



**Government of Barbados**

**Cloud Suite Financials & Supply Management**

***Payables Manual***

**May 2021**

**Version 1.2.4**

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## Overview

### Expense invoice

Payables invoices or expense invoices are invoices that are not associated with a purchase order, for example, an invoice for electricity or rent. An authority code is required to release these invoices for processing and distribution lines are required during invoice entry. Invoice entry is the first task you perform to initiate a vendor payment. Depending on your business requirements, you can specify a few pieces of required information for an invoice, or specify a wide variety of optional information.

## Creating a Basic invoice

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template.

The screenshot shows the 'Create Invoice' form in the Payables Invoice Processor interface. The left sidebar contains a user profile for Omar Brathwaite and a menu with options like Home, Create Invoice, Process Invoices, Search Invoices, Payables Dashboard, and Vendors. The main content area has a 'Create Invoice' header and a 'Main' tab selected. The form fields include: Invoice Entry Template (Basic), Invoice Type (Invoice), Payables Company (Q=), Process Level (Q=), Ship To Location (Q=), \* Vendor (Q=), Vendor Address, \* Invoice Number, and Pay Vendor (Q=). The URL at the bottom is: https://fin-gob-tst.inforcloudsuite.com/fsm/PayablesProcessor/form/PayablesInvoice%280,0%29.PayablesInvoiceForm?csk.showusingxi=true&csk.lidkey=bb7165b615bdc22b30610b4f34068d4a&action=Cn

### Entering the header information

1. At the Invoice Entry Template select the type of invoice: Basic.
2. Enter the following data:
  - Payables Company – the two (2) digit number that represents your Ministry or Head.
  - Process Level – a code that represents your department, it routes the invoice to the relevant approvers.
  - Vendor – select the vendor that you are paying.
  - Invoice number - must be unique for the company and vendor.( use the one provided by the vendor **NB** this invoice # can only be used once)
  - Description – (overall synopsis of the good or service being provided)
  - Invoice Date – date on the invoice produced by vendor.
  - Due Date – the payment date of the invoice (not required if using a payment term).
  - Invoice Amount – the fund amount on the payment document.
  - Enter the currency; the default currency is BBD-Barbados dollars. Below is an example of a completed basic invoice template before saving.

**Create Invoice**

Options  
Payment  
Additional  
Discount  
Miscellaneous  
Pay Schedule  
User Fields  
Related Documents  
Adjust Income  
Comments

Basic Invoice

Payables Company <sup>\*</sup> 34 Q=

Process Level <sup>\*</sup> 0131 Q= Treasury Department

Ministry of Finance, Economic Affairs and Investme

Ship To Location

\* Vendor 6 Q= SERVALL INC.

\* Invoice Number 563-3421

Description Table

\* Invoice Date 10/14/2020

\* Due Date 10/29/2020

Payment Terms

Invoice Amount 450.00 Currency BBD Q=

Vendor Address  
P.o Box 5006  
Green Hill  
MI

Pay Vendor

Remit To Location

Remit Address

3. Click the Save icon.

(NB. The *Pay Vendor* field usually defaults to the same as the Vendor field. If it is different, the payment will be factored to the vendor at that field.)

After saving, an error message is displayed at the top of the page stating that the distribution amount is out of balance. The distribution tab to the left of the page is now accessible, allowing the invoice processor to enter the distribution account and amount.

## Enter the distribution

- Click the *Distribution* tab
- Select *Create On List* which creates an empty invoice line.

Invoice 563-3421 for SERVALL INC.

Status: Unreleased  
Voucher: 121  
Processing Team: TRD\_TEAM Treasury Processing Team

Invoice Amount: 450.00  
Total Tax Amount: 0.00

Total Distributions: 0.00  
Total Payments: 450.00

Errors Exist - See 'Errors' tab for details

Main  
Options  
Payment  
Additional  
Discount  
Miscellaneous  
Currency Amounts  
**Distributions**

Distributions

Create Create On List Create and Release Invoice Refresh Search ...

	Amount	Tax Cat...	Descr...	Tax In...	Tax Code	Taxa...	Finance Structure
<input type="checkbox"/>	0.00			None		0.00	Ledger • To Ledger Entity • Cost Center • Account • Project • Gra

- Enter the distribution account by clicking in the *Finance Structure* column, which opens the *Finance Structure* window. Enter the distribution and click OK.

Finance Structure

Preview  
Ledger • 1000 • 0131 • 6210100100 • Project • Grants • Account Category • Inter-Entity

Ledger

To Ledger Entity: 1000 Q=

Project: Inter-Entity: Q=

Cost Center: 0131 Q=

Grants: Q=

Account: 6210100100 Q=

Account Category: Q=

Cancel Ok

- Enter the funds at Amount column and tab. The amount entered here for a basic invoice is equivalent to the amount entered at Invoice Amount at the header.
- Click the Save icon.

Invoice 563-3421 for SERVALL INC. Create Invoice Create and Release Submit For Approval Email Invoice ...

Status: Unreleased Invoice Amount: 450.00 Total Distributions: 450.00  
 Voucher: 121 Total Tax Amount: 0.00 Total Payments: 450.00  
 Processing Team: TRD\_TEAM Treasury Processing Team

Main Options Payment Additional Discount Miscellaneous Currency Amounts Distributions \*

Distributions Create Create On List Create and Release Invoice Refresh Search ...

	Amount	Tax C...	Description	Ta...	Tax C...	Taxa...	Finance Structure
<input type="checkbox"/>	450.00		6 - SERVALL INC.	None		0.00	MAIN • 9002 • 0131 • 6210100100 • Project • Grants
	450.00					0.00	

20 Records per page

9. All the errors have been resolved and the *Submit For Approval* button is now available.

10. Check the Payment tab and verify that the correct Payment Code is used:

- PAYMR – Cheque Payment
- FWTRA – Wired transfer
- ACH – Automatic Clearing House.

The payment code/payment method can be updated by selecting the search icon and choosing the appropriate code.

Invoice 01 for SERVALL INC. Create Invoice Create and Release Assign Processo ...

Unreleased 150.00 150.00  
 Voucher: 3 Total Tax Amount: 26.25 Total Payments: 150.00

Main Options Payment Additional Discount Miscellaneous Currency Amounts Distributions \* Pay Schedule \* User Fields

Payment Settings

Cash Code: PAYMASTER Q= Treasury Paymaster Account Cash Code Currency: BBD

Vendor Payment Amount:

Payment Code: PAYMR Q= Cheque Payment

Vendor Payment Currency: BBD Q=

Manual Payment Information

11. Click Submit For Approval, a window opens, click Submit.

Submit Invoice For Approval

Company	Invoice Number
34 Ministry of Finance, Economic Affairs and Investme	563-3421
Vendor	Invoice Amount
6 SERVALL INC.	450.000

Routing Information

Approval Code: TRD\_APPR

Approval Override Options - \* \* Applies To All Selected Invoices \* \*

Cancel

Submit

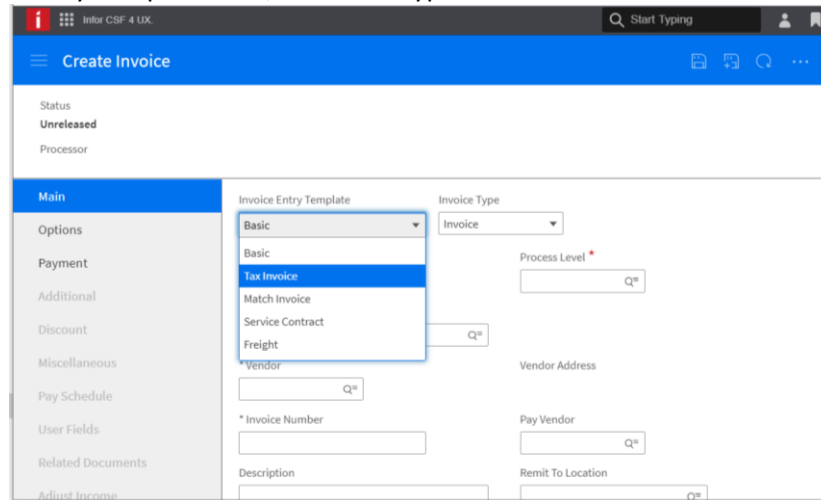
A message is displayed stating that the invoice was successfully submitted for approval. Another message is displayed “Budget edits in progress” that will remain there until refresh is clicked. The status of the invoice changes from Unrelease to Pending Approval.



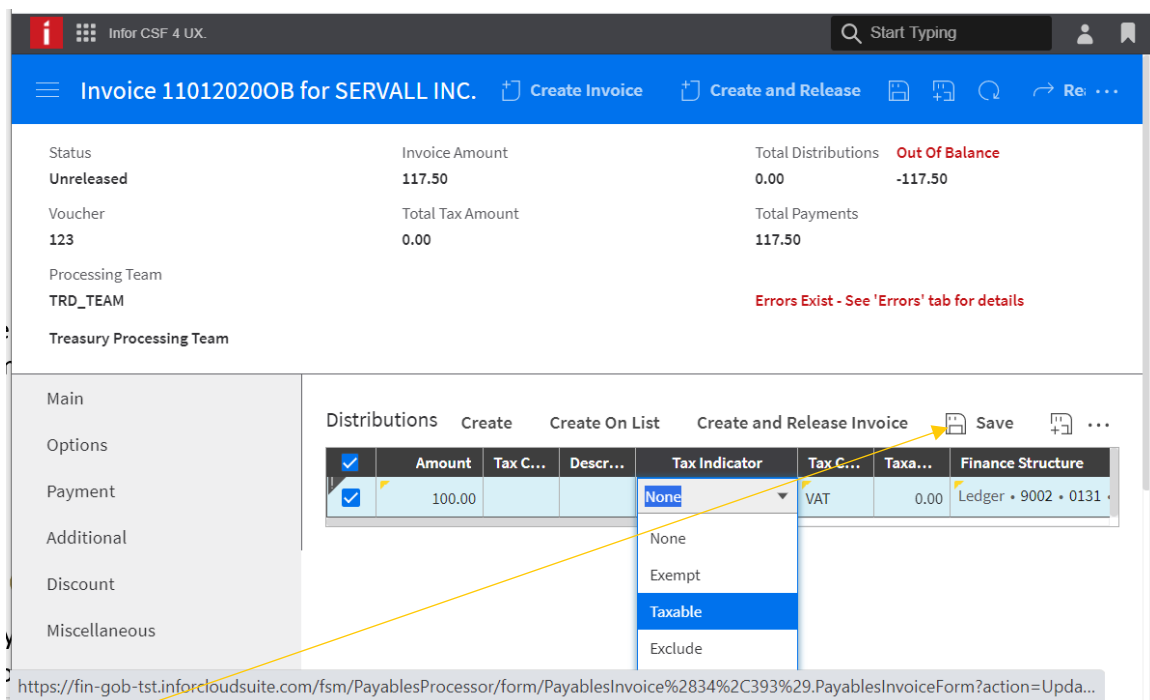
## Creating a Tax invoice (not schools)

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template by default.

1. At the Invoice Entry Template field, select the type of invoice: Basic or Tax Invoice.



2. Repeat step 2 to 7 for the basic invoice. At step 7 the amount entered is the net amount while the amount entered at Invoice amount is the amount to be paid to the vendor.
3. Enter the Tax Code: VAT (17.5%), H\_VAT - Hotel (7%) or M\_VAT – mobile (22%).
4. Change the Tax Indicator to Taxable.



Amount	Tax C...	Descr...	Tax Indicator	Tax C...	Taxa...	Finance Structure
100.00	VAT		None	VAT	0.00	Ledger • 9002 • 0131

5. Click Save.

**NB.** The total invoice amount is \$117.50, amount at the distribution line is \$100.00. since the Tax indicator is Taxable and the tax code is VAT, the system will calculate the taxes at a rate of 17.5% and take it from the expense line.

The taxes are shown at the header information and the Linked Tax button. On some browsers the taxes are shown on a separate line.

- Click Submit For Approval, a window opens, click Submit.

## Create a Tax invoice (2<sup>nd</sup> option)

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template by default.

