicate a partial payment amount for this invoice.

- **Additional Invoice Information (optionally mandatory fields).** Click the Additional Invoice Information button to open a sub window for the completion of all available **invoice document user fields**. These are extended invoice fields added by your system administrator to capture required or relevant information for your organisation. Some of these fields may be pre-populated with a default and some may be mandatory and will require completion before the invoice is created.

Additional Invoice Information

* Asterisks indicate required fields

Hold Reason:

Hold Payment:
No ▾

CIS Registered:
▾

Close

Fig 7.3 - Additional invoice information window

- **Requisitioner**. The requisitioner's name will default to your name (i.e. the person entering the invoice) but it can be changed by clicking the **'User Lookup'** button. The requisitioner is the user whom you want to 'own' the invoice: the invoice approver will have an option to return this invoice to either the invoicer or the requisitioner during settlement workflow.

7.2.2   Invoice Attachments

Clicking the Invoice Attachments icon in the invoice header will open the **Invoice Attachments** screen.

Note that you must ensure that attachments are entered first to avoid losing other invoice data that may have already been entered.

Invoice Attachments

Back

File description	Size	Type	User	Date Added	Delete
Copy_of_supplier_invoice	83080	Manual	Mike Watson	17/02/2015	✗

Select New Attachment   Add New Attachment

File Location and Name: [   ] Browse...   Description: [   ]

Enter New URL   Add New URL

Description: [   ]   Enter URL: [   ]

Fig 7.4 - Invoice attachments screen

In the attachments screen you are able to select and add:

a) A **document attachment**. Click the 'Browse' button and select your attachment: text, MS™ Office and PDF documents are all allowed. Zip and executable files are not. Next enter a description and click the 'ad new attachment' button. The attachment will be uploaded and appear in the attachments table at the top of the screen.

b) A **URL.** When documents are stored externally (on a local intranet or supplier internet site) a URL can be saved as an attachment. You must enter a logical description and URL. Note that the URL must start with http://.

After upload, attachments can be downloaded or deleted from the attachments table at the top of the page. Each attachment will display as 'Manual', indicating that it has been manually uploaded and will also display a file size and date added.

To open and download click on the file description and to delete click the delete icon.

7.2.3 Line Details

Once invoice header data and any attachments have been entered, the next step is to enter the invoice line details.

Since there is no purchase order in PECOS P2P, there is no default line item data.

Fig 7.5 - Invoice line details

All line details must be entered:

- **Quantity** (mandatory) – up to 99,999 and supports up to six decimal places.
- **Item Number** (mandatory) – alpha-numeric text field.
- **Item Description** (mandatory).
- **Unit Price** (optional) – overtype to enter a value.
- **Unit of Measure** – select a unit of measure.
- **VAT Treatment** (mandatory) – choose from the drop down list selection.

- Click the '**Add**' button to add this line to the invoice. Repeat to add further invoice lines.

- If recalculation is in required, click the **'Recalculate'** button at the top of the screen. If recalculation is not required, the invoice will automatically recalculate when you tab out of a field.

7.2.4 Taxation

If Multi-jurisdictional Taxes (e.g. VAT) have been implemented in your system, each line item on the invoice must be assigned a **Tax Treatment.**

The Tax amount charged on each line will be calculated using the treatment selected and the sum of these line totals displayed at the bottom of the invoice as '**Calculated Tax**'. This amount is system generated and used for reconciliation purposes only.

There is a box for you to enter actual **Supplier Tax** from the supplier invoice, and it is this value that is used to calculate the invoice total. Any discrepancy between Calculated Tax and Supplier Tax is recorded and will create an invoice matching exception.

- **Supplier Tax**. Enter the total amount of tax charged on the supplier invoice in the **'Supplier Tax/VAT'** box to be added to the invoice total. The invoice total displayed at the foot of the invoice will not include any tax until Supplier Tax is entered.

Fig 7.6 - Invoice total showing supplier VAT

- **Calculated Tax.** Calculated Tax is system generated (from total line level amounts) and displayed for information purposes only: it does not form part of the invoice total. If there is a significant discrepancy between the Calculated Tax (sum of the calculated line amounts) and the Supplier Tax total displayed

on the supplier invoice it is likely that one or more lines have the wrong Tax Treatment associated to them.

- Check the invoice lines and change the line tax by clicking in the drop down list box and selecting the correct Tax Treatment.
- If required, recalculate the invoice to update the Calculated Tax total. The Calculated Tax and Supplier Tax totals can once more be compared for accuracy.

It is important that the line level Tax Treatments are correct as this tax code is passed through to your finance system for accounting purposes.

- **Reconcile**. After entering Supplier Tax and recalculating the invoice, the two amounts displayed for Tax should reconcile and the PECOS P2P invoice total should agree to the supplier invoice total (unless there are delivery charges yet to input). If they do not agree, investigate and if necessary take corrective action.

7.2.5   Delivery

If delivery and carriage charges are not added as a separate line item, they can be added at the foot of the invoice. Separate accounting for delivery charges can optionally be removed for your organisation and if this is the case, the Delivery field will not appear in the invoice entry screen.

- **Enter Delivery Charge**. If there are delivery or carriage charges on the supplier invoice that have not been added as a line, they must be added to the invoice in the 'Delivery' box.

	Already Invoiced	Amount This Invoice
Delivery:	£0.00	0.00
Net Total:	£0.00	£0.00
Supplier VAT:	£0.00	0.00
Calculated VAT:	£0.00	£0.00
Total:	£0.00	0.00
Payment Amount:	£0.00	0.00

Fig 7.7 - Invoice total showing delivery

- **Recalculate** the invoice to add the delivery charge to the invoice total.

7.2.4   Financial Tracking

The invoice will automatically be allocated your default account code combination. Invoice Header Level Accounting is assigned by default: click on the financial tracking icons to edit these account code assignments.

7.2.4.1 Header Level Accounting

To make a financial tracking change that will affect **all lines** on the invoice and overtype your default coding, click on the Invoice Header financial tracking icon in the top line of the invoice form.

This icon will indicate that one of two types of accounting is in effect:

1) **Invoice Level Accounting**

This is the default for Non-PO Invoices. All lines on the invoice will be coded to the same invoice level default and **"Invoice level Accounting in Effect"** will be displayed in the header section of the line detail table.

When you click on the icon and open the Invoice Header Level Accounting page, PECOS P2P will display a warning: "Header level accounting is in effect".

2) **Line Level Accounting**

Note that at least two lines must be added to the Non-PO Invoice for line accounting to be invoked.

Line Level Accounting will be in effect if you make changes at line level to update your default accounting. Line financial tracking icons will indicate that changes have been made and **"Line level**

Accounting in Effect" will be displayed in the header section of the line detail table. If you make changes at header level this line level coding will be lost.

When you click to open the header accounting page, PECOS P2P will display a warning that "Line level accounting is in effect. Do you wish to switch to invoice level accounting?". Click 'OK' to continue or 'Cancel' to return.

When the Invoice Header Level Accounting page opens, PECOS P2P will display a warning: "Line level accounting is in effect".

Fig 7.8 - Invoice header level accounting screen

The **Invoice Header Level Accounting** page allows you to maintain or split financial tracking assignment for the whole <u>invoice total</u>.

- You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

- If you wish to **split the invoice total** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

- Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

- To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

- When you have chosen your accounting value change(s) click on the '**Apply'** button to update your chosen line in the accounting split box.

  - The line that is updated is defined by the radio button indicator to the left of the line.
  - Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.
  - The invoice total can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Non-PO Invoice Entry screen.

- The financial tracking icon will change to indicate that line level accounting has been updated.

If you wish to leave the Invoice Level accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

7.2.4.2 Line Level Accounting

To make a financial tracking change that will affect **a single line** on the invoice and overtype the default coding, click on the Line Level Accounting financial tracking icon in the 'Invoice Unit Price' box on the required invoice line.

Note that at least two lines must be added to the Non-PO Invoice for line accounting to be invoked.

This icon will indicate that one of two types of accounting is in effect:

1) **Line Level Accounting**

If you have previously updated and saved accounting detail at line level the invoice header will display "Line Level Accounting in Effect".

When you open the Invoice Line Level Accounting page, PECOS P2P will display a warning that "Line level accounting is in Effect".

2) **Invoice Level Accounting**

If you have NOT previously updated and saved accounting detail at line level the invoice will display "Invoice Level Accounting in Effect" in the header section of the line detail table. All lines are therefore coded to your header level default account code combination.

When you click to open a line accounting page, PECOS P2P will display a warning that "Invoice Accounting is in effect. Do you wish to switch to line level accounting?". Click 'OK' to continue or 'Cancel' to return.

When you click on an icon at line level to open the Invoice Line Level Accounting page, PECOS P2P will display a warning: "Header level accounting is in effect".

Fig 7.9 - Invoice line level accounting screen

The **Invoice Line Level Accounting** screen allows you to maintain or split financial tracking assignment across different account code combinations.

• You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

• If you wish to **split the line** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

• Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

• To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

• When you have chosen your accounting value change(s) click on the '**Apply'** button to update your chosen line in the accounting split box.

    • The line that is updated is defined by the radio button indicator to the left of the line.

- Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.
- The line can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Non-PO Invoice Entry screen.

- The financial tracking icon will change to indicate that line level accounting has been updated.

If you wish to leave the Invoice Line Level accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

7.2.4.3 Update Tax Accounting

If you have entered a value for Supplier Tax (e.g. VAT) you can update the financial tracking codes for it.

- PECOS P2P will assign a default account code combination set by your system administrator in your organisation settings. This setting ensures that tax charges are accounted for correctly.
- If no default is set by your organisation the tax accounting will default to that of the person entering the invoice (and not the default account code combination of the requisitioner or buy-for user).
- Check your finance procedures to ascertain the correct accounting treatment for Tax in your organisation.

Note. It is the value you enter here from the supplier invoice that is accounted for in your finance system, NOT the system generated Calculated Tax.

- Click on the Tax Accounting financial tracking icon next to the Supplier Tax amount box to update the system assigned default codes.

A value must be entered before the Tax Accounting screen will open. If it is not, an error message will be displayed: "Supplier tax must not be zero to access its accounting". To continue, click 'OK', enter a Tax amount and click the financial tracking icon once more.

Fig 7.10 - Tax accounting screen

The **Tax/VAT Accounting** screen allows you to maintain or split financial tracking assignment across different account code combinations.

- You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

- If you wish to **split the line** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

- Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

- To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

- When you have chosen your accounting value change(s) click on the '**Apply'** button to update your chosen line in the accounting split box.

  - The line that is updated is defined by the radio button indicator to the left of the line.
  - Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.
  - The line can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Non-PO Invoice Entry screen.

- The financial tracking icon will change to indicate that tax accounting has been updated.

