

**FINANCIALS**

# Configuration and Using Invoice Manager

IM

**Product**

June 2025

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# 1. Contents

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## 2. Introduction

### **Overview**

#### **Invoice Manager Overview**

We are excited to introduce Invoice Manager, a new feature available within the procurement portal. With an intuitive, user-friendly interface, efficiently manage the coding and routing of all purchase invoices. Proactively monitor and resolve mismatch queries, ensuring swift and accurate resolution. Streamline manual workflows, automate processes, and accelerate invoice approvals for enhanced efficiency and financial control.

#### **Accessing Invoice Manager**

To access Invoice Manager, navigate to the procurement portal and select the relevant menu option. From there, you will be able to manage your Accounts Payable transactions in a streamlined and efficient manner.

#### **Key Features of Invoice Manager**

- **Single View:** Invoice Manager provides a single, unified view of all Accounts Payable transactions, making it easier to track and manage your invoices.
- **Built-in Workflow:** The tool includes a built-in workflow feature, allowing you to automate and streamline your Accounts Payable processes.

#### **Setup and Processing**

To get started with Invoice Manager, you will need to set up your users to allow access.

Once set up, Invoice Manager will enable you to process your Accounts Payable transactions more efficiently, reducing the risk of errors and improving overall financial management.

Users will need to have access to Accounts Payable Data Entry, invoice mismatch screens and Accounts Payable Enquiry screens.

#### **Getting Started with Invoice Manager**

If you have any questions or need assistance with setting up or using Invoice Manager, please don't hesitate to reach out to our support team. We are here to help you get the most out of this powerful tool.

## 2. Invoice Manager Setup

Firstly, the user must be given access to the Invoice Manager role.

Access the Financials System and follow the menus below.

Menu access: **Main Menu>System Admin>System Wide Controls>Portal Roles**

Locate the user you require to amend or use the insert action to create a portal role(s) for an existing user.

The **Invoice Manager** role requires selection. One role will need to be defined as default if not already set. The user can change the default when they login into the Procurement Portal.

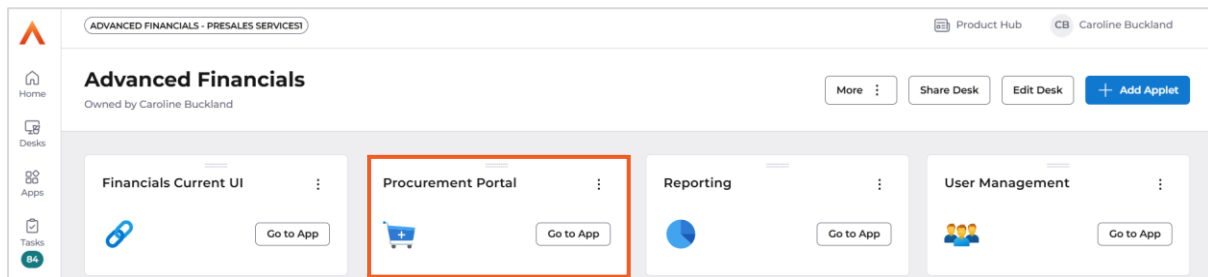
The screenshot shows the 'Portal Roles Edit' interface for user 'SS000004'. The user's email is 'CAROLINE.BUCKLAND@ONEADVANCED.COM'. The 'Default Role' is set to 'Buyer'. Below this is a table of assigned roles.

Select	Role	Purchase Group	Update Date	Update Time	Update User	Creation Date
<input checked="" type="checkbox"/>	Authoriser		04-Oct-2023	15:43:29	SS000004	12-Mar-2021
<input checked="" type="checkbox"/>	Buyer		04-Oct-2023	15:43:29	SS000004	15-Sep-2023
<input checked="" type="checkbox"/>	Requisitioner		15-Sep-2023	12:42:45	SS000004	15-Sep-2023
<input checked="" type="checkbox"/>	Tech Administrator		22-Sep-2022	10:22:06	SS000004	25-May-2021
<input checked="" type="checkbox"/>	Receiver		12-Mar-2021	15:23:53	SS000004	12-Mar-2021
<input checked="" type="checkbox"/>	Administrator		21-Jul-2022	10:14:09	SS000004	25-May-2021
<input checked="" type="checkbox"/>	Clearance		12-Mar-2021	15:23:53	SS000004	12-Mar-2021
<input checked="" type="checkbox"/>	Invoice Manager		13-Feb-2025	08:01:31	SS000004	13-Feb-2025
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Showing 1-8 of 8