- At the Invoice Entry Template field, select the type of invoice: Basic or Tax Invoice.

- At the Invoice Entry Template select the type of invoice: Tax Invoice.
- Enter the following data:
  - Payables Company – the two (2) digit number that represents your Ministry or Head.
  - Process Level – a code that represents your department, it routes the invoice to the relevant approvers.
  - Vendor – select the vendor that you are paying.
  - Invoice number - must be unique for the company and vendor.( use the one provided by the vendor **NB** this invoice # can only be used once)
  - Description – (overall synopsis of the good or service being provided)

- Invoice Date – date on the invoice produced by vendor.
- Due Date – the payment date of the invoice (not required if using a payment term).
- Invoice Amount – the fund amount on the payment document.
- Enter the tax code in the field.
- Select *Link Tax On Distribution*.
- Enter the currency; the default currency is BBD-Barbados dollars. Below is an example of a tax invoice template before saving.

The screenshot shows the 'Create Invoice' form with the following details:

- Status:** Unreleased
- Processor:**
- Main Tab:**
  - Invoice Entry Template:** Tax Invoice
  - Invoice Type:** Invoice
  - Payables Company:** 10
  - Governor General:**
  - Process Level:** 0001
  - Governor General:**
  - Ship To Location:**
  - Vendor:** Serrail Inc.
  - Invoice Number:** 1230202008
  - Description:** Office Furniture
  - Invoice Date:** 12/30/2020
  - Due Date:**
  - Payment Terms:** NETT1
  - Due in 1 Day:**
  - Invoice Amount:** 536.88
  - Currency:** BBD
  - Barbados Dollars:**
  - Tax Information:**
    - Taxable Amount:**
    - Tax Code:**
    - VAT:**
    - Valued Added Tax:**
    - Tax Amount:**
    - Tax Category:**
    - Tax Point Date:**
  - Link Tax On Distributions:** ☒

4. After saving the invoice header, the Distribution tab is now available and needs to be populated.
5. Enter the following:
  - Description
  - Amount (net)
  - Tax Indicator – Taxable
  - Tax Code – VAT (relevant tax code should be selected)
  - Distribution Account – the financial account that the payment comes from.
6. Click Save and refresh. The tax line and taxable amount is now available.

The invoice can be submitted for approval after the relevant documents and comments have been attached.

## Creating a Tax invoice (reimbursable tax)

(This process is used by schools)

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template by default.

1. At the Invoice Entry Template field, select the type of invoice: Basic or Tax Invoice.

2. Repeat step 2 to 6 for the basic invoice.
3. Click Save.
4. The tax line defaults to the Distribution tab tied to the reimbursable account.

Start Typing

Invoice 11220200B for SERVALL INC.

Create Invoice

Create and Release

Reassign Processor

Email Invoice

Status

Unreleased

Invoice Amount

117.50

Total Distributions

17.50

Out Of Balance

-100.00

Voucher

104

Total Tax Amount

17.50

Total Payments

117.50

Processing Team

QCSC\_TEAM

Queen's College Processing Team

Errors Exist - See 'Errors' tab for details

Main

Options

Payment

Additional

Discount

Miscellaneous

Currency Amounts

Distributions \*

Distributions

Create

Create On List

Create and Release Invoice

Refresh

Search

	Amount	Description	Tax I...	Tax Code	Taxa...	Finance Structure	Status	
<input type="checkbox"/>	17.50	6 - SERVALL INC.	None	SV_0660	I	100.00	MAIN • 9002 • 0660 • 1627115101 • ...	Unreleased
	17.50					100.00		

<<

<

>

>>

20 Records per page

5. Select *Create On List* which creates another empty line.

6. Enter the net amount and the account at the second line.

**Invoice 11220200B for SERVALL INC.** [Create Invoice](#) [Create and Release](#) [Submit For Approval](#) [Reassign Proce ...](#)

Status: **Unreleased** Invoice Amount: **117.50** Total Distributions: **117.50**  
 Voucher: **104** Total Tax Amount: **17.50** Total Payments: **117.50**  
 Processing Team: **QCSC\_TEAM** Queen's College Processing Team

Main  
Options  
Payment  
Additional  
Discount  
Miscellaneous  
Currency Amounts  
**Distributions \***

**Distributions** [Create](#) [Create On List](#) [Create and Release Invoice](#) [Refresh](#) [Search](#) ...

	Amount	Description	Tax I...	Tax Code	Taxa...	Finance Structure	Status
<input type="checkbox"/>	17.50	6 - SERVALL INC.	None	SV_0660	100.00	MAIN • 9002 • 0660 • 1627115101 • ...	Unreleased
<input type="checkbox"/>	100.00	6 - SERVALL INC.	None		0.00	MAIN • 9002 • 0655 • 6210100100 • ...	Unreleased
	<b>117.50</b>				<b>100.00</b>		

< < > >

20 Records per page ▼

7. Click Save.

## Adding an asset to a direct invoice

An asset can be attached to a direct invoice by the following step:

### 1. Open the distribution line

Invoice 772020OB-2 for FORESTRY SUPPLIERS INC.

Status: Unreleased | Goods: 8,429.16 | Services: 0.00  
Voucher: 20 | Add On Charges: 0.00 | Invoiced Tax Amount: 0.00  
Processing Team: EDU\_TEAM | Education Processing Team

Main | Options | Payment | Additional | Discount | Miscellaneous | Currency Amounts | **Distributions \*** | Purchase Orders \*

Distributions

Finance Structure	Description	Amount	Purc...	Line ...	Item	Vend...	Percent
MAIN • 9002 • 1090001 • 1725109101 • Project • Grants • ...	13 - FORESTRY SUPPLIERS INC.	8,429.16					0.000 %
Total		8,429.16					

### 2. Select the Options tab

- Choose the *Asset Flag* from the drop down menu (optional).

Invoice 772020OB-2 Distribution 1

Ministry of Education, Technological and Vocational (87) | Unreleased | 8,429.16  
Vendor: FORESTRY SUPPLIERS INC. (13) | Post Date: 6/30/2020 | Invoice Tax Amount: 0.00  
Invoice Number: 772020OB-2 | Distribution Sequence: 1 | Voucher: 20 | Total Distributions: 8,429.16

Distribution | **Options** | Comments | User Fields

Units: | Description: 13 - FORESTRY SUPPLIERS INC.  
Reference: 20 | Distribution Code: |  
Add On Charge: | Add On Charge Amount: |  
Line Type: | ICN Code: |  
Weight: | Supplementary Quantity: |

**Asset**  
Asset Flag: |  
Asset Template: | Asset: | Asset Item Quantity: |

3. Search for the *Asset Template* and enter the quantity at *Asset Item Quantity* field.

**Invoice 5445RJS Distribution 1**

**Governor General (10)** **Unreleased** **9,579.21**

**Vendor** **Cheryl Denise Rose (792)** **Post Date** **10/22/2020** **Invoice Tax Amount** **0.00**

**Invoice Number** **5445RJS** **Distribution Sequence** **1** **Voucher** **48** **Total Distributions** **9,579.21**

**Options** **Comments** **Recurring Entry** **User Fields**

**Units** **Description** **792 - Cheryl Denise Rose**

**Reference** **48** **Distribution Code** **Qc**

**Add On Charge** **Add On Charge Amount**

**Intrastat**

**Line Type** **ICN Code** **Qc**

**Weight** **Supplementary Quantity**

**Asset**

**Asset Flag** **Asset**

**Asset Template** **0061\_1752110140** **Asset** **Asset Item Quantity** **1**

4. Click Save.

**Invoice 5445RJS Distribution 1**

**Company** **Governor General (10)** **Status** **Unreleased** **Invoice Amount** **9,579.21**

**Vendor** **Cheryl Denise Rose (792)** **Post Date** **10/22/2020** **Invoice Tax Amount** **0.00**

**Invoice Number** **5445RJS** **Distribution Sequence** **1** **Voucher** **48** **Total Distributions** **9,579.21**

**Options** **Comments** **Recurring Entry** **User Fields**

**Units** **Description** **792 - Cheryl Denise Rose**

**Reference** **48** **Distribution Code** **Qc**

**Add On Charge** **Add On Charge Amount**

**Intrastat**

**Line Type** **ICN Code** **Qc**

**Weight** **Supplementary Quantity**

**Asset**

**Asset Flag** **Asset** [View Asset Detail](#)



## Matched Invoice Process

If you are creating a matched invoice, then select Matched Invoice. This is a payment tied to a Government of Barbados Purchase Order.

The screenshot shows the 'Create Invoice' form. The 'Invoice Entry Template' dropdown is set to 'Match Invoice'. The 'Invoice Type' is 'Invoice'. The 'Component Match' dropdown is set to 'From Receipt'. The 'Payables Company' field is empty. The 'Ship To Location' field is empty. The 'Process Level' field is empty. The 'Vendor' field is empty. The 'Vendor Address' field is empty.

1. Select **Matched Invoice** template.
2. Must select **From Receipt** (creates Distribution details) this means that the purchase order lines must be received in the system.
3. Select your Purchase Order number by clicking on the magnifying glass in the Purchase order field or enter the purchase order number if it is known.

The screenshot shows the 'Select Purchase Order' dialog. It contains a table of available purchase orders. The table has columns: Company, Vendor, Purchase Order, Release, PO Code, Date, Delivery Date, Buyer, Status, Number of Lines, Quantity, Reference 1, and Reference 2. The first row is highlighted.

Company	Vendor	Purchase Order	Release	PO Code	Date	Delivery Date	Buyer	Status	Number of Lines	Quantity	Reference 1	Reference 2
22	6	3			8/31/2020	8/31/2020	202714	Printed	1	3.0000		
22	8	2			8/31/2020	8/31/2020	202714	Printed	1	2.0000		
28	64	51		DEM	10/1/2020	10/1/2020	202803	Printed	1	1.0000		
28	7	50			9/2/2020	9/2/2020	202803	Printed	1	10.0000		
28	5	47		DEM	9/2/2020	9/3/2020	202803	Printed	2	20.0000		
28	7	43		FSD	9/1/2020	9/1/2020	202723	Printed	2	2.0000		
28	6	35			8/31/2020	9/1/2020	202714	Printed	1	1.0000		

Cancel Ok

4. Enter your **vendor, invoice #, description, payment terms, amount, vat amount** all other fields will be populated from the purchase order details.
5. Click Save.
6. Select Submit For Approval.

## Adding multiple POs to an invoice

If additional POs are required for an invoice, this must be done before step 6 or before submitting for approval.

1. At the Purchase Orders tab of a match invoice navigate to the **Invoice Purchase Orders** section

The screenshot shows the 'Invoice 772020OB-2 for FORESTRY SUPPLIERS INC.' interface. The top navigation bar includes 'Create Invoice', 'Create and Release', 'Submit For Approval', and 'Email Invoice'. The main content area is divided into a left sidebar with navigation options (Main, Options, Payment, Additional, Discount, Miscellaneous, Currency Amounts, Distributions, Purchase Orders \*, Spread Add On Charges, Misc Add On Charges) and a central panel. The central panel is titled 'Invoice Purchase Orders' and contains a table with columns: PO Number, PO Code, Buyer, Date, Order Amount, and Has Tax. The table shows one entry with PO Number 5, PO Code EDU, Buyer Lewis, Sasha, Date 7/7/2020, Order Amount 8,429.16, and Has Tax Yes. A 'Total' row shows an Order Amount of 8,429.16. Above the table is a button 'Add PO to invoice'. Below the table are navigation arrows and a page indicator '5'. Below the table is a section titled 'Invoice Details From Purchase Order Lines' with a sub-section 'Invoice Details From Receipt Lines' and a button 'Add On Charges'. Below this is a table with columns: Purchas..., Line, Receipt..., Receipt..., Type, Item, Vend..., Quantity, UOM, Unit Cost, Total Di..., Total Fu..., and Is Matc....

2. Select **Add PO To Invoice** to attach the additional Purchase Orders. This action opens the **Available Purchase Orders** message window, which allows the processor to select the required PO by highlighting the line and clicking **Add PO to Invoice**.