If you wish to leave the tax accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

7.2.4.4 Update Delivery Accounting

If you have entered a value for Delivery charges from the supplier invoice you can update the financial tracking codes for it.

- PECOS P2P will assign a default account code combination set by your system administrator in your organisation settings. This setting ensures that delivery charges are accounted for correctly.
- If no default is set by your organisation the delivery accounting will default to that of the person entering the invoice (and not the default account code combination of the requisitioner or buy-for user).
- Check your finance procedures to ascertain the correct accounting treatment for Delivery Charges in your organisation.

Note that delivery and carriage charges can also be added as an additional line item. This will enable a Tax Treatment to be assigned to avoid a potential system Calculated VAT variance.

- Click on the Delivery Accounting financial tracking icon next to the Delivery amount box to update the system assigned default codes.

A value must be entered before the Delivery Accounting screen will open. If it is not, an error message will be displayed: "Delivery must be greater than zero to access its accounting". To continue, click 'OK', enter a Delivery amount and click the financial tracking icon once more.

Fig 7.11 - Delivery accounting screen

The **Delivery Accounting** screen allows you to maintain or split financial tracking assignment across different account code combinations.

- You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

- If you wish to **split the line** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

- Overtype the default line value and tab out of the box for PECOS P2P to calculate a balancing value on the next line.

- To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

- When you have chosen your accounting value change(s) click on the '**Apply'** button to update your chosen line in the accounting split box.

    - The line that is updated is defined by the radio button indicator to the left of the line.
    - Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS P2P will validate your entry for a valid accounting value.
    - The line can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS P2P will add a new line containing the balancing value.

- When you have finished making changes click the **Save** button. Your changes will be saved and you will return to the Non-PO Invoice Entry screen.

- The financial tracking icon will change to indicate that delivery accounting has been updated.

    If you wish to leave the delivery accounting form without updating financial tracking code values click the **Cancel** button. Your changes will not be saved and you will return to the Invoice Entry screen.

7.2.5   Save Invoice

When you have completed reviewing and updating the invoice information, the form can be saved and the invoice posted:
- Recalculate the invoice to update the invoice total (this will be either automatic or by clicking the 'Recalculate' button).
- Check the extended line net totals (Amount This Invoice) and the final Net Total all agree to the supplier totals. If these do not you should re-check and make the necessary changes.
- Check the Tax totals and ensure that 'Calculated Tax' agrees to 'Supplier Tax'. A material difference will indicate that Tax treatments assigned at line level are incorrect.
- Check that the invoice total in PECOS P2P agrees to your supplier invoice total. If it does not you should re-check and make the necessary changes.
- Click on the **'Save Invoice'** button. If there are no errors or omissions an invoice confirmation screen will display.
- Click the 'Close' button on the invoice confirmation screen. The invoice will be saved and PECOS P2P will return you to your originating screen.
- The Invoice Status will show as 'The order has been fully invoiced'.

7.2.5.1 VAT Difference

Where UK VAT is implemented, if the Calculated VAT and Supplier VAT totals do not agree a warning message will appear: "There is a difference between the Calculated and Supplier VAT amounts. Do you wish to proceed and assign the difference as a Rounding Error?"

Click **'OK'** to accept the difference:
- PECOS P2P will display the difference as a rounding error and make it available to your finance system on the APExport interface.
- The invoice comments box can be used to explain any other VAT differences that may not be due to rounding.

Click **'Cancel'** to return to Invoice Entry:
- The invoice will not be saved. Check your VAT Treatment assignment for all invoice lines, update, recalculate and review the VAT totals.

Note that the VAT difference box will appear irrespective of any VAT matching tolerances that are set. Matching tolerances do not prevent VAT rounding differences being created and logged for export on the APExport: the set tolerances are used for workflow approval purposes.

7.3   Approval

Non PO Invoices will follow the same invoice settlement approval plan as all other invoices processed against PECOS P2P purchase orders. Your system administrator might have included separate criteria to ensure that Non PO Invoices are approved differently or additionally. Upon their creation, PECOS P2P will

automatically match manual invoices and therefore approval routing – where necessary – will be performed immediately.

7.4 Matching and Settlement

7.4.1 Matching

Non PO invoices do not require matching. There is no purchase order or receipt records against which matching can be performed.

7.4.2 Statuses and Audit Trail

After creation of the Non PO Invoice the following initial statuses will be displayed.

- **Order Status:** 'Automatic requisition for Non-PO invoice'.
- **Receipt Status:** 'Receipt not required'. Note that receipting activity is not permitted against Non-PO invoices.
- **Invoice Status:** 'The order has been fully invoiced'. Note that no invoicing activity is permitted against Non-PO invoices.
- **Invoice Settlement Status:** 'Reconciled'. If subject to settlement workflow however, the status 'Invoice requires approval routing' will display.
- **Order Audit Trail:** The audit trail will be updated with the creation of the Non-PO invoice and will display the Non-PO invoice number.

7.4.3 Settlement

The initial status of 'Reconciled' allows the Non-PO invoice to be processed onto the APExport and paid. Non-PO invoices do not require any further settlement tasks (criteria exist in the invoice settlement approval plan to enable Non-PO invoices to be excluded). After the APExport interface has transferred the invoice to your finance system the invoice and order statuses will update as normal.

7.5 Editing

Non-PO Invoices can be edited by the invoice owner (the 'Invoicer') through the **Invoice Detail** screen by clicking on an **Invoice ID**. The invoice can also be accessed for editing through:

- The Settlement Resolution screen (by the Invoicer).
- The Settlement Approval Summary screen (by approvers during settlement workflow).
- The Returned Invoices screen (by the Invoicer during settlement workflow).

Follow these steps to undertake invoice editing:

- Navigate to the Documents tab and search for your order or invoice. Alternatively select the PO Number from the Home Page Document Search.

- The Invoice Detail screen can be accessed from the Settlement Resolution screen:

  - In the search results screen, click on the 'Settle' icon in the 'Actions' column.

  - Click on the PO Number and then click the 'Settle' button at the top of the screen.

- Click on an invoice number to open the Invoice Detail screen.

- After reviewing the invoice detail, click on the **'Edit'** button at the top of the page.

- Undertake editing tasks in the **'Edit Invoice'** screen.

  All invoice fields, *with the exception of the invoice number* can be edited.

- After editing tasks are complete, click on the 'Recalculate' button (if recalculation is required) and check the invoice total. If recalculation is not required the invoice will automatically recalculate as you tab out of the edited field.

- To save changes to the invoice, click on the 'Update Invoice' button. The invoice confirmation screen will display.

- Click 'Close' on the invoice confirmation screen to return to the Invoice Detail screen.

Deleting Lines

Please note that it is not possible to delete an invoice line during invoice editing. A quantity can be reduced to 0 however.

8   Evaluated Receipt Settlement

Evaluated Receipts Settlement (ERS) is the term used in PECOS P2P for **Self Invoicing** or **Self Billing**. Some suppliers do not always issue invoices and therefore an invoice can be generated internally for accounting and payment purposes. If a supplier is configured for ERS, invoices are automatically generated when receipts are processed.

Within the UK, HMRC ("HM Revenue & Customs") defines the rules required to operate a self-billing regime between a buyer and a supplier. Failure to do this may mean that the buyer may not be allowed to recover their input tax. The ERS functionality in PECOS P2P ensures that the self-billing process is compliant with HMRC regulations, thereby allowing customers to increase their scope of implementation and leverage the efficiency savings that are derived from approved self-billing agreements.

8.1   Receipting Procedure

- Navigate to the Document Search screen and search for the order for which you wish to create a receipt and automated invoice.
- Open the **Receipt Entry** screen:
    - Click on the Receipt Icon in the Actions column of the search results screen.
    - Click on the PO Number in the search results screen and then select the 'Receipt' button.

    Notice that a message is displayed at the top of the screen warning that the supplier is self billing:

    "This is an ERS supplier. Completing the receipt will generate an electronic invoice. Please review that the data is correct before proceeding."

Fig 8.1 - ERS receipt entry

- Optionally enter **Receipt Attachments and Comments**. These should be entered first to prevent loosing changes already made to the receipt form.
- In the **Receipt Entry** section enter:
    - A **Delivery Note Number**. This value is mandatory and will become the invoice number prefix. Note that this number must be **unique** within each purchase order number. A system generated suffix will form the remainder of the invoice number. For example, if the value 468 is entered, the invoice number will be in the format '468-5823', where 5823 is randomly system allocated.
    - A **Receipt Date**. The receipt date is mandatory and will become the invoice date.
- Optionally select a **Receipt State or Location** at header and line level.
- Enter **values** into the 'Qty/Amt Received' column for each line. Enter each line value separately and tab outside the field to update the form to update and calculate VAT. Note that line item details, unit of measure and prices cannot be edited.
- As quantities are entered the amount of **VAT** is calculated based on the VAT treatments associated to each order line and will automatically display. This value will appear as the **Supplier VAT** on the self billed invoice and will be added to the final payment amount.

    Optionally this VAT value can be overridden and if so there will be a rounding difference displayed when the invoice is matched. It is recommended that rather than changing VAT during receipt that a change

order is processed to correct the VAT treatments. This will ensure that the VAT summary on the invoice reconciles to the supplier total.

- Optionally enter a **Delivery** charge. This will appear as the delivery amount on the invoice and will be added to the invoice total.

- Click the **'Save New Receipt'** button to save the receipt and create a system generated invoice

- The system will present a confirmation message: "Receipt saved". Click the 'Back' button to return to the originating screen.

8.2   ERS Invoice

8.2.1   Invoice Content

Suppliers who are self billing are setup as 'ERS Enabled' and will always have an invoice automatically generated upon the posting of a receipt. The posting of invoices (debit and credit) through the invoice entry screen is still allowed. Note that credit notes are not automatically generated upon the posting of a return.

The automated invoices are created using the following data:

Header Detail:
- **Invoice Number:** The concatenation of the Delivery Note Number and a system generated number.
- **Invoice Date:** The receipt date.
- **Supplier VAT Number:** As provided by the supplier profile.

Invoice Totals:
- **Subtotal:** The sum of all line extended prices.
- **Delivery:** The amount entered for Delivery at the time of receipt.
- **VAT Total (Supplier VAT)**: The amount saved at the point of receipt. This will be the same as the calculated VAT summary unless it was manually overridden.
- **Total**: The sum of the subtotal, Delivery and VAT.
- **Payment Amount**: As Total (Payment Amount cannot be overridden for ERS invoices).

Line Details:
- **Quantities:** Being the quantity receipted.
- **Prices:** These will be identical to the original purchase order and are not editable.
- **VAT Line Detail:** Calculated automatically according to the tax treatment assigned to the order line.
- **VAT Summary**: A summary of the line calculated VAT amounts by each VAT treatment.
- **Accounting:** Financial tracking codes are not editable during the processing of a receipt. The codes saved on the invoice for posting to the AP Export will be those that were assigned to the original requisition, as altered during approval editing.
- **Comments:** Cannot be entered.