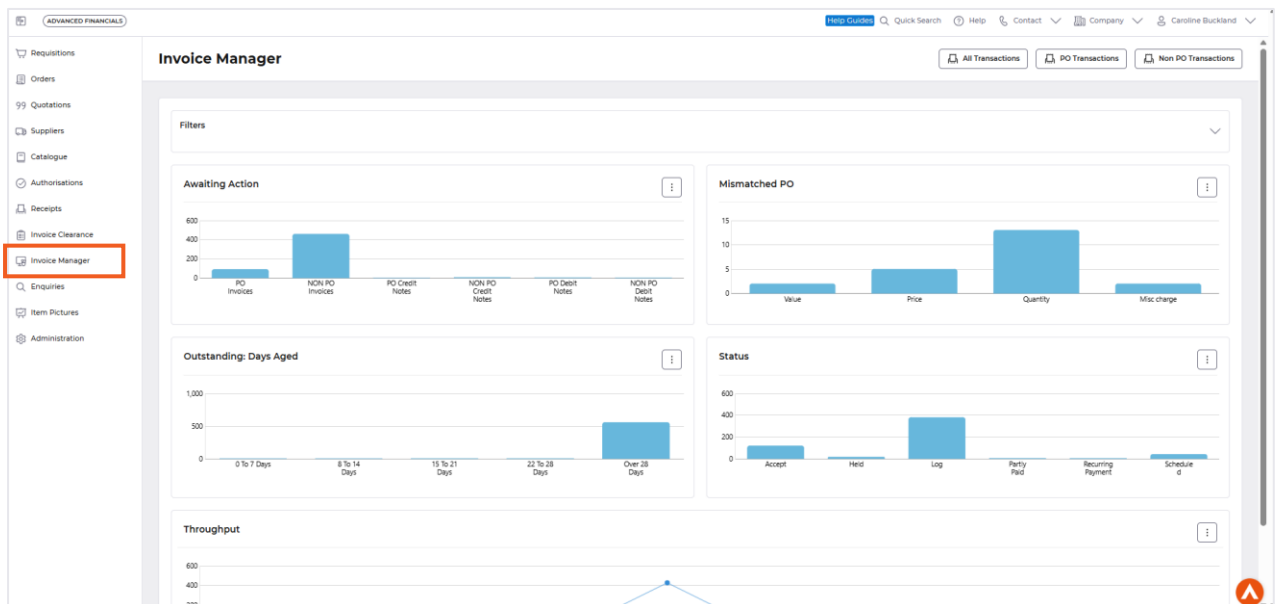
## Navigation

The user can now login to the **Procurement Portal** by selecting the Icon on the One Advanced Platform.

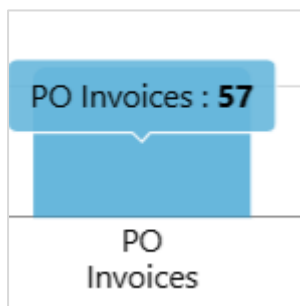


Select the **Invoice Manager** option from the menu option.

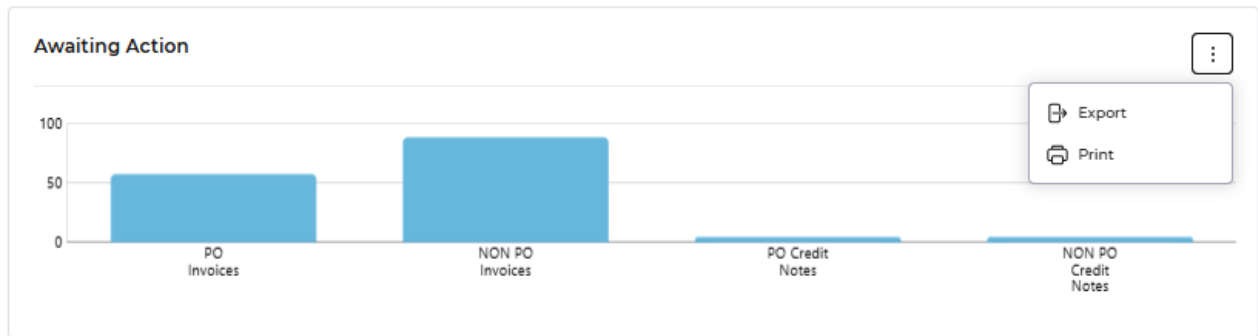
The Summary screen is displayed; this gives an overall view of your Accounts Payable Transactions.