The screenshot shows the same 'Invoice 772020OB-2 for FORESTRY SUPPLIERS INC.' interface, but with a 'Select' dialog box open. The dialog box is titled 'Select' and contains a section 'Available Purchase Orders' with a table. The table has columns: Company, Vendor, Purchase Order, Release, PO Code, Date, Delivery Date, Buyer, Status, Number of Lines, Quantity, Reference 1, and Reference 2. The table shows one entry with Company 87, Vendor 13, Purchase Order 13, Release, PO Code EDU, Date 7/30/2020, Delivery Date, Buyer 202721, Status Printed, Number of Lines 2, Quantity 2.0000, Reference 1, and Reference 2. Above the table is a button 'Add PO to invoice'. Below the table are navigation arrows and a page indicator '20'. At the bottom of the dialog box are buttons 'Close' and 'Add PO To Invoice'.

3. Select the required Purchase Order.
4. Navigate to **Invoice Details From Receipt Lines** and click **Create Details From Receipt Lines**.

Invoice 7720200B-2 for FORESTRY SUPPLIERS INC.

Status: Unreleased  
Voucher: 20  
Processing Team: EDU\_TEAM Education Processing Team

Goods: 8,429.16  
Add On Charges: 0.00

Services: 0.00  
Invoiced Tax Amount: 0.00

Invoice Purchase Orders

	PO Number	PO Code	Buyer	Date	Order Amount	Has Tax
<input checked="" type="checkbox"/>	13	EDU	Lewis, Sasha	7/30/2020	3,028.02	Yes
<input type="checkbox"/>	5	EDU	Lewis, Sasha	7/7/2020	8,429.16	Yes
Total					11,457.18	

Invoice Details From Purchase Order Lines **Invoice Details From Receipt Lines** Add On Charges

Create Detail From Receipt Line

Invoice Details

	Purchas...	Line	Receipt ...	Receipt ...	Type	Item	Vend...	Quantity	UOM	Unit Cost	Total Di...	Total Fu...	Is Matc...
<input type="checkbox"/>													

5. At this window, the processor can select the receipt lines to be paid on the invoice.
6. Click **Create Detail From Receipt Line**, causing the line to disappear from the list.

Invoice INVAUG20 for H. N. ROGERS (STATIONERY) LIMITED

Status: Unreleased  
Voucher: 61  
Processing Team: IMD\_TE

Goods: 600.00  
Add On Charges: 0.00

Services: 0.00  
Invoiced Tax Amount: 0.00

Select

Available Purchase Order Receipt Lines

	Purchase Order	Purchase Order Receipt	Line	Item	Item Description	Vendor Item	Ordered Qty	Ordered UOM	Open To Match
<input type="checkbox"/>	26	20	1	19640000-4 GRN-27X34	Garbage Bags 27" X 34" Dark Green	19640000-4 GRN-27X34	1	CS	
<input type="checkbox"/>	26	20	2	30192121-5-BLK-F	Ballpoint pens - Fine	30192121-5-BLK-F	4	BX	
Total									

Close Create Detail From Receipt Line

Invoice Details From Purchase Order Lines **Invoice Details From Receipt Lines** Add On Charges

Create Detail From Receipt Line

Invoice Details

	Purchas...	Line	Receipt ...	Receipt ...	Type	Item	Vend...	Quantity	UOM	Unit Cost	Total Di...	Total Fu...	Is Matc...
<input type="checkbox"/>													

7. Click Close.

8. The receipt line/lines has been successfully added.

**Invoice INVAUG20 for H. N. ROGERS (STATIONERY) LIMITED**

Status: **Unreleased** Goods: **45.00** Services: **0.00**

Voucher: **61** Add On Charges: **0.00** Invoiced Tax Amount: **7.88**

Processing Team: **IMD\_TEAM** Immigration Department Processing Team

**Errors Exist - See 'Errors' tab for details**

**Invoice Purchase Orders**

	PO Number	PO Code	Buyer	Date	Order Amount	Has Tax
<input type="checkbox"/>	83	IMD	Harris, Carol-Ann	2/18/2021	48.00	No
<input checked="" type="checkbox"/>	26	IMD	Arthur, Mario	8/12/2020	109.28	Yes
<input type="checkbox"/>	24	IMD	Arthur, Mario	8/12/2020	264.38	Yes
<b>Total</b>					<b>421.66</b>	

**Invoice Details From Purchase Order Lines** **Invoice Details From Receipt Lines\*** Add On Charges

**Invoice Details**

	Purc...	Line	Recei...	Recei...	Type	Item	Vendor Item	Quan...	UOM	Unit ...	Total ...	Total ...	Is Ma...
<input type="checkbox"/>	26	1	20	1	Non Stock	19640000-4 GRN-27X34	19640000-4 GRN-27X34	1	CS	45.00	45.00	45.00	
<b>Total</b>											<b>45.00</b>		

## Editing VAT amount

The purchase order was created with tax, but the supplier submitted the invoice without tax or it has changed.

The diagram below shows the distribution tab, but the Tax is out of balance by 2 cents.

**Invoice K24149 - WP149 for Evelyn Roach Enterprises Limited**

Status: **Unreleased** Goods: **200.80** Services: **0.00**

Voucher: **4000** Add On Charges: **0.00** Invoiced Tax Amount: **35.14**

Processing Team: **EGP\_TEAM** Eunice Gibson Polyclinic Processing Team

**Errors Exist - See 'Errors' tab for details**

**Distributions**

	Description	Amount	Purch...	Line ...	Item	Vendor Item	Percent	Tax...	Tax C...	Tax ...	Taxa...	ADC	Status
<input type="checkbox"/>	10468 - Evelyn Roach Enterprises Limited	200.80	1	1	44520000-1-ID99357	2 LEVER LOCK	100.000 %	None			0.00		Unreleased
<input type="checkbox"/>	10468 - Evelyn Roach Enterprises Limited	35.14	1	1	44520000-1-ID99357	2 LEVER LOCK	100.000 %	None	VAT	Invoiced	200.80		Unreleased
<b>Total</b>		<b>235.94</b>											

Click *Create On List* to enter a line to balance the invoice:

1. Enter a description
2. Enter the amount
3. Enter the tax code VAT at the Tax Code field
4. Enter Invoice at the Tax Type field.
5. Save

**Invoice K24149 - WP149 for Evelyn Roach Enterprises Limited**

Status: Unreleased  
Voucher: 4000  
Processing Team: EGP\_TEAM Eunice Gibson Polyclinic Processing Team

Goods: 200.80  
Add On Charges: 0.00  
Services: 0.00  
Invoiced Tax Amount: 35.16

Description	Amo...	Pur...	Line ...	Item	Vendor Item	Percent	Ta...	Tax C...	Tax...	Taxa...	ADC	Status	Distribution Account
10468 - Evelyn Roach Enterprises Limited	200.80	1	1	44520000-1-ID99357	2 LEVER LOCK	100.000 %	None		Invoiced	0.00		Unreleased	CORE + 1000 + 0407 + 6211120104 + Project + Grants +
10468 - Evelyn Roach Enterprises Limited	35.14	1	1	44520000-1-ID99357	2 LEVER LOCK	100.000 %	None	VAT	Invoiced	200.80		Unreleased	CORE + 1000 + 0407 + 6211120104 + Project + Grants +
10468 - Evelyn Roach Enterprises Limited	0.02					0.000 %	None	VAT	Invoiced	0.10		Unreleased	CORE + 1000 + 0407 + 6211120104 + Project + Grants +
<b>Total</b>	<b>235.96</b>												

6. Update the Tax Amount on the Main page to reflect the correct taxes on the invoice.

**Invoice K24149 - WP149 for Evelyn Roach Enterprises Limited**

Status: Unreleased  
Voucher: 4000  
Processing Team: EGP\_TEAM Eunice Gibson Polyclinic Processing Team

Goods: 200.80  
Add On Charges: 0.00  
Services: 0.00  
Invoiced Tax Amount: 35.16

**Main**

Invoice Type: Invoice  
Payables Company: 86 Ministry of Health and Wellness  
Ship To Location: Q<sup>W</sup>  
\* Vendor: 10468 Evelyn Roach Enterprises Limited  
\* Invoice Number: K24149 - WP149  
Description: 4 two lever Mortice Locks  
\* Invoice Date: 12/8/2020  
\* Due Date: 12/9/2020  
Payment Terms: NETT1 Due in 1 Day  
Invoice Amount: 235.96  
Currency: BBD Barbados Dollars  
Process Level: 0407 Eunice Gibson Polyclinic approval code  
Vendor Address: 112 Roebuck Street, Bridgetown, MI  
Pay Vendor: 10468 Evelyn Roach Enterprises Limited  
Remit To Location: Q<sup>W</sup>  
Remit Address: 112 Roebuck Street, Bridgetown, MI  
Tax Information:  
Taxable Amount:   
Tax Code: Q<sup>W</sup>  
Tax Amount: 35.16  
Tax Adjustment:

## Removing tax on a matched invoice

An invoice submitted to a department with no taxes, but the PO was created with taxes. The diagram below shows the taxes were imported from the PO.

Invoice 00101 for SERVALL INC.

Create Invoice Create and Release Reassign Processor Email Invoice

Status: Unreleased  
Voucher: 42  
Processing Team: GOV\_TEAM Governor General Processing Team

Goods: 38.90  
Add On Charges: 0.00  
Services: 0.00  
Invoiced Tax Amount: 6.81

Errors Exist - See 'Errors' tab for details

Main Options Payment Additional Discount Miscellaneous

Distributions

Finance Structure	Description	Amount	Purch...	Line ...	Item	Vendor Item	Percent	Ta...	Tax C...	Ta
<input type="checkbox"/> MAIN • 9002 • 0001 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	38.90	1	1	18424000-7-L	18424000-7-L	100.000 %	None		
<input type="checkbox"/> MAIN • 9002 • 0001 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	6.81	1	1	18424000-7-L	18424000-7-L	100.000 %	None	VAT	Inv
<input type="checkbox"/> MAIN • 9002 • 0001 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	-0.01					0.000 %	None		
<b>Total</b>		<b>45.70</b>								

Currency Amounts

1. Select the Purchase Order tab
2. Click <Invoice Details From Receipt Lines> and open the Po line that has the taxes.

Invoice 00101 for SERVALL INC.

Create Invoice Create and Release Reassign Processor Email Invoice

Processing Team: GOV\_TEAM Governor General Processing Team

Errors Exist - See 'Errors' tab for details

Main Options Payment Additional Discount Miscellaneous Currency Amounts Distributions \* Purchase Orders \* Spread Add On Charges Misc Add On Charges

Invoice Purchase Orders

PO Number	PO Code	Buyer	Date	Order Amount	Has Tax
<input type="checkbox"/> 21	GOV	Jackson, Michael	11/20/2020	100.00	No
<input checked="" type="checkbox"/> 4	GOV	Jackson, Michael	10/21/2020	45.71	Yes
<b>Total</b>				<b>145.71</b>	

Invoice Details From Purchase Order Lines Invoice Details From Receipt Lines\* Add On Charges

Open

Invoice Details

Purchas...	Line	Receipt...	Receipt...	Type	Item	Vendor Item	Quantity	UOM	Unit Cost	Total Di...	Total F...	Is Matc...
<input checked="" type="checkbox"/> 4	1	3	1	Non Stock	18424000-7-L	18424000-7-L	5	EA	7.78	38.90	38.90	No
<b>Total</b>										<b>38.90</b>		

3. When the page opens, navigate to the Tax Information section

The screenshot displays the Infor CSF 4 UX interface for Invoice 00101 Line 1 Item 18424000-7-L. The top navigation bar includes a search icon and the text "Start Typing". The main header area shows the invoice details: Company (Governor General (10)), Status (Unreleased), Invoice Amount (45.71), Vendor (SERVALL INC. (6)), Invoice Date (10/21/2020), Due Date (10/21/2020), Invoice Number (00101), Voucher (42), Processing Team (GOV\_TEAM).