Automated invoices generated for ERS suppliers can be viewed and edited in the same way as invoices entered through the invoice entry form. Search for the order in **Document Search** and open the **Invoice Detail** screen:

- Click on the **Settle icon** and then click the invoice number in the Settlement Resolution screen.

- Click on the **Invoice icon** and then click the invoice number in the Component Invoices section at the foot screen.

- Click the PO Number and then select on the 'Settle' button in the **Purchase Order Status Summary** screen. Click the invoice number in the Settlement Resolution screen.

8.2.2 Invoice Template

PECOS.ipm   **INVOICE:77777-51150**

Buyer	Invoice Date	Payment Terms	Invoice to
54 Waltham Road	02-Oct-2013	Net 30	54 Waltham Road
Maidenhead SL6 4JJ			Maidenhead SL6 4JJ
Supplier	**Purchase Order**	**Delivery**	**Deliver to**
ERS Supplies Ltd	MJW114	Best Way	Mike Watson
122 Lower Main Street		Normal Delivery	54 Waltham Road
Basingstoke RG12 8PP			Maidenhead SL6 4JJ

Supplier VAT No:123456789

Subtotal	Delivery	VAT	Total	Payment Amount
£5.00	£0.00	£1.00	£6.00	£6.00

REF: SELF BILLING - *THE VAT SHOWN IS YOUR OUTPUT TAX DUE TO HMRC*

Line	Item No	UoM	Qty Inv.	Qty Ord.	Unit Price	Code	Rate	VAT	Extended Price
	Description (Line Comments)								
1	2568	EA	250	500	£0.02	STD3	20%	£1.00	£5.00
	500, 8mm x 2mm micro fixings								

VAT Summary

Code	Description	Rate	Net Value	Tax
STD3	Standard 20%	20%	£5.00	£1.00

Fig 8.2 - Example ERS invoice template

It is possible to configure the Invoice Settlement workflow to send a copy of the self billed invoice to the supplier. The invoice template used for all ERS suppliers has the following text automatically inserted: "Ref Self Billing: The VAT shown is your output tax dues to HMRC".

8.2.3 Invoice Settlement

Matching and settlement is not automated for ERS invoices. Automated invoices are created with the status of 'Pending initial match' and must be matched and settled in the same way as all other invoices. Workflow criteria is available to manage these invoice types separately from other invoices if approval is required.

9 Settlement

Settlement describes all post invoice processing activities. The settlement activities in PECOS P2P include the following functions:

- Invoice Approval
- Financial Matching
- Invoice Editing
- Force Settlement (resolution of mismatches)
- Invoice Deactivation
- Order Closure

9.1 Settlement User Roles

Access to settlement functionality is governed by user profile options. A user who has access to invoice processing need not necessarily be given access to matching and settlement activities and vice versa.

The following settlement user profiles are available and will define the tasks that each user is able to perform. *Any* combination of these user profile roles can be granted:

- **Invoicer.** Access only to:
    - o Invoice entry (via the invoice icon on the status search results screen and invoice button on the purchase order status summary screen).
    - o Invoice detail screen and financial tracking editing.

- **Invoicer with remittance address.** Access only to:
    - o Invoice entry (via the invoice icon on the status search results screen and invoice button on the purchase order status summary screen).
    - o Invoice detail screen and financial tracking editing.
    - o Ability to select a remittance address for all invoices.

- **Manual Invoicing.** Access only to:
    - o Manual invoicing (via a main menu option)

- **Settlement.** Access only to:
    - o Settlement Resolution screen (via the settlement icon in the status search results screen).
    - o Invoice Detail screen (via the invoice id on the settlement resolution screen).
    - o Run financial matching (via a button on the status search results screen and a button on the settlement resolution screen).
    - o Invoice deactivation.
    - o Close Orders.
    - o AP inquiry and Close in AP.
    - o Payment Information (i.e. remittance details).

- **Settlement with Force Settlement.** Access only to:
    - o Settlement Resolution screen (via the settlement icon in the status search results screen).
    - o Run financial matching (via a button on the status search results screen and a button on the settlement resolution screen).
    - o Invoice deactivation.
    - o Close Orders.
    - o AP inquiry and close in AP.
    - o Payment Information (i.e. remittance details).
    - o Force settlement.

9.2 Invoice Settlement Approval

Invoice Settlement Approval plans exist for the routing and approval of all invoice documents and may optionally be implemented in your organisation. These plans will be configured by your system administrator in a similar way to requisition and purchase order approval plans, to ensure that invoices and credit notes are approved according to your organisation's procedural requirements.

Invoices will be routed AFTER financial matching and the approval route will often be determined by the settlement status of the invoice: for example invoices with a matching exception may require approval routing and those that are reconciled may not.

Invoices will be sent for Invoice Settlement Approval each time there is a change to the invoice settlement status. For example, if an invoice is edited it will require to be matched once more: after matching the invoice will be returned to the settlement workflow and may require additional approval based on the invoice's new settlement status.

Invoice approvers may have the ability, based on pre-defined configuration and depending on their role within the financial approval process, to: edit, force settle, return and deactivate invoices. It is possible to

attach documents (e.g. a scanned copy of an original invoice) to the invoice record and these are always available to approvers to view.

9.3 Financial Matching

The matching process is a financial function (Comp-810) performed to ascertain whether or not an invoice is approved for payment. PECOS P2P automatically compares quantities and prices and depending upon certain tolerances, assigns a **settlement status** to each invoice document. A reconciled status is assigned where there are no matching differences and an exception status is assigned where there are matching discrepancies. Only reconciled invoices and approved exceptions will be passed on the Accounts Payable Export (APExport) interface for payment.

9.3.1 Pre Matching

Before any receipting, invoice processing and matching has taken place the following initial statuses are assigned to each purchase order:

Order Status = Order transmitted to supplier
Invoice Status = No invoices received
Invoice Settlement Status = n/a

After invoices have been processed but before matching has been run the following statuses will be assigned to each purchase order:

Order Status = Order is open
Invoice Status = Pending initial match
Invoice Settlement Status = Received - unprocessed

9.3.2 Matching Options

A matching program compares all invoices posted, with their respective purchase order and receipt information **at line level** – literally matching values. There are two types of matching:

- The **two-way** match (default) compares:
    1. Purchase order price with Invoice price and
    2. Purchase order quantities with Invoice quantities
- The **three-way** match compares:
    1. Purchase order price with Invoice price and
    2. Purchase order quantities with Invoice quantities and
    3. Invoice quantities and Receipt quantities

9.3.3 Matching Rules

For the **Order Quantity**, PECOS P2P matches the original purchase order quantity.

For the **Order Price**, PECOS matches the original purchase order price. (Note that there is no netting of credit note values.)

For the **Invoice Quantity**, PECOS P2P matches a **Net Invoice Quantity** calculated as: Invoiced to date quantity less Credited to date quantity.

For the **Receipt Quantity**, PECOS P2P matches a **Net Receipt Quantity** calculated as: Received to date quantity less Returned to date quantity. If the matched item uses Amount Based settlement, the net receipt is calculated as the received to date amount less the returned to date amount.

The two-way match will be performed by default. A three-way match will be performed if any of the following configurations is present:

1. Receipting is implemented in the approval plan used to route and approve either the requisition or the purchase order.
2. The supplier profile is set to require three-way matching (overriding the approval plan).
3. One of the items in the purchase order is set to 'Receipt Required'.

The settlement screen will not be accessible until either receipting or invoicing has been performed. Matching will only be performed after invoices have been entered (even if the matching button is displayed) but can optionally be run before receipts have been completed.

Following the matching comparison the settlement status indicator is updated and PECOS P2P will assign a mismatch if there are discrepancies. Mismatches are resolved using the Settlement Resolution page where **'Force Settlement'** is run to approve any matching discrepancies. Only invoices with a **'Reconciled'** or **'Force Settled'** status are available for exporting to your financial systems for payment.

Matching tolerances can be set to ensure certain matching differences, which are within acceptable limits, do not lead to mismatches and force settlement. Tolerances are set at the Line item level and also for VAT values. Tolerances are explained in detail below.

9.3.4 Returns

Return quantities are netted against receipt quantities for financial matching purposes. For example if a quantity of 14 is received and 3 items are logged in PECOS P2P as returned, for any reason, a net receipt quantity of 11 is used as the quantity matched against the invoice quantity for 3-way matching.

If returns are processed for over-shipment or duplicated delivery you must be aware of the affect on 3-way financial matching. It may be necessary in order to avoid mismatches, to ensure that returned items are receipted. It is important that the net total of receipts and returns represents the quantity of items physically received and available for invoicing.

For example: 10 items are ordered and 12 items are delivered. 10 items are kept and 2 returned to the supplier. To ensure that financial matching is accurate two options are available (please refer to your organisation's policies and procedures for the appropriate processing):

- Receive 10 items and do not log the return of 2
- Receive 12 items and log the return of 2

It is recommended that ALL received items are processed and ALL returned items are processed to maintain an accurate audit trail.

9.3.5 Order Matching Tolerance

A matching tolerance between the order and invoice value can be set in two ways:

1. **Organisational Default** – to affect ALL invoices for ALL suppliers.
2. **Supplier Default** – (i.e. set in the supplier profile) to affect ALL invoices for an individual supplier.

The order tolerance will allow a percentage and/or a value mismatch between an invoice line item extended value and an order line item extended value without placing the invoice on a matching exception.

- When a percentage tolerance only is set, the matching process uses the tolerance percentage to match the order line value **above or below** the invoice line value.
  Example: If a 4% tolerance is set.
  An invoice line item between £96 and £104 will correctly match to an order line item for £100 because it is within 4% upper and lower boundary difference.
  However an invoice line for £95.99 and less or £104.01 or more will mismatch because it is outside the 4% difference.
- When a value tolerance only is set, the matching process uses the tolerance amount to match the order line value **above or below** the invoice line value.
  Example: If a value of £1.50 is set as a value matching tolerance and the extended price for an item is £15.00. If the invoice extended price is:
  £13.49 and below = lower bound is outside of tolerance and will mismatch for price
  £16.51 and above = upper bound is outside of tolerance and will mismatch for price
  Between £13.50 and £16.50 = within tolerance and will match OK for price
- If <u>both</u> a Percentage and Value tolerance is set, the system will apply the **lower** of the two after calculating the difference.
  Example: A value of £0.50 (i.e. 50 pence) is set as a value matching tolerance and a percentage of 5% is set as a percentage matching tolerance.
  If an order contains a line for 5 units @ £15.20 each and an invoice is received for 4 units @ £15.30 each = £61.20:
  The adjusted extended price for the order to be used for matching tolerance purposes (based on the quantity invoiced) is 4 x £15.20 = £60.80
  The percentage tolerance is calculated at +/- £3.06 (being 5% x £60.80).
  Therefore the tolerance to be used will be the lower of £0.50 and £3.06: which is £0.50.
  There the invoice will not be mismatched because the actual difference between the order extended price and invoice extended price £0.40 (i.e. £61.20 less £60.80) which is within tolerance of £0.50.
- The default tolerances are 0% and £0.00 at both organisation and supplier level requiring perfect matches between invoice and order prices.
- Any supplier default will override any organisation default.
- The matching tolerance cannot be over-ridden or changed during the settlement process.
- Please speak to your system administrator or refer to your financial policy to determine the tolerance set for your organisation.