Hover the mouse over each status and that will display the number of transactions relating to each.



Each graph has an option to **Export** or **Print**; you can locate these options by selecting the three dots placed on the right side of each graph.



There are Filters that can be used refine your search, these are available for each graph. Select the Filters box to display the search fields.

Filters

Invoice Manager
All Transactions
PO Transactions
Non PO Transactions

Filters

Supplier
Status
Transaction Type

Owner
PO number
Team

Dispute Code
Mismatch Code
Invoice Date

Due Date

Reset
Search

Once your selection is made the **Search** button can be used.

The parameters will be held for your next search so remember to use the **Reset** button, when you access the filters again.

Buttons at the top of the screen represent the following.

ADVANCED FINANCIALS
Help Guides
Quick Search
Help
Contact
Company
Caroline Buckland

Requisitions
Invoice Manager
Orders

All Transactions
PO Transactions
Non PO Transactions

**All Transactions** – display all order related and non-order related transactions

**PO Transactions** – displays only order related transactions

**Non-PO Transactions** - display only non-order related transactions

## Graphs explained

### Awaiting Action

Shows Invoices, credit notes and debit note of all statuses, this is very similar to the list of transactions you would see in the Accounts Payable Enquiry screens. You will see various transactions status here, they are grouped by Order Related transactions and non-order related transactions.

Selecting each status will drill you down to the transactions, where more actions and enquiries are available.

Example of some of the statuses of transactions.

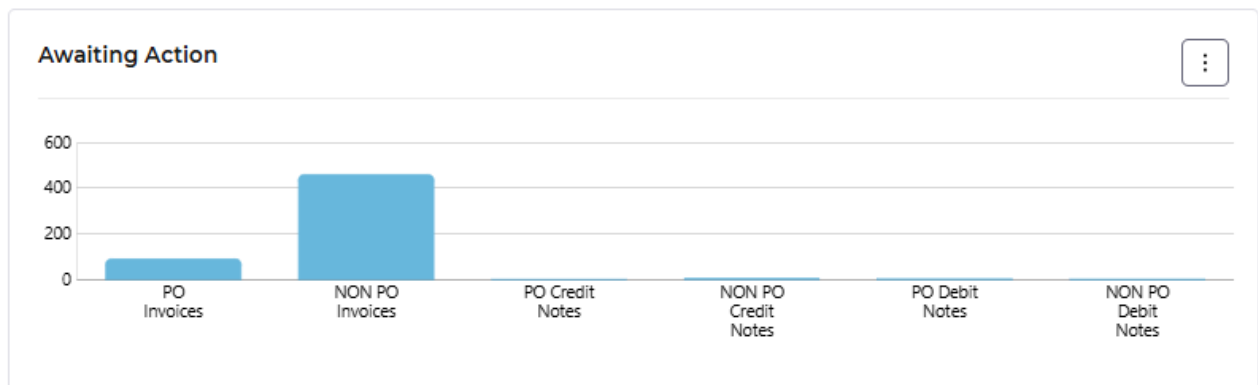
**Due** – due for payment

**Overdue** – overdue for payment

**Held** - due to a mismatch to a purchase order or goods received note

**Logged** – Log requires the line details to be added

**Accepted** - – ready to be paid but not yet reached the due date





## Mismatched PO

Shows the four different mismatches that can occur in Financials, these invoices have been matched to purchase orders and goods received notes, but an issue has occurred, so these transactions are awaiting further processing.