The "Main" tab is selected, showing the following information:

Purchase Order	Line Number	Item	Item Type	GTIN	Receipt Number	Receipt Line
4-0-GOV	1	18424000-7-L	Non Stock		3	1

Item Description: Rubber Gloves - Large  
Vendor Item Description: 18424000-7-L

Quantity	UOM	Unit Cost	Entered UOM Multiplier	Total Distribution Amount
5	EA	7.78	1.0000000	38.90

**Tax Information**

Tax Code	Tax Type	Tax Amount
VAT	Value Added Tax	Invoiced 6.81

Taxable Unit Cost: [Empty field]

**Additional Details**

Commodity	Override Retainage Percentage	Retainage Percent Complete
GEQU	0.00 %	0.000 %

4. Delete the tax code and save.

By deleting the tax code it removes the tax distribution line from the distribution tab.

## Exception Handling

When a PO is added to an invoice and there is a discrepancy between the invoice line cost and the purchase order line cost, a purchase order cost message is created. These messages can be resolved by the invoice processor from a status of Open to Close.

These messages can be resolved by the following steps:

1. At the invoice window select the **Purchase Order** tab, select *Invoice Details From Receipt Line*.
2. Update the Unit Cost to the price on the invoice line and save. This creates a PO cost message at the message tab.

Invoice Purchase Orders

	PO Number	PO Code	Buyer	Date	Order Amount	Has Tax
<input checked="" type="checkbox"/>	26	IMD	Arthur, Mario	8/12/2020	109.28	Yes
Total					109.28	

Invoice Details From Purchase Order Lines **Invoice Details From Receipt Lines\*** Add On Charges

Invoice Details

Line	Recei...	Recei...	Type	Item	Vendor Item	Quan...	UOM	Unit Cost	Total ...	Total ...	Is Ma...
1	20	1	Non Stock	19640000-4 GRN-27X34	19640000-4 GRN-27X34	1	CS	50.00	50.00	50.00	No
									50.00		

3. Select the **Message Tab** and update the the **PO Cost Action** column to *Adjust Cost* and update the **Adjust Unit Cost** to the invoice amount (Invoice Unit Cost = Adjust Unit Cost).

Invoice Message Review

Line	Item	Ori...	Message Type	Invoice	Purchase Order/ Contract	Sta...	PO Cost Action	Re...	Adjusted Unit Cost	A
<input checked="" type="checkbox"/>	1	19640000-4 GRN-27X34	PO Cost	Cost	Invoice over receipt	1	50.00	1.0000	45.00000000	Open
<input checked="" type="checkbox"/>	1	19640000-4 GRN-27X34	PO Cost	Cost	Invoice over receipt	1	50.00	1.0000	45.00000000	Open
									50.00	CS



4. Click Save, select the line and click Release.

The screenshot shows the 'Invoice Message Review' window in the Infor CloudSuite Financials & Supply Management application. The window title is 'Invoice INVAUG20 for H. N. ROGERS (STATIONERY) LIMITED'. The status is 'Unreleased'. The voucher number is '61'. The processing team is 'IMD\_TEAM' and 'Immigration Department Processing Team'. The window displays a table with columns for Line, Item, Ori..., Message Type, Invoice, Purchase Order/ Contract, Status, PO Cost Action, Re..., Adjusted Unit Cost, and Adjus... The first line is selected, and the 'Release' button is highlighted.

Line	Item	Ori...	Message Type	Invoice	Purchase Order/ Contract	Status	PO Cost Action	Re...	Adjusted Unit Cost	Adjus...		
2	30237460-1	PO Cost	Cost	Invoice over receipt	1	30.00	1.0000	25.00000000	Open	Adjust Cost	30.00	EA

When the status of the Invoice Message line is **Closed** then no further action is required.

The screenshot shows the 'Invoice Message Review' window in the Infor CloudSuite Financials & Supply Management application. The window title is 'Invoice INVAUG20 for H. N. ROGERS (STATIONERY) LIMITED'. The status is 'Unreleased'. The voucher number is '61'. The processing team is 'IMD\_TEAM' and 'Immigration Department Processing Team'. The window displays a table with columns for Line, Item, Ori..., Message Type, Invoice, Purchase Order/ Contract, Status, PO Cost Action, Re..., Adjusted Unit Cost, and Adjus... The first line is selected, and the status is 'Closed'.

Line	Item	Ori...	Message Type	Invoice	Purchase Order/ Contract	Status	PO Cost Action	Re...	Adjusted Unit Cost	Adjus...		
2	30237460-1	PO Cost	Cost	Invoice over receipt	1	30.00	1.0000	25.00000000	Closed	Adjust Cost	30.00	EA

When all messages are resolved and the invoice approved, the invoice can be matched by the job or by clicking at the invoice window.

## Invoice cancellation

### Match Invoice cancellation

A matched invoice at the status of released can be cancelled by unmatching and then cancelling the invoice.

1. Click the ellipsis and from the drop down menu select Unmatch. A message is displayed saying that unmatch is successful.

The screenshot shows the 'Invoice 2972020OB-PO for SERVALL INC.' screen. The status is 'Released'. The dropdown menu is open, showing options: 'Apply A Credit To This Invoice', 'Put Invoice On Hold', 'Unmatch', 'Update Invoice Number', 'Options', and 'Drill Around\*'. The 'Unmatch' option is highlighted.

### Invoice (basic/tax) cancellation

2. Click the ellipsis again and from the drop down menu select Cancel.

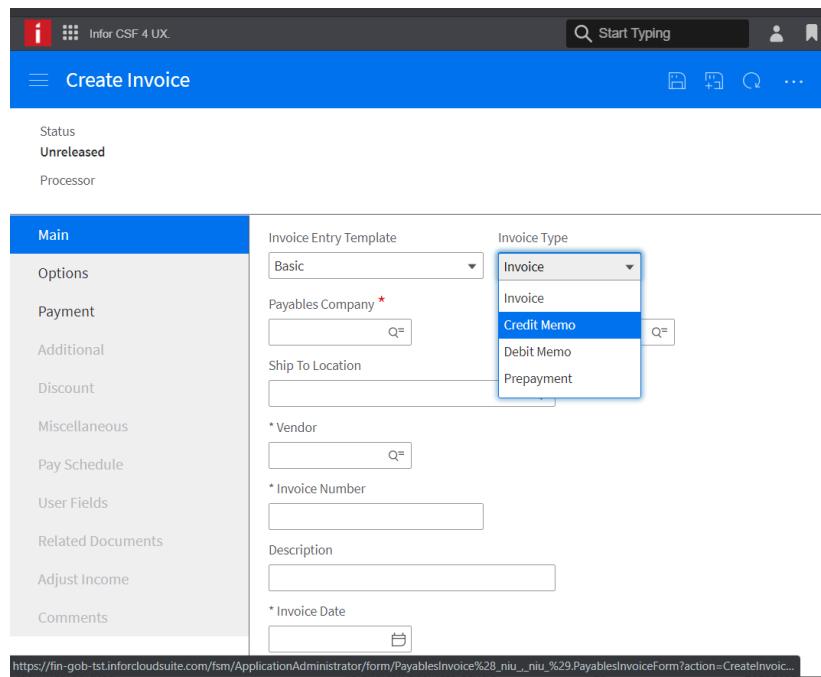
The screenshot shows the 'Invoice 2972020OB-PO for SERVALL INC.' screen. The status is 'Released'. The dropdown menu is open, showing options: 'Amend Match Invoice', 'Apply A Credit To This Invoice', 'Cancel', 'Put Invoice On Hold', 'Update Invoice Number', 'Options', and 'Drill Around\*'. The 'Cancel' option is highlighted.

3. Enter the following information in the message box:
  - cancellation date
  - cancellation code <CANCELINVOICE>
  - The reason for cancellation, then click Submit.

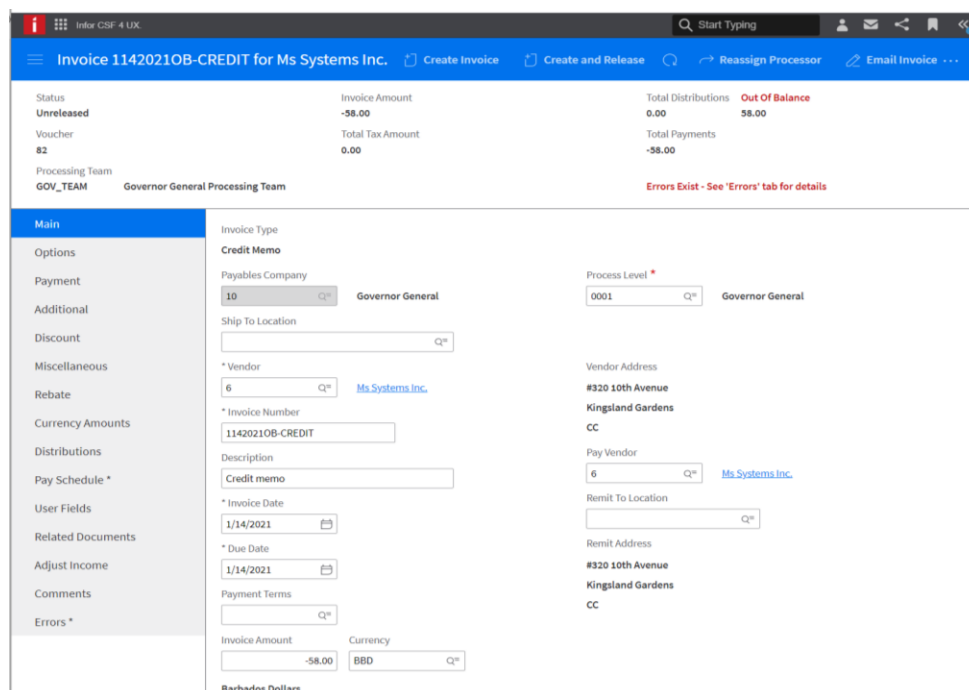
The screenshot shows the 'Cancel Invoice' dialog box. It contains fields for 'Cancel Date' (5/17/2021), 'Reason' (CANCELINVOICE), and 'Comment' (Incorrect vendor used). There are 'Cancel' and 'Submit' buttons at the bottom.

## Credit/Debit memos

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template.



1. At Invoice Type field choose Credit Memo (reduces the balance) or Debit Memo (increases the balance).
2. Complete the header information of the invoice as shown below, the Invoice number must be unique.
3. At the invoice amount, enter a positive amount. When save, the system will change that amount to the negative value.



4. The error message states that the distribution needs to be created.
5. Click the Distributions tab and select *Create on List*

Invoice 11420210B-CREDIT for Ms Systems Inc.

Status: Unreleased

Voucher: 82

Processing Team: GOV\_TEAM

Invoice Amount: -58.00

Total Tax Amount: 0.00

Total Distributions: 0.00

Total Payments: -58.00

Errors Exist - See 'Errors' tab for details

**Create On List**

Descr...	Amo...	Ta...	Tax C...	Taxa...	AOC	Status	Distribution Account
	0.00	None		0.00		Unreleased	Ledger • Ledger Entity • Cost Center • Account • Project • Grants • ...

6. Enter the Amount (the negative value) and the Distribution Account.

Invoice 11420210B-CREDIT for Ms Systems Inc.

Status: Unreleased

Voucher: 82

Processing Team: GOV\_TEAM

Invoice Amount: -58.00

Total Tax Amount: 0.00

Total Distributions: -58.00

Total Payments: -58.00

**Create On List**

Descr...	Amo...	Ta...	Tax C...	Taxa...	AOC	Status	Distribution Account
6 - Ms Sys...	-58.00	None		0.00		Unreleased	CORE • 1000 • 0001 • 6210100100 • Project • Grants • ...
<b>Total</b>	<b>-58.00</b>						

7. Click Save.
8. Submit the Credit for approval
9. After approval the status of the memo changes to Release.

10. Open the invoice that the memo needs to be attached
11. Click the ellipses, from the drop down box select *Apply A Credit To This Invoice*.