9.3.6   VAT Matching Tolerance

A VAT matching tolerance can be set as a Company Setting for your organisation in the administration module (there is no supplier override setting).

The tolerance will allow either a percentage or value mismatch between Calculated and Supplier VAT values without placing an invoice on a matching exception.

- The matching process uses a percentage or value entered by your administrator, to match the Calculated VAT value **above or below** the supplier entered VAT value.
- The default tolerances are 0% and £0.00, requiring a perfect match between the two VAT values.
- The matching tolerance cannot be over-ridden or changed during the settlement process.
- Please speak to your system administrator to determine the VAT tolerance set for your organisation.

Note that a VAT matching tolerance will not prevent an invoice being processed that contains a VAT difference. The VAT difference will be recorded by PECOS P2P as a rounding error and be made available on the APExport utility. The tolerance will only affect the post matching settlement status of the invoice for matching and approval purposes. VAT tolerances are usually set to small values to prevent the need to force settle genuine rounding differences.

9.3.7   Run Matching

9.3.7.1 Matching a Single Order

The following section explains the steps involved in running the matching process for invoices for a **single** purchase order. The matching program is run from the settlement resolution screen which will become available after either receipts or invoices have been processed. Note that the settlement resolution screen and matching buttons might be available before invoices have been posted but no matching activity will run.

- Click the Documents tab to navigate to the Document Search screen and enter criteria to find the order for which you wish to perform matching.

- Click on the **Settle icon** in the Actions column for the purchase order you wish to match.

  Alternatively you can click on the order number to open the Purchase Order Status Summary screen. From here click on the 'Settle' button to open the Settlement Resolution screen.

Settlement Resolution

Create Invoice	Run Matching	AP Inquiry	Back

Order Summary

Order No	Requisitioner	Supplier	Date	Order Total	Est Tax	Est Gross	Order Tolerance (line)	Status
GOV1595	Mike Watson	Bloomsbury Publishing	26/03/2019	£515.40	£103.08	£618.48	1.5%	Order is open

Invoice

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	VAT	Delivery	Status	Actions
347791	DI	26/03/2019		£489.40	£79.90	£10.00	Received - unprocessed	deactivate
			Totals:	£489.40	£79.90	£10.00		

Order/Invoice Comparison

Order Information - GBP										Invoice Information - GBP				
Item No	Mfr No	Qty	Pack Size	Qty / Amt Rcd	Qty / Amt Rtn	Unit Price	Ext Price	Outstanding	Item No	Qty	Unit Price	Ext Price	Invoice Number	
JKRHPHP		60 / EA		0	0	£8.59	£515.40	£115.90	JKRHPHP	50 / EA	£7.99	£399.50	347791	

Settlement Audit

Time Stamp	Related Invoice Number	Related Stock Number	New Status	Old Status	Actioner	Additional Comment
27/03/2019 15:10 GMT+00:00	347791	N/A	Received - unprocessed		Mike Watson	347791

Order Audit

Time Stamp	Action	Additional Comments
27/03/2019 15:10 GMT+00:00	Invoice 347791 received	347791
26/03/2019 11:06	Order transmitted to supplier	Emailed to pecosmails@elcom.com

Fig 9.1 - Settlement resolution screen - unmatched invoices

- The Settlement Resolution screen will open detailing the following purchase order information:
  - **Order Summary** – including any financial settlement matching tolerance set and the current order status.

- **Invoice Details** – detailing all currently entered invoices with their current settlement matching status.
- **Order / Invoice Comparison** – detailing original order information, received and returned quantities or amounts, open invoice information (unpaid/ not processed to accounts payable) and paid invoice details (processed to accounts payable).
- **Settlement Audit** – provides an audit log of all invoice processing.
- **Order Audit** – provides a summary of the order audit trail similar to the one found on the purchase order status summary screen.

- Click on the **Run Matching** button. PECOS P2P will run the matching program for this order.

- When the matching program has completed the message "PO/invoice matching completed" will be displayed at the top of the page.

  Note. If the matching button is not displayed the following conditions may be the cause:
  - Invoices have not yet been entered.
  - Matching has already been run.
  - No additional invoices have been entered since previously running the matching program.

The invoice status and actions, order status, and audit trails will update. If mismatches are found, the invoice information section of the Order/Invoice Comparison table will highlight mismatched data in red. Any mismatch should be investigated and must be resolved by force settlement before the invoice can be paid.

Note that the matching program can only run after invoices have been entered but can be run more than once if there is un-matched invoice activity (i.e. additional receipts or invoices entered since the program was previously run).

9.3.7.2 Matching Multiple Orders

The following section explains the steps involved in running the matching process for all orders within a user's organisation. You must have user administration rights to perform this task.

- Click the Documents tab to navigate to the Document Search screen. Enter criteria to find the order you wish to match.
- From the Search Results screen click the **Run Matching** button at the top of the page.

Clicking the 'Run Matching' button from the Search Results screen will run the matching program for **all orders that are at an appropriate status within your organisation.** (Note that it is not just the orders returned in the status search results which are matched.) Orders will be matched irrespective of a user's order access permission or administration organisation permissions: any administrator is able to run matching on a Company level (i.e. L2).

The matching program does not take long to run but will be affected by the volume of orders available for matching. A window will open whilst the matching program runs. Wait and close it when prompted to do so.

- When the matching program has completed and the message window closed, you must **refresh** the Settlement Resolution or Search Results screen to view updated order statuses.
- Invoice Statuses (on the Search Results screen) and Invoice Matching Statuses (on the Settlement Resolution screen) should be reviewed for matching exceptions (i.e. mismatches). Identification of orders containing invoices with mismatch statuses can easily be achieved using the Invoice Settlement Status and Order Settlement Status selection boxes in the Document Search: 'Find By Status' screen.

9.3.7.3 Automation

In many organisations the matching program runs automatically, often overnight. The Comp810 program is set as an automated process and called without the need be run manually through the PECOS P2P user interface. The automation of the matching program is often synchronised with the automatic running of the Accounts Payable Export to enhance the efficiency of the payment process.

9.3.7.4 Additional Processing

The matching program can be run as many times as is necessary for each purchase order. After each run, where relevant, Order and Invoice statuses will change. Matching will need to be re-run after all invoice, credit and receipting activity to ensure that invoice statuses are updated. Running the matching program will have no affect on invoices that have been 'Processed to Accounts Payable'. Note that matching will not be available for running after returns (only) activity.

9.4   Post Matching Statuses

Following the matching process both the **Order Status** and **Invoice Statuses** will be updated depending on the results of the financial match.

- Invoices where **mismatches are not present** will acquire a **reconciled** status and are available for payment: they will be included in the next APExport interface (subject to supplier partial payment conditions being met).
- Invoices where **mismatches are present** will acquire a **mismatch** or **exception** status and will not be available for payment: and not therefore be included in the next APExport interface.
- Irrespective of the post matching invoice settlement status, the invoice will be subject to **invoice settlement approval workflow**. Invoices may be sent for approval based on any criteria – not just settlement statuses.
- Any order on the order status of **'Closed in AP'**, that has had orders matched, will be reopened.

The following sections discuss the possible post matching status combinations.

9.4.1 Matching Rules

A **matching program compares** each invoice with its respective purchase order and receipt information at **line** level. The two types of matching are listed below: your organisation will utilise either two or three way matching.

- The **two-way** match compares:
  - Purchase order price with Invoice price and;
  - Purchase order quantities with Net Invoice quantities.
- The **three-way** match compares:
  - Purchase order price with Invoice price and;
  - Purchase order quantities with Net Invoice quantities and;
  - Invoice quantities and Net Receipt quantities.

The **Net quantities** used by the matching program are defined as:
- **Net Invoice Quantity** = Invoiced to date quantity less Credited to date quantity.
- **Net Receipt Quantity** = Received to date quantity less Returned to date quantity.

9.4.2 Reconciled Invoices – No Approval Required

When there are no matching errors (a perfect match) the invoice settlement status is updated to 'Reconciled', the order status is updated to 'Open' and the invoice status will change to a partial or fully invoiced status.

The following criteria have to be satisfied, for each line of the purchase order in order for a reconciled matching status to be generated:
- The purchase order unit price values match exactly to the invoice unit price values, or are within optionally defined settlement tolerance.
- The net invoice quantity is less than or equal to the order quantity.
- If 3-way matching is used: the net quantity invoiced is less than or equal to the net quantity received.
- The PECOS P2P Calculated VAT total matches the Supplier entered VAT total, or is within optionally defined VAT tolerances.

Reconciled matching combinations with their processing conditions are detailed below:

1. **Order Status = Automatic requisition for manual invoice**
   Invoice Status = The order has been fully invoiced
   Invoice Settlement Status = Reconciled
   - This invoice is a manual invoice
   - No matching has taken place
   - The invoice will be passed for payment

2. **Order Status = Order is open**
   Invoice Status = The order has been fully invoiced
   Invoice Settlement Status = Reconciled
   - The invoice quantity is equal to the order quantity for all lines. PECOS P2P has reconciled the invoices and noted that no further invoices are expected.
   - Where 3-way matching is used, the invoice quantity is also equal to the receipt quantity.
   - The PECOS P2P Calculated VAT total matches the Supplier entered VAT total, or is within VAT tolerances.
   - The invoice WILL be passed for payment.

3. **Order Status = Order is open**
   Invoice Status = The order has been partially invoiced
   Invoice Settlement Status = Reconciled – pending full invoicing
   - The invoice quantity is less than the order quantity for at least one line. PECOS P2P has reconciled the invoices but noted that further invoices are required.

- Where 3-way matching is used, the invoice quantity may also be less than the receipt quantity. PECOS P2P has reconciled the invoice but noted that further invoices are required.
- The PECOS P2P Calculated VAT total matches the Supplier entered VAT total, or is within VAT tolerances.
- If the supplier does NOT accept Partial Delivery Payments, PECOS P2P will not allow part invoices to be paid: the invoice WILL NOT be passed for payment until all invoices for this order are received and matched.
- If the supplier DOES accept Partial Delivery Payments, PECOS P2P will allow the invoice(s) to be paid.