**Value**

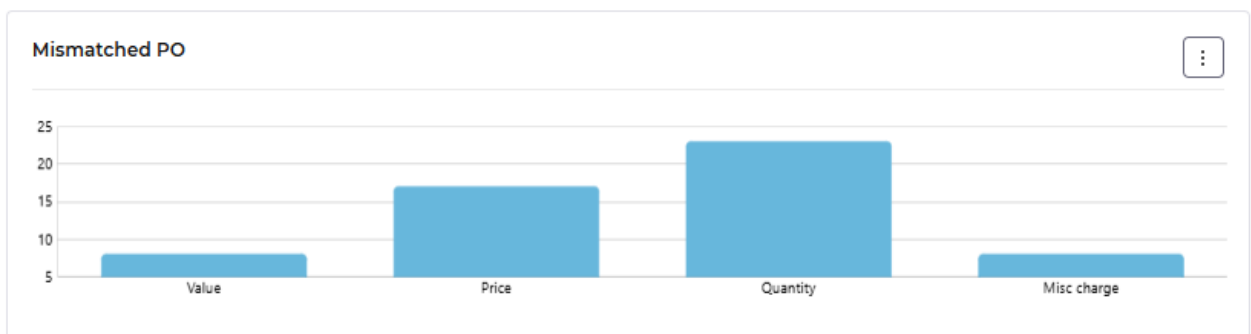
**Price**

**Quantity**

**Miscellaneous Charge**

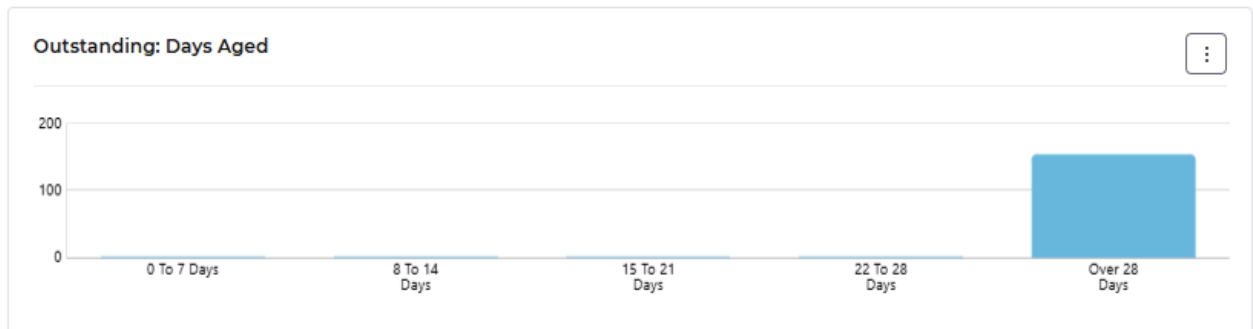
For more information on mismatches use the following link.

<https://financials.helpdocs.io/article/o20gh0vf4t-mismatch-types>



## Outstanding: Days Aged

Displays outstanding aged transactions by days, this is invoices and credit notes.



## Status

Displays transactions with the different statuses.

**Accept** – ready to be paid but not yet reached the due date

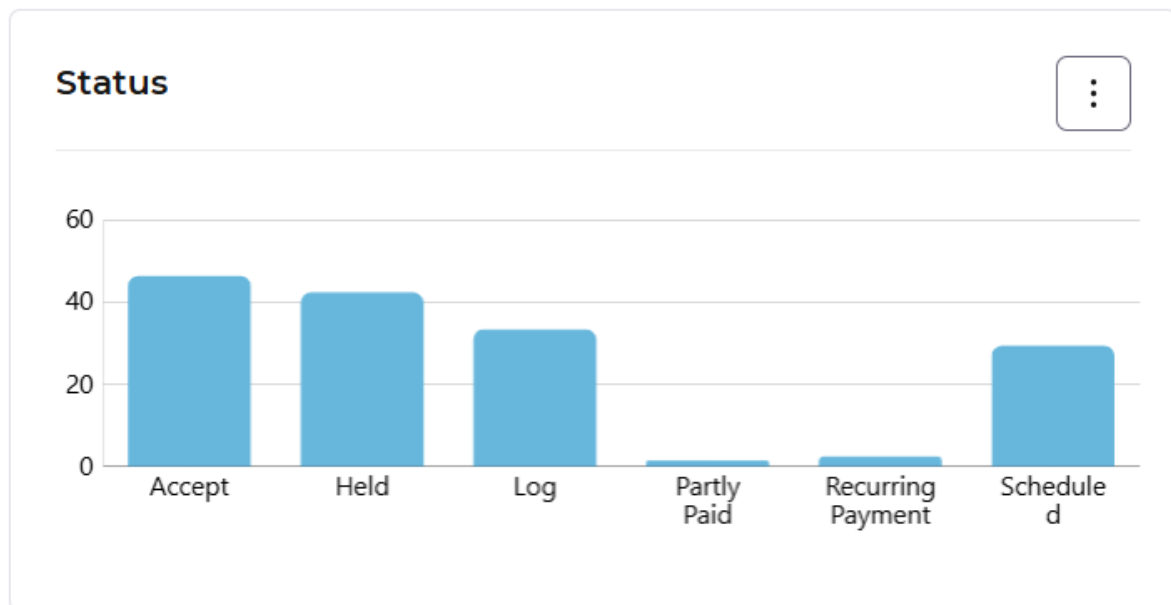
**Held** - due to a mismatch to a purchase order or goods received note