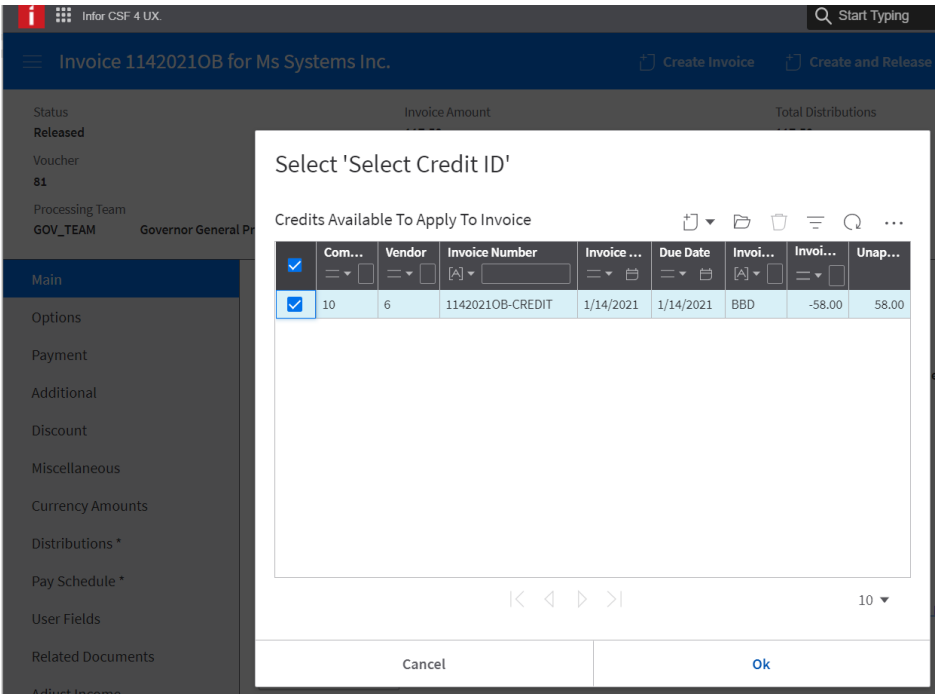
The screenshot shows the Infor CSF 4 UX interface for an invoice. The top navigation bar includes 'Create Invoice', 'Create and Release', and 'Email Invoice'. The main form displays invoice details for 'Invoice 1142021OB for Ms Systems Inc.'. A dropdown menu is open, showing the option 'Apply A Credit To This Invoice' highlighted. Other options in the menu include 'Cancel', 'Put Invoice On Hold', 'Update Invoice Number', 'Options', and 'Drill Around\*'. The background form shows fields for 'Payables Company', 'Ship To Location', 'Vendor', 'Invoice Number', 'Description', 'Invoice Date', 'Due Date', 'Vendor Address', 'Pay Vendor', 'Remit To Location', and 'Remit Address'.

12. The message box allows the keyer to search for the memo.

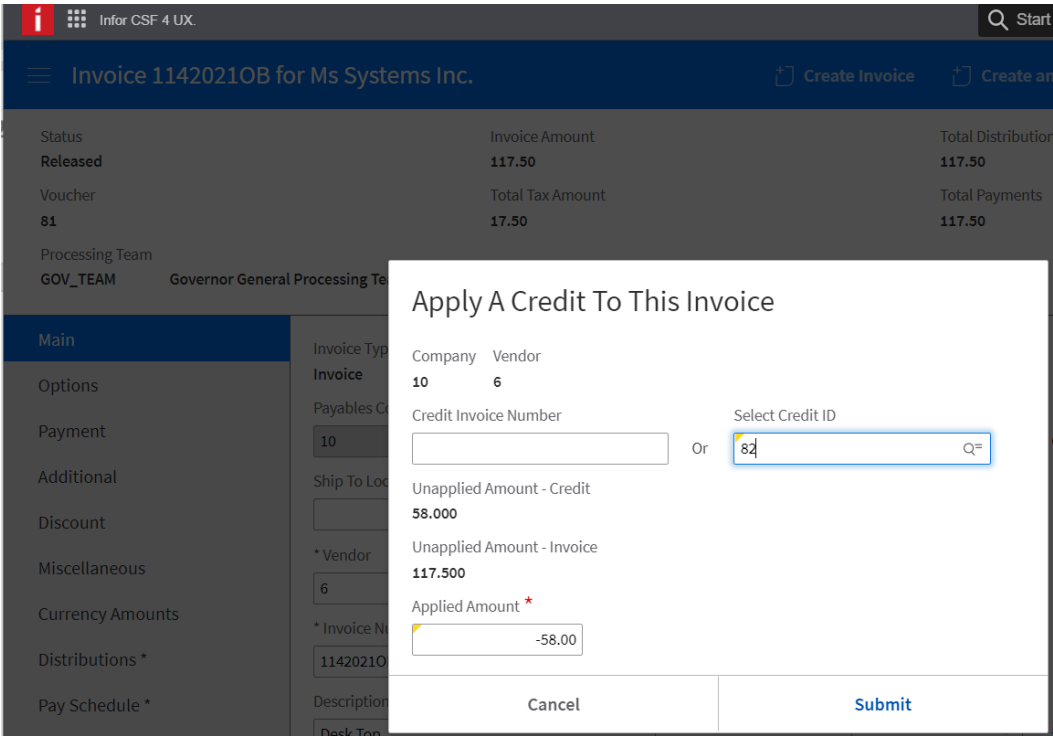
The screenshot shows the 'Apply A Credit To This Invoice' dialog box. The dialog box has a title bar and a main area with the following fields: 'Company' (10), 'Vendor' (6), 'Credit Invoice Number' (text input), and 'Select Credit ID' (text input with a search icon). Below these fields are 'Unapplied Amount - Credit' (0.000), 'Unapplied Amount - Invoice' (117.500), and 'Applied Amount' (text input). The dialog box has 'Cancel' and 'Submit' buttons. A red arrow points to the search icon in the 'Select Credit ID' field.

13. Select the search icon in the Select Credit ID field.

14. A list of memos will be available, choose one and click OK.



15. The credit message box is now populated as shown below. Click Submit.



16. A message is displayed at the invoice stating that the memo was successfully added.

17. There is also a new tab at the invoice: Applied Credits (1). The number is the amount of credits applied to this invoice. Click the tab.

Infor CSF 4 UX

Start Typing

Invoice 1142021OB for Ms Systems Inc.

Create Invoice Create and Release Email Invoice

Status	Released	Invoice Amount	117.50	Total Distributions	117.50
Voucher	81	Total Tax Amount	17.50	Total Payments	117.50
Processing Team	GOV_TEAM Governor General Processing Team				

Main

Options

Payment

Additional

Discount

Miscellaneous

Currency Amounts

Distributions \*

**Applied Credits (1)**

Pay Schedule \*

User Fields

Related Documents

Adjust Income

Applied Credits

	Number	Suffix	Sequence	Amount Applied
<input type="checkbox"/>	1142021OB-CREDIT		1	58.00
	Total			58.00

20

18. The invoice is ready for a payment run/cash requirement.

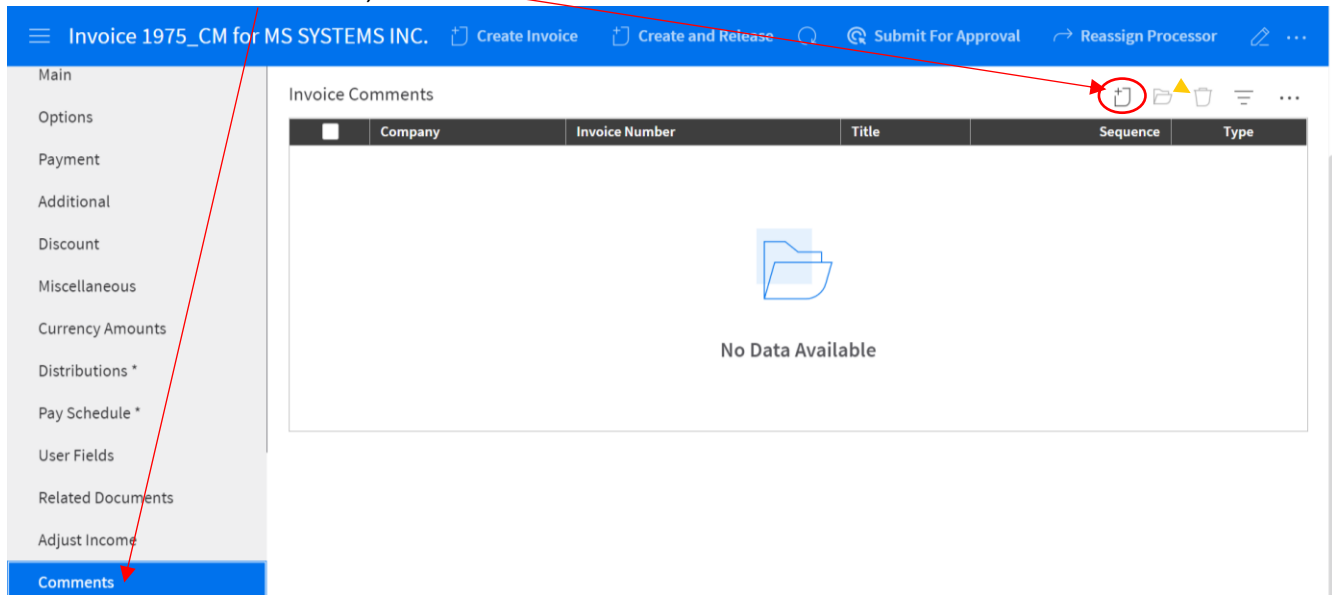
## Invoice comments

You can define comments for an invoice and indicate where you want those comments to be displayed. For example, you can:

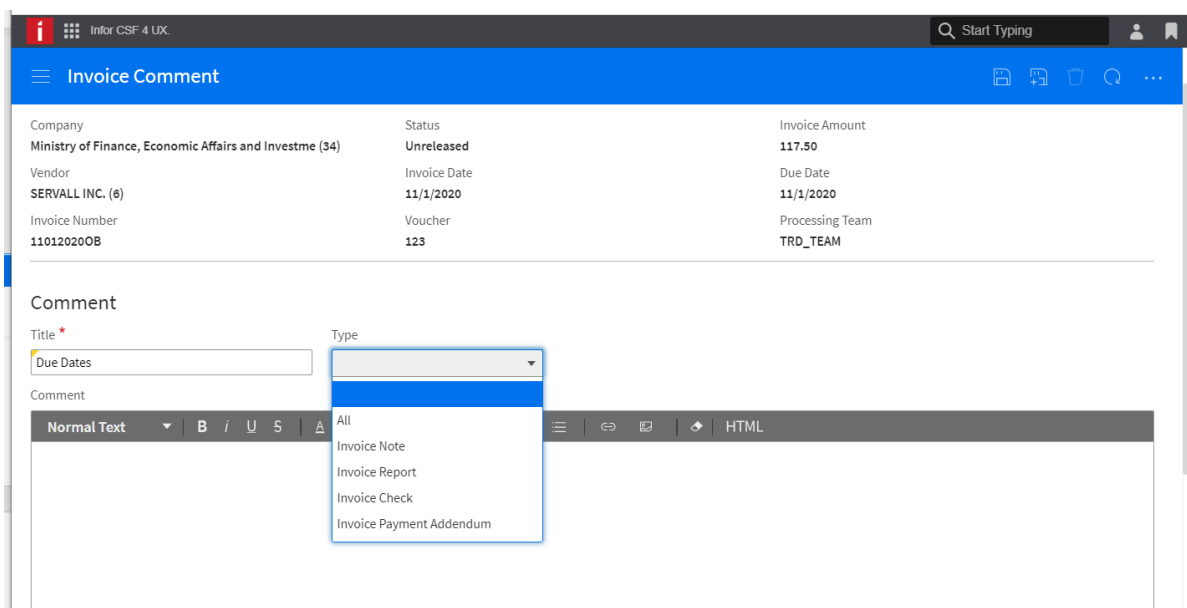
- Add an explanation of your payment amount
- Write special handling instructions for internal use.