9.4.3 Reconciled Invoices – Approval Required

Where Invoice Settlement Approval plans are utilised and the invoice has been routed for approval, the following difference will be noticed from section above. All other conditions remain the same.

Invoice Settlement Status = Invoice requires approval routing
- The invoice WILL NOT be passed for payment until it has been fully approved.

9.4.4 Mismatched Invoices – No Approval Required

Where there are matching errors (a mismatch) the invoice status is updated to 'One or more invoices are mismatched' and the invoice settlement status displays an appropriate exception. The order status will remain 'open' until the APExport has been run. Mismatched scenarios with their processing conditions are detailed below:

1. **Order Status = Order is open**
   Invoice Status = One or more invoices are mismatched
   Invoice Settlement Status = Mismatch between order and invoice (for non tolerance errors)
   - An invoice line quantity is greater than its corresponding order line quantity.
   - An additional line may have been added to the invoice that did not appear on the original purchase order.
   - This invoice settlement status will show as a priority status over a receipt pending exception if this condition is also true.
   - This invoice settlement status will show as a priority status over a VAT tolerance mismatch exception if this condition is also true.
   - The invoice WILL NOT be passed for payment and requires Force Settlement.

2. **Order Status = Order is open**
   Invoice Status = One ore more invoices are mismatched
   Invoice Settlement Status = Exception - VAT tolerance exceeded
   - The PECOS P2P Calculated VAT total does not match the Supplier entered VAT total, or is outside VAT tolerances.
   - This invoice settlement status will show as a priority status over a receipt pending exception if this condition is also true.
   - The invoice WILL NOT be passed for payment and requires Force Settlement.

3. **Order Status = Order is open**
   Invoice Status = One ore more invoices are mismatched
   Invoice Settlement Status = Exception - order tolerance exceeded
   - An invoice unit price line value does not match exactly to the original or change order purchase order unit price line value, or is not within settlement tolerance.
   - This invoice settlement status will show as a priority status over a receipt pending exception if this condition is also true.
   - This invoice settlement status will show as a priority status over an order/invoice quantity mismatch if this condition is also true.
   - The invoice WILL NOT be passed for payment and requires Force Settlement.

4. **Order Status = Order is open**
   Invoice Status = The order has been partially invoiced
   Invoice Settlement Status = Exception – Full match pending receipt
   - Three-way matching is used for this invoice.
   - The receipt quantity for an invoice line item is less than the invoice quantity for the same line item.
   - This invoice settlement status will only be displayed if there is no price or quantity exception – such exceptions will take priority if they are also valid for this invoice.
   - The invoice WILL NOT be passed for payment and requires Force Settlement. Force Settlement is only allowed if the supplier is configured to accept Partial Delivery Payments.
   - After receipting has been completed, matching can be re-run and the invoice settlement status may be updated. If the order is fully received the status will change to 'Reconciled' and force settlement will not be required.

9.4.5 Mismatched Invoices – Approval Required

Where Invoice Settlement Approval plans are utilised and the invoice has been routed for approval, the following difference will be noticed from section above. All other conditions remain the same.

Invoice Settlement Status = Invoice requires approval routing

- o   In addition to the requirement for Force Settlement, all approval conditions must also be met before the invoice is passed for payment.

In order that the approver can make an informed decision on how to progress the invoice, the invoice settlement status displayed to the approver in the settlement approval summary screen, will be the exception status and not the approval routing status that is displayed in the settlement resolution screen.

9.4.6 Credit Notes

Netting of invoices is handled by always processing credits before debits. This insures that false over-invoicing situations are not generated. Credits are not matched to any particular debit invoice, but PECOS P2P will compare the net invoicing to the original order. Unit prices for credits are handled the same way as for debit invoices. This means that an invoice with an incorrect unit price will still generate an order tolerance exception even if it has been credited and re-invoiced at the correct price. In this case the credit will also generate an order tolerance exception. For example, if we order quantity 10 at £1.00 and it is invoiced as quantity 10 at £1.10, this will generate a tolerance exception. If we then receive a credit note for a quantity 10 at £1.10 and a subsequent invoice for a quantity of 10 at £1.00, both the original invoice and the credit note will be considered out of tolerance, even though the net invoicing is correct.

Documents NOT in invoice settlement approval

PECOS P2P will net credit note line item quantities with invoice line item quantities when matching is performed.

An existing invoice with a settlement exception status will therefore be updated (when matching is re-run) if a credit note is subsequently processed which has quantities that net to equal purchase order quantities.

Any document that has been sent for approval routing however, will not be included when matching is retrospectively performed: PECOS P2P will not change the invoice settlement status of any existing document that is in the process of being approved.

Documents in invoice settlement approval

PECOS P2P will net credit note line item quantities with invoice line item quantities when matching is performed.

Any invoice that has been sent for approval settlement however will not be included in any retrospective matching process: PECOS P2P will not change the invoice settlement status of any document that is in the process of being approved.

When invoice settlement approval is utilised and configured to route any quantity based invoice exception for approval, matching must be performed on any netting invoice and credit AT THE SAME TIME. In this way, PECOS P2P will net the invoice and credit quantities together and place both documents on a reconciled status. If the invoice is matched before the credit note, it will be placed on an invoice settlement exception status and sent for approval. It will not be considered for netting when the credit is received and matched.

Other Credit Note matching rules:
- Credit note values are not netted with invoice values for matching purposes.
- After matching, credit notes which do not net with invoices for a perfect match are always placed on a 'Reconciled – pending full invoicing' status.

9.4.7 Matching Priority

Where an invoice contains more than one matching discrepancy (e.g. both price and quantity) the price mismatch will take precedence over the quantity mismatch.

Invoice lines that have no corresponding order line are treated as quantity mismatches. The invoice settlement status will be: Mismatch between order and invoice (for non tolerance errors).

9.5 Force Settlement

Only reconciled invoices with no matching errors are available for exporting to your finance system for payment. Such invoices are described as 'Settled'. To accept matching exceptions and enable mismatched invoices to be paid, invoices need to be **Force Settled**. Force Settlement is therefore the act of approving an invoice that has failed your organisation's matching rules or is outside of predefined tolerances.

Force settlement will be required in a number of circumstances including:

- Approval of VAT rounding errors.
- Approval of invoices where invoiced quantities are greater than original order quantities (not corrected on a change order).
- Approval of price differences (not corrected on a change order).
- Approval of additional invoice line items (not corrected on a change order).
- Approval of discounts added as additional lines.
- Approval of net receipt discrepancies (not corrected through receipt editing or returns).
- Approval of credit notes that have not netted with invoices.

Force Settlement can be performed as part of the matching process in the **Settlement Resolution screen** or as part of an automated invoice settlement approval process. Invoice settlement plans allow invoices to be routed for approval based on requisition, order and invoice criteria as well as post matching invoice settlement status. It is possible therefore to ensure the correct segregation of duties between requisitioner, requisition approver, invoicer and invoice approver.

9.5.1 Identifying Mismatches – No Invoice Settlement Workflow

After the matching program has been run the Document Search results screen and Settlement Resolution screen will be updated, clearly showing the reasons for any matching exceptions. This section explains what statuses are displayed when invoice settlement workflow is not used.

1. Document Search Results screen

The Invoice Status will be updated with one of the following:

- **One or more invoices are mismatched**: when all invoices have not yet been received against the purchase order.
- **Fully invoiced – one or more invoices are mismatched**: when all invoices have been processed (i.e. reconcile to order and receipt quantities) and matched against the order.

2. Settlement Resolution screen

- Under the 'action' column in the invoice detail section the action of force settle will be displayed.
- The Order/Invoice Comparison box will highlight in **red** any invoice quantity or price that has mismatched.

3. Audit Trail

The Order Audit Trail will contain details of the matching activity and resulting settlement status.

9.5.2 Identifying Mismatches – Invoice Settlement Workflow

After the matching program has been run the Document Search Results screen and Settlement Resolution screen will be updated, clearly showing the reasons for any matching exceptions. This section explains what statuses are displayed when invoice settlement workflow is used.

1. Document Search Results screen

The Invoice Status will be updated with one of the following:

- **One or more invoices are mismatched**: when all invoices have not yet been received against the purchase order.
- **Fully invoiced – one or more invoices are mismatched**: when all invoices have been processed and matched against the order.

2. Settlement Resolution screen

- The invoice settlement status will identify when an invoice has been sent for settlement approval.
- The action of force settle is not available when an invoice has been sent for approval. Force settlement will usually be performed by the invoice approver.
- The Order/Invoice Comparison box will highlight in **red** any invoice quantity or price that has mismatched.

3. Audit Trail

The Order Audit Trail will contain details of the matching activity, the resulting settlement status and the person to whom the invoice has been routed to for approval.

9.5.3 Statuses Requiring Force Settlement

Both Invoice Status and Invoice Settlement Status can define the mismatched condition of invoices. The following status conditions are also described in detail in a previous section.

The following **Invoice Statuses** indicate where invoice matching exceptions have occurred:

*   **One or more invoices are mismatched:** when all invoices have not been received against the purchase order and matching exceptions exist.

*   **Fully invoiced – one or more invoices are mismatched:** when all invoices have been processed and matched against the order and matching exceptions exist.

Orders with the above invoice statuses will contain invoices with the following **Invoice Settlement Statuses**, indicating that force settlement is required:

*   **Mismatch between order and invoice (for non tolerance errors):** An invoice line quantity is greater than its corresponding order line quantity.

*   **Exception - order tolerance exceeded:** An invoice line unit price is either greater than or less than its corresponding order line unit price (outside organisationally set optional tolerances).

*   **Exception - VAT tolerance exceeded:** The Supplier entered VAT total is greater or less than the Calculated VAT total (outside organisationally set optional tolerances).

*   **Exception – Full match pending receipt:** When 3-way matching is performed and the supplier allows partial delivery payments this status indicates that for any line item the invoice quantity is greater than the receipted quantity.

9.5.4 Remedial Action

After a mismatch has been identified it will need to be investigated. The resulting course of action will not always give rise to the need to process force settlement:

Credit note outstanding – a credit note is required for an overcharge or return. The supplier may need to be chased.

Invoice posting error – an invoice has been posted against the wrong purchase order and must be deactivated (see below) and re-entered correctly.

VAT posting error – line level VAT treatment errors exist which have given rise to a 'Calculated VAT' discrepancy that is not a rounding difference. In order to correctly account for line level VAT treatments the invoice needs to be deactivated and re-entered.

Change Order outstanding – a change order transaction is pending.

Receipt outstanding – a receipting transaction is pending completion. The requisitioner or goods in department may need chasing.