**Log** - requires the line details to be added

**Partly Paid** – invoice has been part paid but still has an outstanding balance

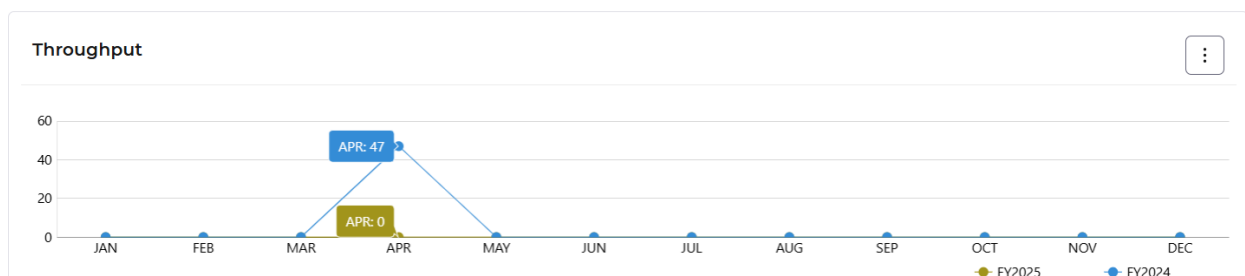
**Recurring Payment** – invoice has been setup with recurring payment schedule

**Scheduled** – the invoice is currently on a payment schedule



## Throughput

Displays how many transactions have been posted that month. This is just a summary view with the drilldown action is not available.



## Processing

### Awaiting Action graph

When selecting a bar on the graph a list of transactions is then displayed, depending on the transaction status will depend on what action is available.

If you are using foreign currency a summary will be shown above the transaction list.

**Invoices List** ? Export All

[Summary](#) / [Invoices List](#)

Filters ▼

☐ Show User Invoice Only

Currency	Total Count	Total Value	Non PO Count	Non PO value	PO Count	PO Value
SHU	2	519.60	2	519.60	0	0.00
EUR	1	131.54	1	131.54	0	0.00
GBP	71	42635.77	71	42635.77	0	0.00

**Invoices List**

If only base currency is used, you will only see the invoice list as shown below.

**Invoices List** ? Export All

[Summary](#) / [Invoices List](#)

Filters ▼

☐ Show User Invoice Only

**Invoices List**

Toggle Column ▼

<input type="checkbox"/> All	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Invoice Owner	Actions
<input type="checkbox"/>	<a href="#">12145</a>		18-Sep-2017	18-Oct-2017	OVERDUE	Business Training Centre	360.00	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">SH80</a>		02-Jan-2019	30-Jan-2019	OVERDUE	Alfa Stationery	720.00	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">BEF324</a>		03-Jan-2019	17-Feb-2019	OVERDUE	Alfa Stationery	240.00	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">INV7695</a>		05-Apr-2019	05-May-2019	OVERDUE	Alfa Stationery	20.40	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">12149</a>		07-May-2019	06-Jun-2019	OVERDUE	ACME Supplies	240.00	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">INV9732</a>		24-Jul-2019	23-Aug-2019	OVERDUE	Misco UK	153.60	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">INV8222</a>		31-Jul-2019	30-Aug-2019	OVERDUE	ACME Supplies	240.00	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">SH0005</a>		01-Sep-2019	30-Sep-2019	OVERDUE	Sundry Supplier	240.00	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">6726722</a>		11-Sep-2019	11-Oct-2019	OVERDUE	Anglian Water	518.40	ACCEPT		<span>⋮</span>
<input type="checkbox"/>	<a href="#">24560</a>		31-Oct-2019	30-Nov-2019	OVERDUE	MyPetStop	42.00	ACCEPT		<span>⋮</span>