### Adding invoice comments

1. Select Manage Invoices.
2. Open an invoice record.
3. On the Comments tab, click Create.



4. Enter a Title, Type and enter the comments in the Comment box.



5. Click Save.



## Recurring invoices

When you create a recurring invoice, the total invoice amount is repeated for the number of payments selected. These fields are also incremented based on the selected recurring frequency:

- Invoice date
- Due date
- Distribution date
- Discount date of the next invoice

The screenshot shows the 'Invoice 1975\_CM for MS SYSTEMS INC.' interface. The 'Recurring Invoice Options' section is visible, featuring a 'Recurring Frequency' dropdown menu (circled in red) and a 'Number Of Recurrences' input field. The dropdown menu is open, displaying options: Weekly, Monthly, Quarterly, Semi Annually, End Of Month, and Yearly. The 'Number Of Recurrences' field has a value of 2. Below the dropdown, there are additional input fields for 'Recurring Frequency' and 'Number Of Recurrences' with values 2 and 4 respectively.

A unique invoice suffix number is assigned to each recurrence. Use recurring invoices for payments that are made on a regular basis, such as a rent payment or a car payment.

Split Payments are used when the processor enters an amount at the invoice amount. This payment is divided by the number of payments due.

## Creating a recurring invoice

1. Select Manage Invoices.
2. Open an invoice.
3. Click the Payment tab.
4. In the Recurring Invoice Options section, specify this information:
  - Recurring Frequency - Select the recurring schedule for the invoice.
  - Number of Recurrences - Specify the number of times the invoice will recur.
5. Click **Save**.

## Invoice Templates

Cloudsuite Financials and Supply Management provides users the ability to create multiple invoices from a generic template. This can be used for recurring invoices such as utility bills and salaries.

## Requirements

- Distribution codes – created by ISU.
- The expense account – this account is used in the distribution code.

## Creating Invoice Templates

1. Select the **Payables Invoice Processor** role
2. Select **List Entry**
3. Create the invoice by populating the following fields. This entry can be used to generate future invoices
  - a. Company
  - b. Process Level
  - c. Vendor
  - d. Invoice Number
  - e. Invoice Amount
  - f. Invoice Date
  - g. Payment Terms
  - h. Distribution Code
4. Save
5. The distribution details associated with Distribution Code are displayed.

**Process Invoices**

Speed Entry **List Entry** Unassigned Unsubmitted Pending Approval Approved Unreleased Amended Released Rejected On Hold Open Invo...

List Entry

	Company	Process Level	Vendor	Vendor Name	Invoice Type	Invoice Number
<input checked="" type="checkbox"/>	32	7080	10471	The Barbados Light & Power Company Ltd	Invoice	BLP1001
<input type="checkbox"/>	32	7080	6	SERVALL INC.	Invoice	MNG123
<input type="checkbox"/>	9002	0131	5	H. N. ROGERS (STATIONERY) LIMITED	Invoice	1234_LF
<input type="checkbox"/>	9002	7156	60	Promotech Inc.	Invoice	014725
<input type="checkbox"/>	9002	7156	5	H. N. ROGERS (STATIONERY) LIMITED	Invoice	3334

5 Records per page

Distributions

	Finance Structure	Amount	Tax Indicator	Tax Code	Taxable Amount	Status
<input type="checkbox"/>	MAIN • 9002 • 7080 • 6207100100 • Project • Grants • Account Category • Inter-Entity	225.00	None		0.00	Unreleased
	<b>Total</b>	225.00				

## Create an Invoice from the Template

1. Select the invoice you wish to duplicate
2. Click on ... and select Copy Row

**Process Invoices**

Speed Entry **List Entry** Unassigned Unsubmitted Pending Approval Approved Unreleased Amended Released Rejected On Hold Open Invo...

List Entry

	Company	Process Level	Vendor	Vendor Name	
<input checked="" type="checkbox"/>	32	7080	10471	The Barbados Light & Power Company Ltd	
<input type="checkbox"/>	32	7080	6	SERVALL INC.	
<input type="checkbox"/>	9002	0131	5	H. N. ROGERS (STATIONERY) LIMITED	
<input type="checkbox"/>	9002	7156	60	Promotech Inc.	
<input type="checkbox"/>	9002	7156	5	H. N. ROGERS (STATIONERY) LIMITED	

Submit For Approval ...

- Copy Row
- Cancel Unreleased Invoice
- Change Invoice Amount
- Change Invoice To Credit Memo
- Email Invoice
- Prepaid Invoice Not Received

3. A duplicate record of the invoice template is created.

Process Invoices						
Speed Entry <b>List Entry</b> Unassigned Unsubmitted Pending Approval Approved Unreleased Amended Released Rejected On Hold Open Inv.						
List Entry <span>Invoice Number</span>						
	Company	Process Level	Vendor	Vendor Name	Invoice Type	Invoice Number
<input type="checkbox"/>	32	7080	10471	The Barbados Light & Power Company Ltd	Invoice	BLP1001
<input checked="" type="checkbox"/>	32	7080	10471	The Barbados Light & Power Company Ltd	Invoice	BLP1001

4. Change the necessary fields
  - a. Invoice Number (must update)
  - b. Invoice Amount
  - c. Invoice Date
5. Click Save.

The new invoice is now available, where it can be edited and submitted for approval.

## Submitting invoices for approval

An invoice must be submitted for approval after its creation. Approval depends on the **Process Level** that was selected at the Invoice header. All invoices that have not been routed for approval can be viewed on the **unsubmitted** or **unassigned** tab. If an invoice falls within an approval routing rule, the Submit for Approval button is available.

Invoice 1975_CM for MS SYSTEMS INC.			Create Invoice	Create and Release	<b>Submit For Approval</b>	Reassign Process
-------------------------------------	--	--	----------------	--------------------	----------------------------	------------------

Status	Invoice Amount	Total Distributions
Unreleased	10.00	10.00
Voucher	Total Tax Amount	Total Payments
109	0.00	10.00
Processing Team		
TRD_TEAM Treasury Processing Team		

<b>Main</b>	Invoice Type	
Options	Invoice	
Payment	Payables Company	Process Level *
Additional	34	0131 Treasury Department
Discount	Ministry of Finance, Economic Affairs and Investme	
Miscellaneous	Ship To Location	
Currency Amounts	* Vendor	Vendor Address
Distributions *	7 MS SYSTEMS INC.	#320 10th Avenue

## Approving invoices

Invoices can be approved on the Pending Approval tab. The page displays only the invoices that the Approver is responsible for.

**OR**

- 1) Select **My In basket > Invoice Approval**.
- 2) On the **Work Items tab**, open and review the invoice to be approved.
- 3) Click the **Distributions tab** to view the invoice distributions.
- 4) Click the **Approval History tab** to see the invoicing routing history.
- 5) Take action on the invoice. Select **Approve, Reject, or Reassign**.

The screenshot shows the 'My Inbasket' interface. On the left is a sidebar with a user profile 'Che My Inbasket' and a navigation menu including Home, Setup, Processing, My Reports, Budgeting, and Utilities. The main content area is titled 'Inbasket' and contains two tables. The first table, 'Inbasket', has columns 'Task' and 'Work Item Count'. It lists 'GOB\_Purchase\_Req\_Approval' with a count of 1, and 'Cheron Moore'. The second table, 'Work Items', has columns 'Work Unit', 'Work Description', 'Start Date', and 'Due Date'. It lists a requisition for 2,025.00 BBD dated 9/2/2020.

Task	Work Item Count
GOB_Purchase_Req_Approval	1
Cheron Moore	

Work Unit	Work Description	Start Date	Due Date
6286	Requisition 117 from Russell Mason in amount of 2,025.00 BBD	9/2/2020 8:58:41 AM	

**Invoice approval tabs:** Use the information in these tabs to manage and approve invoices:

- **Unassigned:** Shows a list of the invoices that have not been assigned.
- **Unsubmitted:** Shows a list of the invoices that have not been submitted for approval.
- **Pending Approval:** Shows a list of the invoices that have not yet been approved or rejected by the designated approver.
- **Approved Unreleased:** Shows a list of the invoices that have been approved but not sent for payment.
- **Amended:** Shows a list of the amended invoices.
- **Released:** Shows a list of the released invoices.
- **Rejected:** Shows a list of the invoices that have been rejected by the approver. Rejected invoices can be reinstated.
- **Open Invoices:** Shows a list of open invoices.
- **Paid:** Shows a list of the invoices that have completed the payment cycle.
- **Canceled:** Show a list of the invoices that have been canceled.

- **Commitments:** Shows a list of the invoices that have open commitment.
- **List Entry:** Alternative method to add invoices to the Payables Invoice table. Designed to be faster than the full invoice page.
- **Search:** Use to search for invoices by selected criteria.
- **Search by PO:** Use to search for invoices by purchase order number.

## Working with Exceptions

Select **Match Specialist** role > **Work List For Reconciliation** and select the **Unassigned** tab.

Select the invoice and click **Add To My Work List**.

Company	Vendor	Vendor Search Name	Invoice	Due Date	Purchase Or...	Ship To Location	Authority Code	Buyer	Invoice Amount	Has Received
5000	9081	BRYDENS XPRESS (OFFICE SUPP	22120200B-PO1	2/21/2020	255	CENTRAL STORES		7104130021	1,175.00	Yes
5000	9020	F & B AUTOMOTIVE ART INC.	M	20	440	0202- IMD		6909250067	35,000.00	Yes

After assigning to the match specialist, the invoice would be moved to **My Work List** tab.

## Match Specialist List

Company	Vendor	Vendor Search Name	Invoice	Due Date	Purchase Order	Ship To Location	Authority Code	Buyer	Buyer Name	Invoice Amount	Match Reference No
28	5	H. N. ROGERS (STATIONERY) LIMITED	23620200B-PO1	6/23/2020	10	0202		202714	Jackson, Michael	82.49	
28	6	SERVALL INC.	17720200B	8/1/2020	21	0202		202723	Arthur, Marlo	60.00	
9002	8	CPS, INC.	TEST -CB 2020/06/22	7/24/2020	7	0202		202723	Arthur, Marlo	293.75	
9002	3	CARIBBEAN INDUSTRIAL INC.	06202020-SDG	6/25/2020	14	GPDS		202714	Jackson, Michael	10,547.00	

Click **Open** which opens the below window, then select **OK**

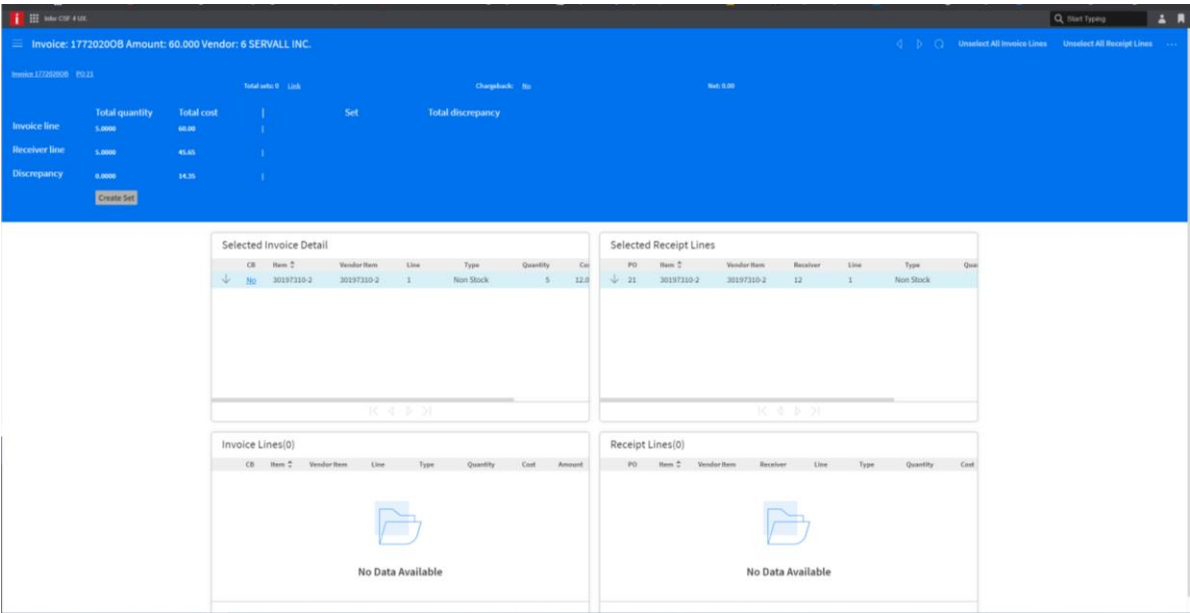
CB	Item	Vendor Item	Line	Type	Quantity	Cost
No	30197310-2	30197310-2	1	Non Stock	5	12.0

PO	Item	Vendor Item	Receiver	Line	Type	Quantity
21	30197310-2	30197310-2	12	1	Non Stock	

Select all **Invoice Lines** which changes the direction of the arrow to south, if there are other arrows pointing up then **Select all Receipt Lines**.