Receipt incomplete – the supplier may have short delivered and back ordered goods may require chasing.

Return outstanding – returned items may not have been processed.

After remedial action or additional processing has been completed, matching must once more be performed. There is no limit to the number of times the matching process can be performed. Where pertinent, the original invoice exception status will be updated.

Note that settlement statuses will not be updated for any document that is in the settlement approval process.

9.5.5 Force Settlement Process – No Invoice Settlement Approval

Additional information on identifying mismatched invoices and the remedial action that can be undertaken prior to force settlement is described in previous sections of this manual.

Force Settlement can only be performed by users who have been granted permission in their user profile.

The following section explains how force settlement can be run for invoices that have not been sent for invoice settlement approval. Force Settlement is undertaken in the Settlement Resolution screen accessed through a Document Search.

*   In the Document Search screen, search for the order that you wish to force settle. All settlement statuses are available as search criteria in the 'Find By Status' search.

*   Click on the 'Settle' icon in the Search Results screen to open the **Settlement Resolution screen**.

*   The Settlement Resolution screen will open where you can review order, invoice and audit trail details.

*   Click on the Invoice Number in the 'Invoice' section to open the **Invoice Detail** screen.

    Here the invoice detail can be reviewed. Click on the 'edit additional invoice information' button to open a pop up window containing the extended invoice fields where, if the invoice status allows, they can be edited. Click on the 'Print Invoice' button to render a PDF for printing.

Settlement Resolution

| Create Invoice | Manual Close | AP Inquiry | Back |

Order Summary

Order No	Requisitioner	Supplier	Date	Order Total	Est Tax	Est Gross	Order Tolerance (line)	Status
GOV1595	Mike Watson	Bloomsbury Publishing	26/03/2019	£515.40	£103.08	£618.48	1.5%	Order is open

Invoice

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	VAT	Delivery	Status	Actions
347791	DI	26/03/2019		£489.40	£79.90	£10.00	Exception - order tolerance exceeded	force settle deactivate
			Totals:	£489.40	£79.90	£10.00		

Order/Invoice Comparison

Order Information - GBP									Invoice Information - GBP				
Item No	Mfr No	Qty	Pack Size	Qty / Amt Rcd	Qty / Amt Rtn	Unit Price	Ext Price	Outstanding	Item No	Qty	Unit Price	Ext Price	Invoice Number
JKRHPHP		60 / EA		0	0	£8.59	£515.40	£115.90	JKRHPHP	50 / EA	£7.99	£399.50	347791

Fig 9.2 - Settlement resolution screen - force settle

- To run force settlement click on the force settle link in the 'Actions' column on the invoice line that has a matching exception.
- A comment box will open where you must type the reason or approval authority for force settling the invoice.
  - When finished click the 'Save' button to proceed. The invoice status will be updated to 'Force Settled'.
  - To clear the comment box click 'Clear' and retype your comments.
  - To cancel force settlement for this invoice click 'Cancel'. The window will close and the status of the invoice will not change.
- The settlement resolution screen will update and the invoice settlement status will change to "Force settled". The order audit trail will be date and time stamped with the action and force settlement comments.

The force settled invoice will now be available for inclusion in the next APExport for payment.

9.5.6 Force Settlement Process – Invoice Settlement Approval

Additional information on identifying mismatched invoices and the remedial action that can be undertaken prior to force settlement is described in previous sections.

Force Settlement can only be performed by users who have been granted permission in their user profile.

The following section explains how force settlement is run for invoices that have been sent for invoice settlement approval. Force Settlement is undertaken in the Settlement Approval Summary screen accessed through the approver's To Do list. An approver will receive an automated eMail informing them that they have had an invoice document sent to them for approval or force settlement.

- Click the **To Do** tab.
- In the To Do's, navigate to the 'Invoices' section in the Left Navigation Panel. A listing of invoices that have been routed for approval will display.
- Click on the invoice number to open the Settlement Approval Summary screen.

  The Settlement Approval Summary screen contains invoice, order and audit trail information which should be reviewed before any force settlement action is undertaken.

  Not all invoice documents will require force settlement. Force settlement will only be available if the invoice settlement status requires this action and the user has appropriate permissions.

- Enter settlement comments in the Comments/Feedback text box. Failure to enter comments will result in a warning message being displayed when the force settle button is clicked.
- Click on the **'Force Settle'** button at the top of the page. The invoice settlement status of the invoice will be updated to 'Force settled' and the Order Audit Trail will be updated with the force settlement activity.
- Following force settlement the approver has a number of further actions to consider. ***Note that force settling an invoice does not approve it.***
  - a) Click **'Back'** if you do not want to undertake any further action. The invoice will remain in your To Do list and the settlement approval workflow, for you to complete processing at a later date. The invoice will not be included on the APExport until it is approved.

b) Click **'Approve'** to approve the invoice and move it forwards in the settlement approval process. When the invoice has been fully approved (completed each step of the invoice settlement plan) it will be made available for payment on the APExport.

c) Click **'Return To Requisitioner'** (with comments) if you want to return this invoice to the requisitioner for additional purchase order processing. The invoice settlement status will be updated to 'Returned to requisitioner' and the invoice will resides outside of the approval workflow awaiting a purchase order change (the requisitioner is not able to edit the invoice directly).

d) Click **'Return To Invoicer'** (with comments) if you want to return this invoice to the user who processed the invoice. The invoice will not be approved and the settlement status will change to 'Returned to invoicer'. The document will not appear on the APExport until the invoicer undertakes the required remedial action and resubmits the invoice for approval. The invoicer is able to edit the invoice details.

9.6 Invoice Deactivation

Invoices can be deactivated at any point after entry, up to the point that they are processed to Accounts Payable on the APExport interface. Until an invoice has been interfaced to your finance system for payment it is has not been accounted for and is available for deactivation and adjustment.

There are a number of reasons why an invoice may need to be deactivated or cancelled prior to the APExport and include:

- **Invoice entry error** – a mistake was made during the entry of the invoice and a correction is required.
- **Invoice posting error** – an invoice was posted against the wrong purchase order and must be re-entered correctly.
- **VAT posting error** – line level VAT treatment errors exist which have given rise to a VAT discrepancy that is not a rounding difference. The invoice needs to be deactivated and re-entered to correctly account for line level VAT treatments.

Note that changes to financial tracking codes can be performed without the need to deactivate and re-enter an invoice.

9.6.1 Settlement Resolution

This section describes the steps required to deactivate an invoice in the **Settlement Resolution screen**. Invoices are not available for deactivation if they have been sent for approval and have an invoice settlement status of 'Invoice requires approval routing'.

- Click the **Documents** tab and search for your purchase order.
- Click the **Settle icon** in the Action column of the search results screen.
- Under the 'Actions' column in the Invoice section of the Settlement Resolution screen, click on the deactivate link for the invoice to be deactivated.

Settlement Resolution									
Create Invoice	Run Matching		AP Inquiry		Back				

Order Summary

Order No	Requisitioner	Supplier	Date	Order Total	Est Tax	Est Gross	Order Tolerance (line)	Status
GOV1595	Mike Watson	Bloomsbury Publishing	26/03/2019	£515.40	£103.08	£618.48	1.5%	Order is open

Invoice

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	VAT	Delivery	Status	Actions
347791	DI	26/03/2019		£489.40	£79.90	£10.00	Received - unprocessed	deactivate
			Totals:	£489.40	£79.90	£10.00		

Order/Invoice Comparison

Order Information - GBP								Invoice Information - GBP				
Item No	Mfr No	Qty	Pack Size	Qty / Amt Rcd	Qty / Amt Rtn	Unit Price	Ext Price	Outstanding	Item No	Qty	Unit Price	Ext Price	Invoice Number
JKRHPHP		60 / EA		0	0	£8.59	£515.40	£115.90	JKRHPHP	50 / EA	£7.99	£399.50	347791

Fig 9.3 - Settlement resolution screen - deactivate

- A text entry box will open which requires you to enter a reason for deactivating the invoice.
  - When finished click the 'Save' button to proceed. The invoice will be deactivated.
  - To clear the comment box click 'Clear' and retype your comments.
  - To cancel invoice deactivation click 'Cancel'. The text box will close and the invoice will not be deactivated.

After deactivation the following changes will apply:

- The invoice settlement status will change to 'Deactivated'.
- The order status will remain as 'order is open'.
- The actions link changes to activate allowing the invoice to be re-activated if required.
- The invoice data will be removed from the order/invoice comparison box and is no longer available for matching.
- The invoice detail is still available for viewing. Click on the deactivated invoice number to open the invoice detail page.
- The Settlement Audit is updated with deactivation and reactivation actions.

9.6.2   Invoice Settlement

This section describes the steps required to deactivate an invoice in the **Settlement Approval Summary** screen during invoice settlement approval.

Invoices are not available for deactivation in the Settlement Resolution screen if they have been sent for approval.

- Click on the **To Do** tab.

- In the To Do's, navigate to the 'Invoices' section in the Left Navigation Panel. A listing of invoices that have been routed for approval will display.

- Click on the invoice number to open the Settlement Approval Summary screen.

   The Settlement Approval Summary screen contains invoice, order and audit trail information which should be reviewed before any deactivation action is undertaken.

- Enter deactivation comments in the Comments/Feedback text box. Failure to enter comments will result in a warning message being displayed when the deactivate button is clicked.

- Click on the **'Deactivate'** button. The invoice will be deactivated, removed from your To Do list and will move out of the invoice settlement approval plan.

After deactivation, in the Settlement Resolution screen:
- The invoice settlement status will change to 'Deactivated'.
- The order status will remain as 'order is open'.
- The actions link changes to activate allowing the invoice to be re-activated if required.
- The invoice data will be removed from the order/invoice comparison box and is no longer available for matching.
- The invoice detail is still available for viewing. Click on the deactivated invoice number to open the invoice detail page.
- The Settlement Audit is updated with deactivation and reactivation actions.

9.6.3   Reactivation

A deactivated invoice can be optionally **re-activated**.

- Click the **Documents** tab and search for your purchase order.

- Click the **Settle icon** in the Action column of the search results screen.

- Under the 'Actions' column in the Invoice section of the Settlement Resolution screen, click on the activate link for the invoice to be reactivated.

- A text entry box appears which requires you to enter a reason for reactivating the invoice.
   - When finished click the '**Save'** button to proceed and the invoice will be reactivated.
   - To clear the comment box click 'Clear' and retype your comments.
   - To cancel invoice reactivation click 'Cancel'. The text box will close and the invoice will remain deactivated.

After reactivation the following changes apply:
- The invoice settlement status will change to 'Received - unprocessed' and matching can once again be run.
- The order status will remain as 'order is open'.
- The actions link changes to deactivate allowing the invoice to be deactivated if required.
- The invoice data will reappear in the order/invoice comparison box and is available for re-matching.
- The Settlement Audit is updated with deactivation and reactivation actions.