Showing rows 1-10 of 150 Rows per page 10

Previous Batch Next Batch

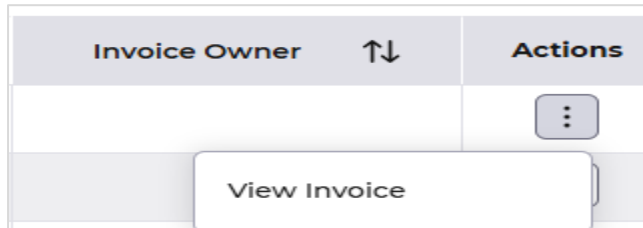
You can select the **Show User Invoice Only** action, this will only show invoices that have been Assigned to you.

The number of rows per page can be changed by selecting the drop-down menu. The **Previous Batch** and **Next Batch** options alongside the page numbers can also be selected. Selecting **Next Batch** will increase the number of transactions, if the buttons are unavailable then all transactions have been retrieved. The list is built by 100 each time the Next Batch button is selected.

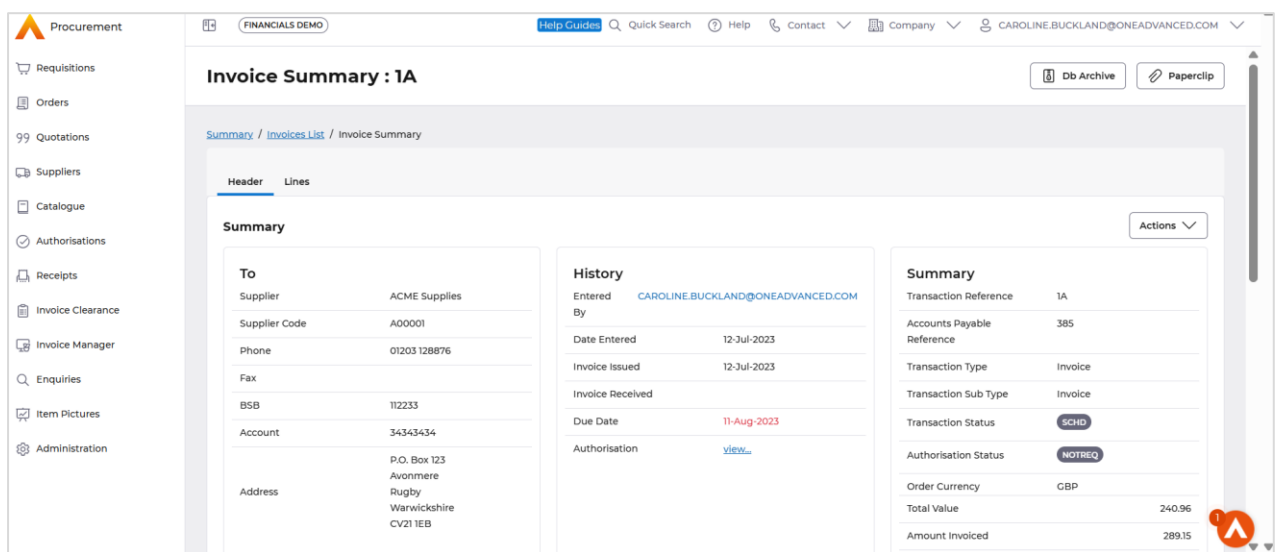
These actions are located at the bottom of the page.

The **Search** field can also be used at the top of the list, with the option of selecting dates.

Scroll to the right of the list to locate the **Actions**, select the 3 dots to see which actions are available.