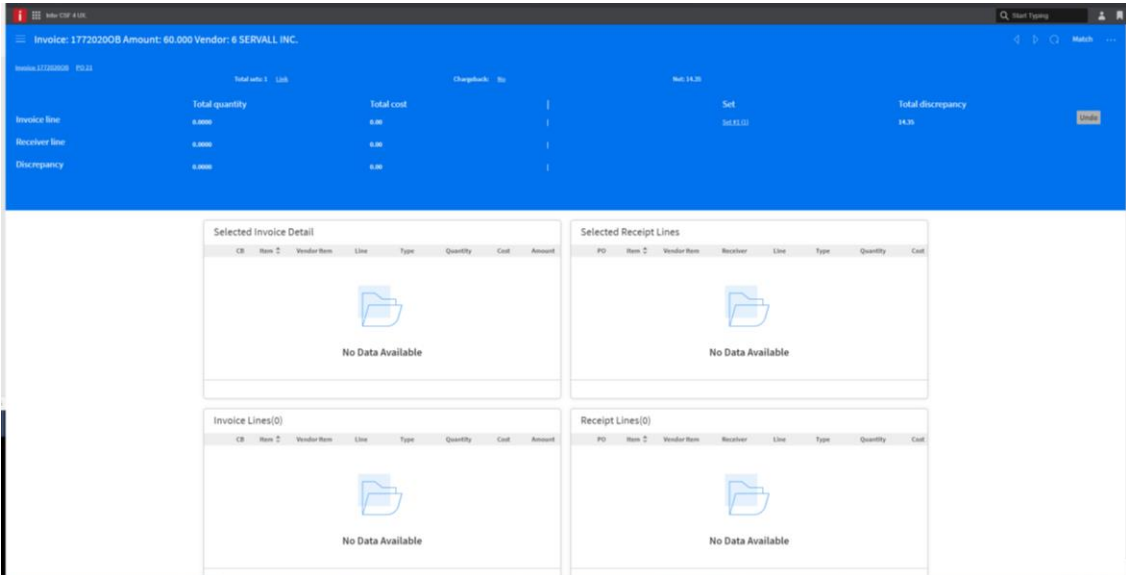
# Reconciling Invoice Lines

Click **Create Set**.

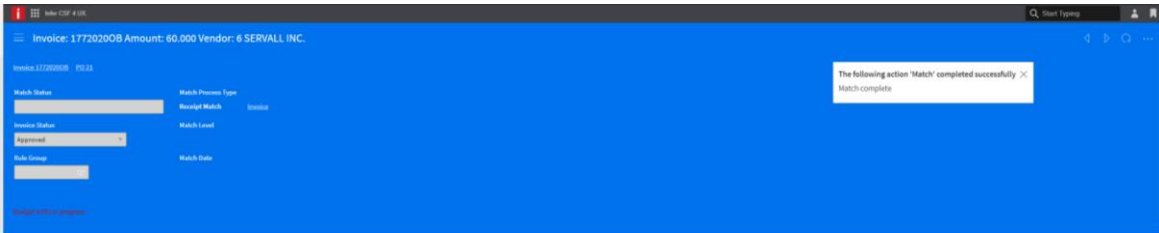


## Matching

The Match button is now available, and can be selected.



After selecting Match, the following messages are displayed as shown below.



## Changing the Payment method

### Unreleased invoice

While creating an invoice, the payment method can be updated. After saving the invoice the invoice processor can select the payment tab to update the payment code.

The screenshot shows the 'Payment' tab for an unreleased invoice. The left sidebar contains a menu with options: Main, Options, Payment (selected), Additional, Discount, Miscellaneous, Currency Amounts, Distributions, Pay Schedule \*, User Fields, Related Documents, Adjust Income, Comments, and Errors \*. The main area is titled 'Payment Settings' and includes fields for Cash Code (PAYMASTER), Cash Code Currency (BBD), Vendor Payment Amount, Payment Code (PAYMR), Vendor Payment Currency (BBD), and Manual Payment Information (Payment Number, Payment Date, Payment Amount). A red arrow points to the 'Payment' tab in the sidebar, and another red arrow points to the 'Payment Code' field.

Status	Invoice Amount	Total Distributions
Unreleased	100.00	0.00
Voucher		
83		
Processing Team		
GOV_TEAM		

Total Tax Amount	Total Payments
0.00	100.00

Errors Exist - See 'Errors' tab for details

At the Payment Code field, a search can be done for the required payment method.

### Released Invoice

Invoices that were successfully approved the payment method cannot be changed at the payment tab. Go to the Pay Schedule tab to update the *Payment Code* column to the required payment method, tab and Save.

The screenshot shows the 'Pay Schedule' tab for a released invoice. The left sidebar contains a menu with options: Main, Options, Payment, Additional, Discount, Miscellaneous, Currency Amounts, Distributions \*, Applied Invoices (1), and Pay Schedule \* (selected). The main area is titled 'Payment Schedules' and contains a table with columns: Status, Due Date, Pay..., Payment Code, Cash Code, Sepa..., Pay I..., Encl..., Invol..., Hold..., Is Ap..., and Inco... A red arrow points to the 'Payment Code' column in the table.

Status	Due Date	Pay...	Payment Code	Cash Code	Sepa...	Pay I...	Encl...	Invol...	Hold...	Is Ap...	Inco...
Released	1/14/2021	-58.00	PWTRA	PAYMASTER	No	No	No			Yes	
Total		-58.00									



## Paying Invoices

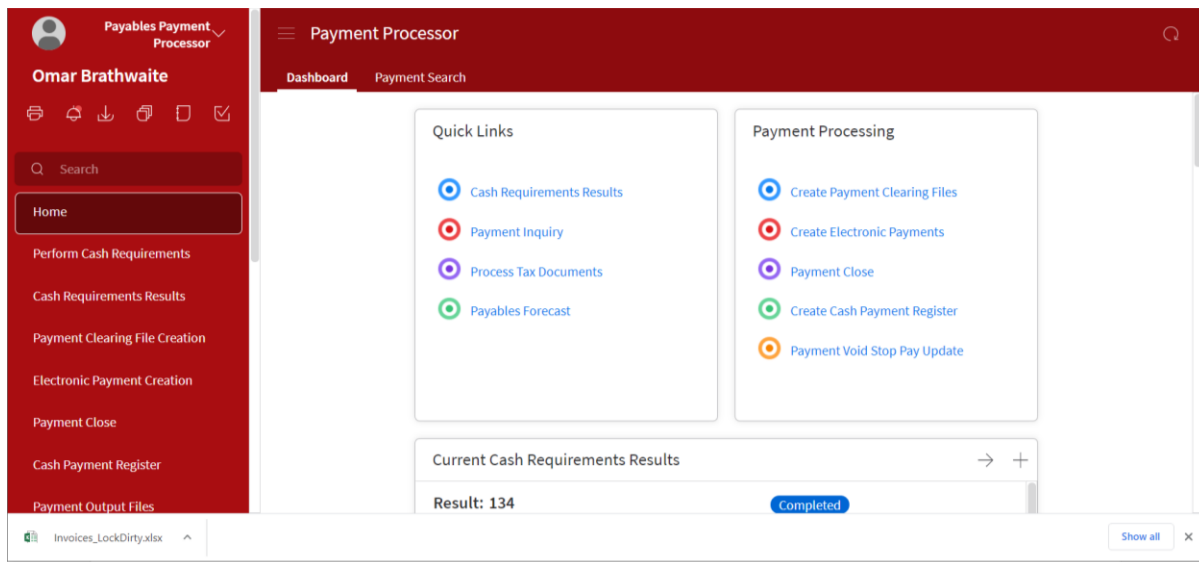
The process of paying invoices is often referred to as the cash payment cycle because it includes three required phases:

- Selecting the invoices to pay
- generating the payments
- posting the transactions to the global ledger.

Invoices must be **released** and any invoice messages should be closed before you can schedule them for payment.

## Perform Cash Requirements

- Sign in as **Payables Payment Processor** and select [Cash Requirements Results](#).



- The below window shows a list of cash requirements/payment runs in the system, only one cash requirement per department or paygroup.
- If there is no cash requirement, click Perform Cash Requirements.

Cash Requirements Results



Current

Historical

Current Cash Requirements Results

Perform Cash Requirements

Start Cash Requirements

	Vendor Group	Pay Group	Process Group	Cash Requi...	Creation Date	Created By	Status
	[A] ▾ [Q] ▾	[A] ▾ [Q] ▾	[A] ▾ [Q] ▾	= ▾ [Q] ▾	= ▾ [Q] ▾	[A] ▾ [Q] ▾	[Q] ▾
<input type="checkbox"/>	GOB	WED		92	5/14/2021 12:46:47 PM	PAYNERI	 Created
<input type="checkbox"/>	GOB	SMD		50	5/18/2021 10:17:18 AM	HACKETTJ	Completed
<input type="checkbox"/>	GOB	MIST		113	5/17/2021 12:40:07 PM	BRATHWAITEY	 Created
<input type="checkbox"/>	GOB	METVT		105	5/18/2021 11:24:38 AM	TAYLORSM	Completed
<input type="checkbox"/>	GOB	MENB		80	5/18/2021 11:49:42 AM	SEALYK	Completed
<input type="checkbox"/>	GOB	MABE		90	5/18/2021 11:45:27 AM	MARSHALLGILLA	Completed
<input type="checkbox"/>	GOB	LVSC		50	5/18/2021 9:33:11 AM	CARRINGTONKI	Completed
<input type="checkbox"/>	GOB	GOV		21	5/18/2021 10:03:18 AM	WATKINSS	Completed

<

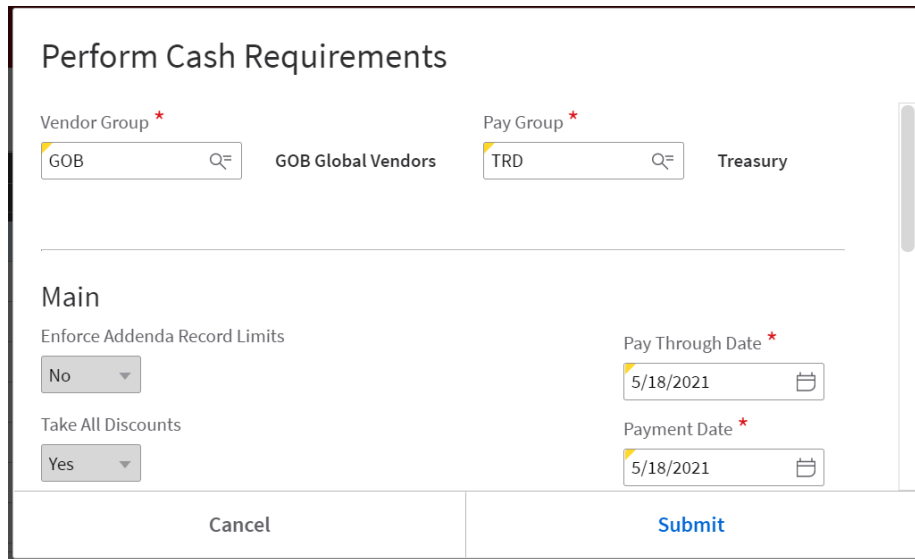
<<

>>

>

20 ▾

- The Perform Cash Requirements window opens, enter the following:
  1. Vendor Group
  2. Pay Group
  3. Pay Through Date
  4. Payment Date