10   Closing Orders

There are two ways to close orders in PECOS P2P: a temporary close using 'Close in AP' through the AP Inquiry screen and a permanent close using 'Manual Close' feature.

1.   Close in AP

This is a **temporary** close undertaken from within the **AP Inquiry** screen. This closure will stop payment or curtail receipt and invoice processing against an order temporarily. This is effectively a "close and hold" and allows the order to be re-opened.

Close in AP can be performed at any time after the order has been transmitted to the supplier.

2.   Manual Close

This is a **permanent** close undertaken from the **Settlement Resolution** screen. This closure will close an order permanently and ensure that all current invoice detail, irrespective of matching status, is passed for payment. No processing is permitted to the order after closure and the order cannot be subsequently reopened.

Manual Close can be performed at any time after the order has been transmitted to the supplier but to protect invoices 'in process', closure <u>cannot</u> be undertaken:

a)   Whilst invoice matching is outstanding or

b)   When invoices are submitted into the approval process (i.e. the invoice settlement status = 'Invoice requires approval routing').

Close Order Permission
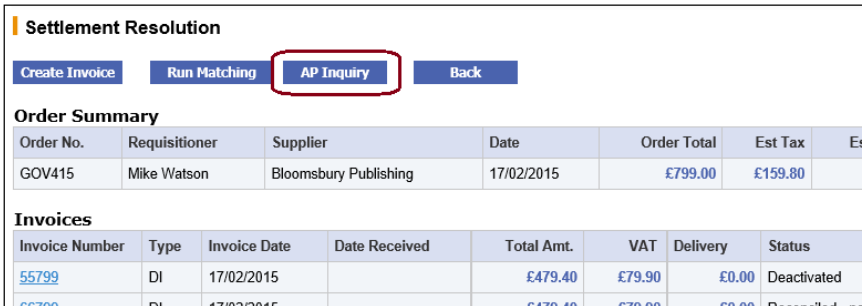
To undertake close orders, a user must be granted the 'Settlement' user role in their user profile. Closure can be performed at any stage after the order has been transmitted to the supplier through the **Settlement Resolution** screen.

10.1   Close in AP

Close in AP is a **temporary** close undertaken from within the **AP Inquiry** screen. This form of closure will stop payment or curtail receipt and invoice processing against an order temporarily. It is effectively a "close and hold" and allows the order to be re-opened. Access to 'Close in AP' is through the **AP Inquiry** button on the **Settlement Resolution** page and can be performed at any time after the order has been transmitted to the supplier.

10.1.1 Close in AP

- Navigate to the **Documents** tab and search for the order that you wish to close.
- In the Search Results screen click on the **'Settle'** icon to open the Settlement Resolution screen.

Fig 10.1 - Settlement resolution screen showing AP inquiry button

- Click on the **'AP inquiry'** button at the top of the Settlement Resolution screen to open the **AP Detail** screen.

The AP Detail screen provides summary details for Accounts Payable and contains the following information:
- Order header information including current status, order comments, supplier details and shipping address.
- Order audit trail details.
- Line item summary detail including receipts, returns and financial tracking information.
- Click on the 'View PO' button to display and print a copy of the purchase order.

AP Detail

| View PO | Close Order | Back |

Order No	Requisition No	Current Status	Delivery Date	Internal Comments	External Comments
GOV1595	1434	Order is open			

Supplier	Delivered to	Ordered by	Order Total
Bloomsbury Publishing	Mike Watson Room 4F - Finance Department 36565214589745 Level 3 - East Wing 72 Long Lane London, EC5 7TT United Kingdom	Mike Watson	£515.40

Audit Trail

Time Stamp	Action	User	Additional Comments
27/03/2019 15:10 GMT+00:00	Invoice 347791 received	Mike Watson	347791
26/03/2019 11:06 GMT+00:00	Order transmitted to supplier		Emailed to pecosmails@elcom.com
26/03/2019 11:05 GMT+00:00	Pending transmission		
26/03/2019 11:05 GMT+00:00	Approval Complete	Gerry Anderson	
26/03/2019 11:05 GMT+00:00	Order sent to Gerry Anderson for One Step Approval	Gerry Anderson	
26/03/2019 11:05 GMT+00:00	Commodity approval complete	Gerry Anderson	
26/03/2019 11:04 GMT+00:00	PO sent to Gerry Anderson for commodity approval	Gerry Anderson	

Line Item Detail

Item No	Manufacturer	Supplier	Qty	UOM	Unit Price	Qty Recv	Account Info	Comments
	Item Description			Pack Size	Ext Price	Qty Ret		
JKRHPHP	Bloomsbury Publishing	Bloomsbury Publishing	60	Each	£8.59	0	400-2115-A00	
	Harry Potter and the Half Blood Prince				£515.40	0		

Fig 10.2 - AP detail screen

- Click on the **Close Order** button at the top of the page to temporarily close the order. The screen will refresh and the audit trail will update with the close action. The button will change to display 'Re-Open Order'.

- To return to the Settlement Resolution screen click on the 'Back' button. In order to refresh the order details it is recommended that you reselect the order in the Document Search screen.

10.1.2 Effect of Closure

After the order has been Closed in AP all receipting and invoicing options are removed, although the order may still be subject to financial matching.

- The order status is changed to 'Order closed by AP'.
- No further receipting is allowed – receipting buttons are removed.
- No further invoicing is allowed – invoice buttons are removed.
- Change Orders and Returns are allowed.
- The only option available within the settlement resolution screen is to re-open the order via the AP Inquiry screen.
- Invoice and invoice matching statuses are not affected.
- The order is still subject to financial matching.
- Any invoice that is on a force settled or reconciled status will be selected for payment and appear on the next APExport.

The order will remain closed until and unless:
- It is re-opened in the AP Inquiry screen
- A new order is created through the change order option.
- The matching program is run and an invoice that was pending match gets matched and changes status.

10.1.3 Post Closure Options

The order will remain closed until it is either re-opened in the AP Inquiry screen, a change order is created or an invoice status is changed through matching.

Processing options after closure are limited and are described below.

- **Re-Open.** The order can be re-opened in the AP Detail screen. Click on the AP Inquiry button in the Settlement Resolution screen.
- **Copy.** The order can be copied into a new requisition through the Purchase Order Status Summary screen and the Requisition Status Summary screen. Copying an order will have no effect on the status of the order.

- **View Order.** The order can be viewed and printed through the Purchase Order Status Summary screen or the AP Detail screen.
- **Returns.** Items can be returned through the 'Return Items' option in the Purchase Order Status Summary screen. Processing returns will have no effect on the status of the order.
- **Cancellation.** The order can be cancelled via the Cancel Order button. The change order that is created through order cancellation will follow the normal order cancellation process and will be placed on the status: 'Order has been cancelled'. The original version of the order (that was closed) will display as 'Order has been superseded by a PO change'.
- **Change Order.** Purchase order change options are available in the Purchase Order Status Summary screen. If a change order is created the order will automatically be reopened and the change order placed on the status: 'Order is Open'. The original version of the order (that was closed) will display as 'Order has been superseded by a PO change'.
- **Matching.** Matching is available manually in the search results screen or via an automated program.

10.1.4 Re-Open in AP

An order closed in AP can remain closed indefinitely or it can be re-opened at any time.

- Navigate to the **Documents** tab and search for the order that you wish to re-open. Note that the order status will display as: 'Order closed by AP'.
- In the Search Results screen click on the **'Settle'** icon to open the Settlement Resolution screen.
- Click on the **'AP inquiry'** button at the top of the Settlement Resolution screen to open the AP Detail screen.
- Click the **'Re-Open Order'** button at the top of the page. The screen will refresh and the audit trail will update with the re-open action. The button will change to 'Close Order' allowing the order to once more be closed if necessary.
- To return to the Settlement Resolution screen click on the 'Back' button.

After the order has been re-opened all editing and processing options are re-instated. The order returns to its pre-closure condition:
- The order status is changed to 'Order is open'.
- Receipt and invoice processing can be recommenced.
- Matching and settlement activities can be recommenced.

10.2 Manual Close

This is a **permanent** close undertaken from the **Settlement Resolution** screen. This closure will close an order permanently and ensure that all current invoice detail, irrespective of matching status, is passed for payment. No processing is permitted to the order after closure and the order cannot be subsequently reopened. The effects of manually closing an order are as follows:

- All active invoices – irrespective of status – are marked as force settled and transferred on the next APExport.
- If this order is under budgetary constraint, budget availability will be credited with the value of all non receipted items.
- An order that has been manually closed will **permanently** prevent further processing of receipts, returns, change orders and invoices.
- **The order cannot be re-opened.**

Manual Close can be performed at any time after the order has been transmitted to the supplier but to protect invoices 'in process', closure cannot be undertaken:
- a) Whilst invoice matching is outstanding or
- b) When invoices are submitted into the approval process (i.e. the invoice settlement status = 'Invoice requires approval routing').

To manually close an order:

1. Navigate to the **Documents** tab and search for the order that you wish to permanently close.
2. In the Search Results screen click on the **'Settle'** icon to open the Settlement Resolution screen. Alternatively click the 'Settle' button in the Purchase Order Status Summary screen.

   The Settlement Resolution screen will open.

Fig 10.3 - Settlement resolution screen showing manual close button

3. At the top of the Settlement Resolution screen click on the **'Manual Close'** button.

4. A text entry box will open for you to confirm closure and enter a reason for manually closing the order. Entering close comments is mandatory and will be entered in the order audit trail.

Fig 10.4 - Close order confirmation and comments

If there are outstanding invoices that you do not wish to be passed for payment, click 'Cancel' in the text entry box and deactivate the invoices before proceeding with manual closure.

5. Click 'OK.' to complete closure. The Order Status will change to: "Order Manually Closed".

10.2.1 Effect of Closure

- The order status is updated to "Order Manually Closed" and the order audit trail is updated accordingly.
- All active invoices are marked as 'force settled' and are made eligible for inclusion in the next APExport batch.
- No further receipting or returns activity can be performed for this order.
- No further invoicing activity can be performed for this order.
- No change orders can be processed for this order.
- No further settlement activity can be performed.
- The order cannot be re-opened.

10.2.2 Transaction Visibility Post Closure

- **Copy** - The original requisition and order is available for copying into a new shopping basket. Click 'Copy' from the relevant Status Summary screen.
- **View Receipts** - The order receipt history, with links to receipt detail and any attachments, is available as view only. Click the 'View Receipts' button in the Purchase Order Status Summary screen or click the Receipt icon in the Document Search Results screen to open the 'Receipt List' screen.