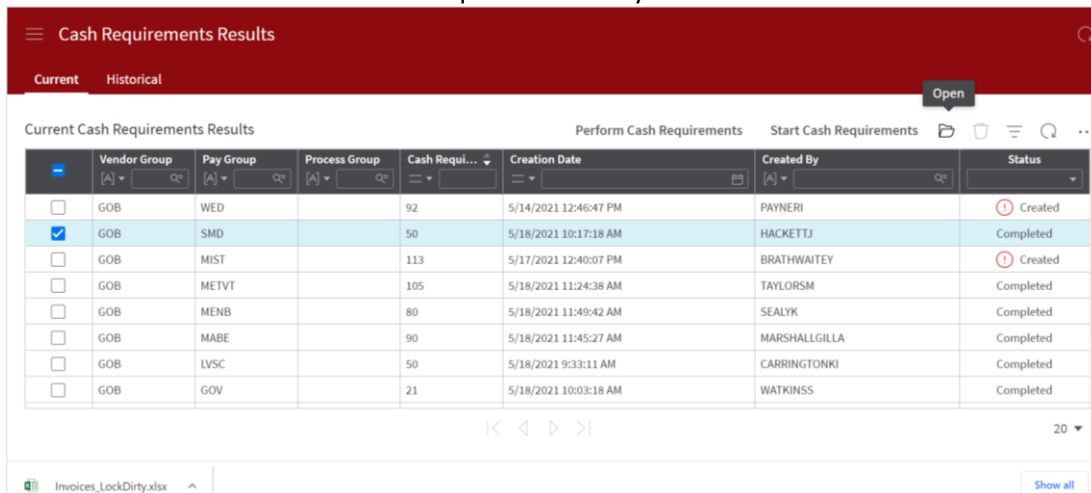
The screenshot shows the 'Perform Cash Requirements' window. It has two main sections: 'Vendor Group' and 'Pay Group'. Under 'Vendor Group', there is a search box with 'GOB' entered, a magnifying glass icon, and the text 'GOB Global Vendors'. Under 'Pay Group', there is a search box with 'TRD' entered, a magnifying glass icon, and the text 'Treasury'. Below these are two sections: 'Main' and 'Pay Through Date'. The 'Main' section has two dropdown menus: 'Enforce Addenda Record Limits' set to 'No' and 'Take All Discounts' set to 'Yes'. The 'Pay Through Date' section has two date pickers: 'Pay Through Date' and 'Payment Date', both set to '5/18/2021'. At the bottom are 'Cancel' and 'Submit' buttons.

- Click Submit and your cash requirement will now be on the list of cash requirements.

## Viewing cash requirements results

Use this procedure to view cash requirements results.

- Either double click or select the cash requirement line you wish to view.



The screenshot shows the 'Cash Requirements Results' window. It has a red header bar with the title 'Cash Requirements Results' and a search icon. Below the header are two tabs: 'Current' and 'Historical'. The 'Current' tab is selected. Below the tabs is a table titled 'Current Cash Requirements Results'. The table has columns: Vendor Group, Pay Group, Process Group, Cash Requi..., Creation Date, Created By, and Status. The table contains 8 rows of data. The second row is selected, showing 'GOB' as the Vendor Group, 'SMD' as the Pay Group, '50' as the Cash Requi..., '5/18/2021 10:17:18 AM' as the Creation Date, 'HACKETTJ' as the Created By, and 'Completed' as the Status. Below the table are navigation buttons: '<<', '<', '>', '>>'. At the bottom right is a 'Show all' button.

	Vendor Group	Pay Group	Process Group	Cash Requi...	Creation Date	Created By	Status
<input type="checkbox"/>	GOB	WED		92	5/14/2021 12:46:47 PM	PAYNERI	Created
<input checked="" type="checkbox"/>	GOB	SMD		50	5/18/2021 10:17:18 AM	HACKETTJ	Completed
<input type="checkbox"/>	GOB	MIST		113	5/17/2021 12:40:07 PM	BRATHWAITEY	Created
<input type="checkbox"/>	GOB	METVT		105	5/18/2021 11:24:38 AM	TAYLORSM	Completed
<input type="checkbox"/>	GOB	MENB		80	5/18/2021 11:49:42 AM	SEALYK	Completed
<input type="checkbox"/>	GOB	MABE		90	5/18/2021 11:45:27 AM	MARSHALLGILLA	Completed
<input type="checkbox"/>	GOB	LVSC		50	5/18/2021 9:33:11 AM	CARRINGTONKI	Completed
<input type="checkbox"/>	GOB	GOV		21	5/18/2021 10:03:18 AM	WATKINSS	Completed

- When the line opens, the parameters, selected vendors, invoices and payments can be viewed.
  - Parameters - shows the fields that were populated for the job that was run.
  - Selected Vendors - shows the payments for a vendor. This includes the Vendor Search Name, Pay Vendor, Remit To Code, Cash Code, Bank Transaction, Vendor, Total Payment Amount, Total Discount Amount, Total Net Payment Amount, Invoice Currency, Total Bank Check Amount, and Check Currency.

Selected Invoice Payments - *shows the payment that was created. This includes the Vendor, Cash Code, Bank Code, Reference Number, Payment Processing Hold Code, Payment Number, Payment Date, and Bank Check Amount.*

## Editing Cash Requirement Results

An approver may need to edit a cash requirement for the following reasons:

1. The cash requirement may have invoices that have incorrect payment information or the invoice may need to be cancelled.
2. Additional invoices may need to be added to the cash requirement.

## Resetting the parameters

The following steps can be followed to edit the cash requirement results:

- Navigate to the cash requirement results and open your cash requirement.
- Click Reset Parameters.

The screenshot shows the 'Cash Requirements Result 2' page. The 'Parameters' tab is active, displaying the following information:

- Vendor Group: GOVS - All Government Vendors
- Pay Group: NLS - National Library Services
- Process Group: -
- Cash Requirements Result: 2
- Status: Completed

The 'Main' section contains the following fields:

- Enforce Addenda Record Limits: No
- Take All Discounts: Yes
- Process Payments: Payables Payments
- Pay Through Date: 3/29/2021
- Payment Date: 3/29/2021
- Edit Payment Code: [Field]

The 'Cash Code Options' section includes:

- Cash Code: [Field]
- Override Cash Code: [Field]

- The status will change to Processing, click refresh until it changes to Created.

At this status, the approver can edit the parameters, delete the cash requirement or update the payment information of the selected invoices. Any new invoices that were initially missed will be listed under the column Available Invoices For Selection.

The screenshot shows the 'Cash Requirements Result 2' page. The 'Parameters' tab is active, displaying the following information:

- Vendor Group: GOVS - All Government Vendors
- Pay Group: NLS - National Library Services
- Process Group: -
- Cash Requirements Result: 2
- Status: Created

The 'Main' section contains the following fields:

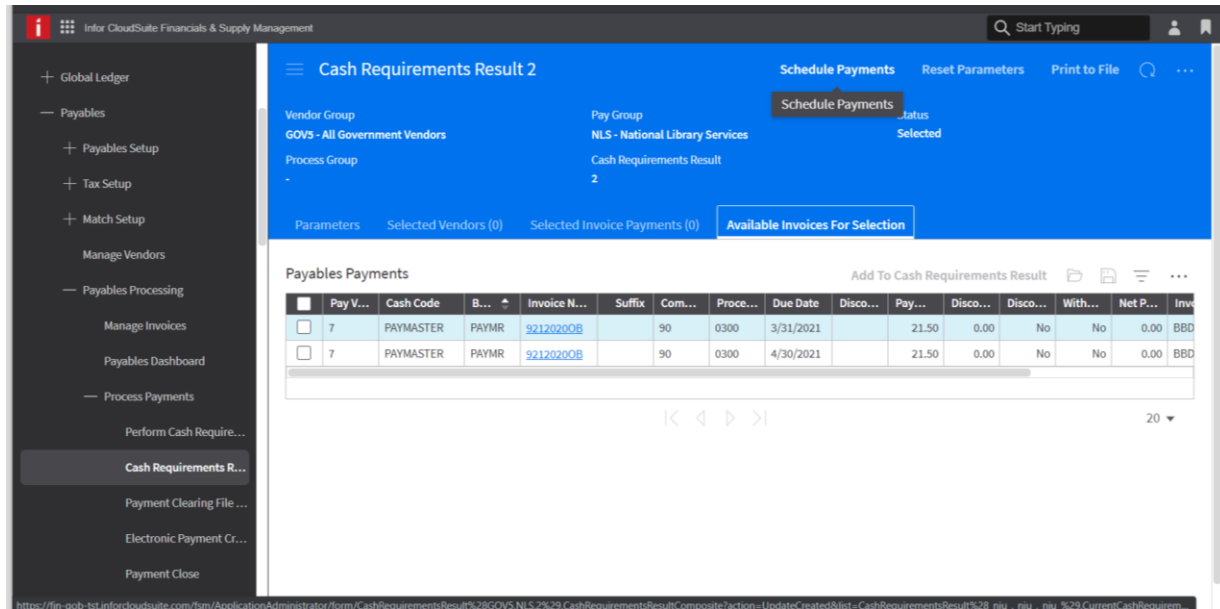
- Enforce Addenda Record Limits: No
- Take All Discounts: Yes
- Process Payments: Payables Payments
- Pay Through Date: 3/29/2021
- Payment Date: 3/29/2021
- Edit Payment Code: [Field]

The 'Cash Code Options' section includes:

- Cash Code: [Field]
- Override Cash Code: [Field]

## Additional invoices to be paid

1. After resetting the parameters, the additional invoices that are listed under the 2<sup>nd</sup> tab can be added to the cash requirement for payment by clicking **Select Payments**.
2. The status changes to processing, click Refresh until it changes to Selected and click **Schedule Payments**. The status of the cash requirement changes to Complete.



## Sending an email to approvers

Optionally, you can send an email to the approver assigned to the pending invoice.

- On the **Pending Approval** tab, open an invoice.
- Click Email Current Approver(who you selected to do your approving for the particular invoice(s))
- Specify the **To**, **Cc**, and **Bcc** fields with the necessary email addresses.
- Specify an email Subject.
- Specify the Contents of the email.
- Click **OK**.

## Payables search

Use this procedure to search for payables invoices. You can select a record and perform several actions.

Invoice records with a **red exclamation mark have errors**. Place your pointer over the icon to view the error.

Sign in as Payables Manager and select **Run Processes > Payables Search**. All invoices are displayed.

- Use the filter fields to narrow your results.
- Click any field hyperlink to view and change the record.
- Click a detail line in the vendor name field to open the Vendor screen.

- Click an Invoice Number hyperlink to open the Invoice screen.
- You can select a record and perform these actions:
- **Open:** Use to open an invoice record on the selected line to view or change.
- **Create and Release:** Use to create a new invoice and release that invoice if all edits are passed.

The Create Invoice screen is displayed. Not all users may have security access to these secondary Screens.

- **Create Invoice:** Use to create a new invoice.
- **Apply an Invoice to this Credit:** This option is only available for invoices with a negative total amount. Specify the invoice ID and the applied amount.
- **Cancel:** Use to cancel an invoice from the Cancel Invoice screen. Cancel Date, Reason, and Comment are required fields.
- **Email Invoice:** Use to open an email screen to specify the email address or a resource. **Subject and Contents are required fields.**
- **Put Invoice on Hold:** Use to add a hold code to the invoice.
- **Update:** Use to make changes to the invoice.
- **Build Smart Reconciliation Queue:** Use to build a reconciliation queue. A message is returned indicating reconciliation queue built.

## Payment search

Use this procedure to find invoice payment information.

- Sign in as Payables Manager and select **Run Processes > Process Payments > Payment Search**.
- Use the search parameters to narrow results. You can leave the parameters blank and click Search to show the entire list of payments.
- When applicable to the record, you can perform these actions:
- Update Income Code and reportable Amount
- Update Remit To Location
- Put On Hold