- **View Invoices** - The order invoice history, with links to invoice detail and any attachments, is available as view only. Click the 'View Invoices' button in the Purchase Order Status Summary screen or click the Invoice icon in the Document Search Results screen to open the 'Invoice List' screen.

- **View Settlement** - The order settlement history is available as view only. Click the 'View Settlement' button in the Purchase Order Status Summary screen or click the Settle icon in the Document Search Results screen to open the Settlement Resolution screen.

- **View PO** - To view the final purchase order, click the 'View PO' button in the Purchase Order Status Summary screen.

11   AP Export Utility

The final stage in the invoicing, matching and settlement process is to run the Accounts Payable Export program (APExport).

The APExport is a utility program run by your system administrator or finance department that creates an XML batch file containing all the invoices (and associated order details) available for payment. This batch file is then available for importing into your finance system for payment processing.

For more information about the APExport please refer to the PECOS P2P APExport manual.

Payable Statuses

Invoices with the following *invoice settlement statuses* are included in the APExport:

- Reconciled
- Force Settled

Invoices with any other settlement status will remain in PECOS P2P until they have been approved or any query resolved for payment processing.

Post AP Export Statuses

After the APExport has been run all invoice settlement statuses are change to *'Processed to Accounts Payable'*.

The Order/Invoice Comparison table is updated to reflect those invoices that have been included in the APExport and marks them as paid.

12 Payment Information and Remittances

PECOS P2P supports the import of remittance details and, for customers who implement this interface, displays this information to users through the Purchase Order Status Summary and Settlement Resolution screens.

In order to effectively manage the requirements of different user types for whom permission to remittance details needs to be controlled, two user access permissions are provided to manage access to payment and remittance information:

1. For users who are Accounts Payable personnel and assigned the Settlement role, permission is granted through the **Settlement Resolution** screen.

2. For procurement users who are not assigned the Settlement role, a separate role: "Payment Information" can be assigned to provide access to payment information through the **Purchase Order Status Summary** screen.

All drill down hyperlinks provided in the payment and remittance screens are determined by a user's Order Access Level permission. For example any order link to the PO Status summary screen is suppressed if a user does not have permission to the order; and any link to Invoice or Settlement screens are suppressed if the user does not have necessary user permissions.

12.1 PO Status Summary

At an order level, a user can see all invoices and remittances for that order and whether those invoices are paid. This detail is displayed in the **Payment Information** screen which is accessed through the **Purchase Order Status Summary** screen by clicking the **Payments** button.

In the **Payment Information** screen, an Invoice Detail section will list the invoices received against the purchase order and by clicking a **Remittance** button, a Remittance Detail section will display the remittance(s) received against each invoice with the following information:

- Remittance Number - this is a hyperlink to drill down to the full Remittance Detail.
- Payment Date - the remittance date.
- Payment Method - the means by which payment was made:
  - "Auto" = Automatic Funds Transfer
  - "Cash" = Cash
  - "Che" = Cheque
  - "CCard" = Credit Card
  - "DCard" = Debit Card
  - "Draft" = Bankers Draft
  - "Wire" = Wire Transfer
  - "Other" = Other
- Remittance Total - the total paid on the remittance.

Payment Information					
Back					
Supplier: 3G Softsolutions		**PO Number:** CSS113544			
Invoice Detail					
				Quick filter:	
Invoice No ▲	**Invoice Amount**	**Type**	**Invoice Date**	**Settlement Status**	**Action**
113516	£840.48	DI	14/01/2019	Remittance Received	**Remittance**
113544	£70.04	DI	12/01/2019	Remittance Received	**Remittance**

Remittance Detail 113516			
		Quick filter:	
Remittance No ▲	**Payment Date**	**Payment Method**	**Remittance Total**
AG678564	14/02/2019	CCard	£123.00
AG679845	19/02/2019	CCard	£717.48

Fig 12.1 - Payment Information screen

In the Remittance Detail section of the Payment Information screen, clicking a remittance number will open the **Remittance Detail** screen for that remittance. The Remittance Line Detail section will display all invoices paid on that remittance by line number, including their PO numbers and net payment amounts.

Fig 12.2 - Remittance Detail screen

12.2 Settlement Resolution

In the Settlement Resolution screen, a remittance link for all paid invoices will display in the Action column of the Invoice table, labelled: 'Remittance'.

Fig 12.3 - Settlement Resolution screen Remittance link

Clicking the Remittance link opens a **Remittance List**, detailing all the remittances received for the selected invoice.

Fig 12.4 - Remittance List screen

Clicking a remittance number will open the **Remittance Detail** screen for that remittance (see above). The Remittance Line Detail section will display all invoices paid on that remittance by line number, including their PO numbers and net payment amounts.

13 Accounts Payable Workbench

All invoice entry and settlement activity can be undertaken through the Document Search screen, where search results display in purchase order context and invoice entry and settlement tasks are accessed by navigating individual icons or menu options through multiple screens.

The **Invoice and Accounts Payable Workbench** provides Accounts Payable personnel with a proactive invoice and settlement management area in a single screen with reduced navigation. The workbench provides the ability to search and view based on user, invoice, purchase order or supplier context and provides a single point of access to all relevant invoice screens and payables functionality.

13.1 Access and Permissions

Access to the Invoice and Accounts Payable Workbench is optional and provided automatically to all users with the *Invoicer* user role. Access to payment, invoice and settlement tasks and all associated data is provided within user's existing user roles, access permissions and organisation assignment: no additional permissions are required.

The Invoice and Accounts Payable Workbench is accessed through the main navigation menu tab labelled 'Invoicing'. The display of the Invoicing tab is controlled by the existing 'Invoicer' user role and will be hidden by default unless the user has this role assigned to them.

The level of data access, available processing options and degree of document drill down will be determined by a user's existing user role assignment and order access level. No separate permissions are required for workbench views.

All screens and functionality that is accessible from the Invoice Workbench is explained in detail, elsewhere in this manual.

13.2 Invoice Data Table

An invoice data table displays invoice detail, with one invoice per row. A **default content** displays automatically upon screen opening, without the need to undertake a search. The default data set is based on invoice date and the default range for inclusion is the current date less 30 days, inclusive (i.e. all invoices with a date from today or within the past 30 days will populate).

Fig 13.1 - Invoice and accounts payable workbench

The table contains the following columns:
- **Invoice Number**: This is the supplier's invoice number. The number is a hyperlink, opening the Invoice Detail screen.
- **Type**: The invoice type indicator:
  - o 'DI' for debit invoices
  - o 'CR' for credit invoices
- **Invoice Date**: The invoice date.

- **Invoicer**: This indicates the invoice originator:
  - For manually entered invoices, including Non-PO invoices, this is the name of the user who entered the invoice.
  - Where received through the cXML batch or eInvoice processes, a fixed value, 'Electronic' will display.
  - For ERS generated invoices, a fixed value, 'ERS' will display.
- **PO Number**: The PECOS purchase order number against which the invoice is processed. The number is a hyperlink opening the Purchase Order Status Summary screen.
- **Supplier Name**: The name of the supplier as it appears in the PECOS supplier profile.
- **Supplier Number**: The Supplier Number that appears in the PECOS supplier profile. This will usually be the accounts payable ledger reference.
- **Invoice Total**: The gross invoice amount.
- **Invoice Status**: The Order Settlement Status (i.e. the invoice status of the order). Note that "Invoice requires approval routing" will not display, as this is not a true settlement status but an invoice state indicator only.
  "Any Status" is the default and displays all statuses. Existing status labels have been mapped for clarity and will appear for selection in a list box as follows:
  - The order has been fully invoiced = "Full"
  - The order has been fully invoiced and paid = "Full and Paid"
  - Fully invoiced – one or more invoices are mismatched = "Full with Mismatches"
  - The order has been over invoiced = "Over"
  - The order has been partially invoiced = "Partial"
  - One or more invoices have been paid = "Partial and Paid"
  - One or more invoices are mismatched = "Partial with Mismatches"
  - Pending initial match = "Pending Match"
- **Settlement Status**: The Invoice Settlement Status (i.e. the settlement status of the invoice).
  "Any Status" is the default and displays all statuses. Existing status labels have been mapped for clarity and will appear for selection in a list box as follows:
  - Deactivated = "Deactivated"
  - Delivery tolerance exceeded = "Delivery Mismatch"
  - Force settled = "Force Settled"
  - Received – unprocessed = "Not Matched"
  - Processed to accounts payable = "Paid"
  - Remittance Received from AP = "Paid with Remittance"
  - Exception - Order tolerance exceeded = "Price Mismatch"
  - Mismatch between order and invoice (for non tolerance errors) = "Quantity Mismatch"
  - Exception - Full match pending receipt = "Receipt Mismatch"
  - Partial match pending receipt = "Receipt Mismatch"
  - Reconciled = "Reconciled"
  - Reconciled - pending full invoicing = "Reconciled (Pending)"
  - Exception - VAT tolerance exceeded = "VAT Mismatch"
- **In Approval**: This will identify if the invoice is currently in settlement workflow:
  - 'Yes' - the invoice is in the approval process.
  - 'No' - the invoice is not in the approval process.
- **Actions**: This column will display the following icons to enable users to review existing or process additional invoice data:
  - **Create Invoice**. Click to open the Invoice Entry screen. If the order is manually closed the Invoice List will display.
  - **Settlement Resolution**. Click to open the Settlement Resolution screen. If the order is manually closed the screen will open in view only mode.
  - **Payment Information**. This icon will display only if there is remittance detail lodged against the invoice. Click to open the Payment Information screen for the order.
  - **Invoice Attachments**. This icon will only display if there is at least one attachment for the invoice. Click to display an invoice attachments table containing all attachment hyperlinks for the invoice.

A number of columns are **sortable** by clicking on the column header. Sorting on the same column will alternate between ascending and descending order.

13.3 Data Search and Filter

A number of search and filter options are available to refine the invoice table view.

13.3.1 Search

Invoice Date: allows the default view of 30 days to be updated. The entry of either a From or To date is valid. Where 'From' is blank, all invoices up to the specified 'To' date will be returned and where 'To' is blank, all invoices from the specified 'From' date up to today's date will be returned.

Invoice Number: returns all invoices that contain the search string.

PO Number: returns all purchase orders (irrespective of invoicing status) that contain the search string. This allows new invoices to be entered for any purchase order.

Settlement Status: select from the list box to return all invoices in the selected Settlement Status.

13.3.2 Filter

In addition to being sorted, columns will be **filtered** based on data that *contains* the entered search value in the filter box in the column header. Multiple columns can be filtered at the same time. The following columns allow table data to be filtered:

• Invoice No
• Invoicer
• PO Number
• Supplier Name
• Invoice Status: select a status from the list box
• Settlement Status: select a status from the list box
• In Approval: select from the list box

A 'Clear' button is available to reset the invoice table to its pre filtered view.

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