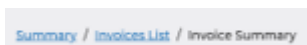
When selecting the **View invoice** action, this will show you the summary of the Invoice header and lines.



Invoice images and any paperclip attachments can be viewed by selecting the **DB Archive** and **Paperclip** buttons.



The breadcrumb trail can be used to go back to the Invoice list.



## Mismatched PO

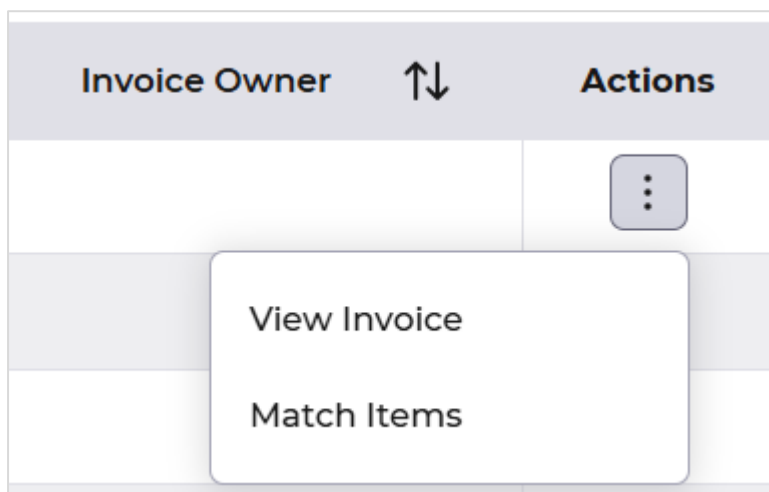
There are four types of mismatches.

*Note: more details for the mismatch types can be found here:*

<https://financials.helpdocs.io/article/o20gh0vf4t-mismatch-types>

- Value
- Price
- Quantity
- Miscellaneous Charge

Select one of the tiles to locate a list of invoices. When selecting the **Actions** menu two options will be available.



Select the **Match items** action.

Procurement

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Requisitions Orders 99 Quotations Suppliers Catalogue Authorisations Receipts Invoice Clearance Invoice Manager Enquiries Item Pictures Administration

Invoices List

Type to search... Select Date... Clear

Toggle Column

Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Invoice Owner	Actions
Apr-2025	24-May-2025	NOT DUE	Alfa Stationery	72.00	HELD		⋮
Apr-2025	24-May-2025	NOT DUE	Alfa Stationery	21.48	HELD		⋮
Feb-2025	29-Mar-2025	OVERDUE	Alfa Stationery	240.00	HELD		⋮
Nov-2024	20-Dec-2024	OVERDUE	ACME Supplies	300.00	HELD		⋮
Nov-2024	20-Dec-2024	OVERDUE	Alfa Stationery	120.00	HELD		⋮
Oct-2024	22-Nov-2024	OVERDUE	ACME Supplies	216.00	HELD		⋮
Sep-2024	26-Oct-2024	OVERDUE	ACME Supplies	120.00	HELD		⋮
May-2024	29-Jun-2024	OVERDUE	ACME Supplies	120.00	HELD		⋮
May-2024	19-Jun-2024	OVERDUE	ACME Supplies	240.00	HELD		⋮
May-2024	01-Jun-2024	OVERDUE	ACME Supplies	360.00	HELD		⋮

View Invoice  
Match Items

You are taken to the Matching screen, where the mismatch can be resolved. Each link will take you to the appropriate screen to resolve the mismatch.

### Invoice Clearance Items

[Summary](#) / [Invoices List](#) / Invoice Clearance Items

**Invoice Header**

Supplier	ACME Supplies
Address	

Reference	7335454
Sysref	497
Type	1
Status	

Gross Amount	0
Currency	GBP
Transaction Date	
Entry Date	

**Invoice Line**

Order	Buyer	Invoice Line	Item	Received Value	Invoice Value	Agreed Value	Financial Impact
AO01030	MARK.SMITH@ONEADVANCED.COM	1	Cleaning	900.00	1000.00	0.00	0.00

Received Value

Invoice Value

Reset Agreed Value

Instructions

Update

For more information on the resolving mismatches select the link below.

<https://financials.helpdocs.io/article/y7kftij29u-invoice-clearance>

## Status

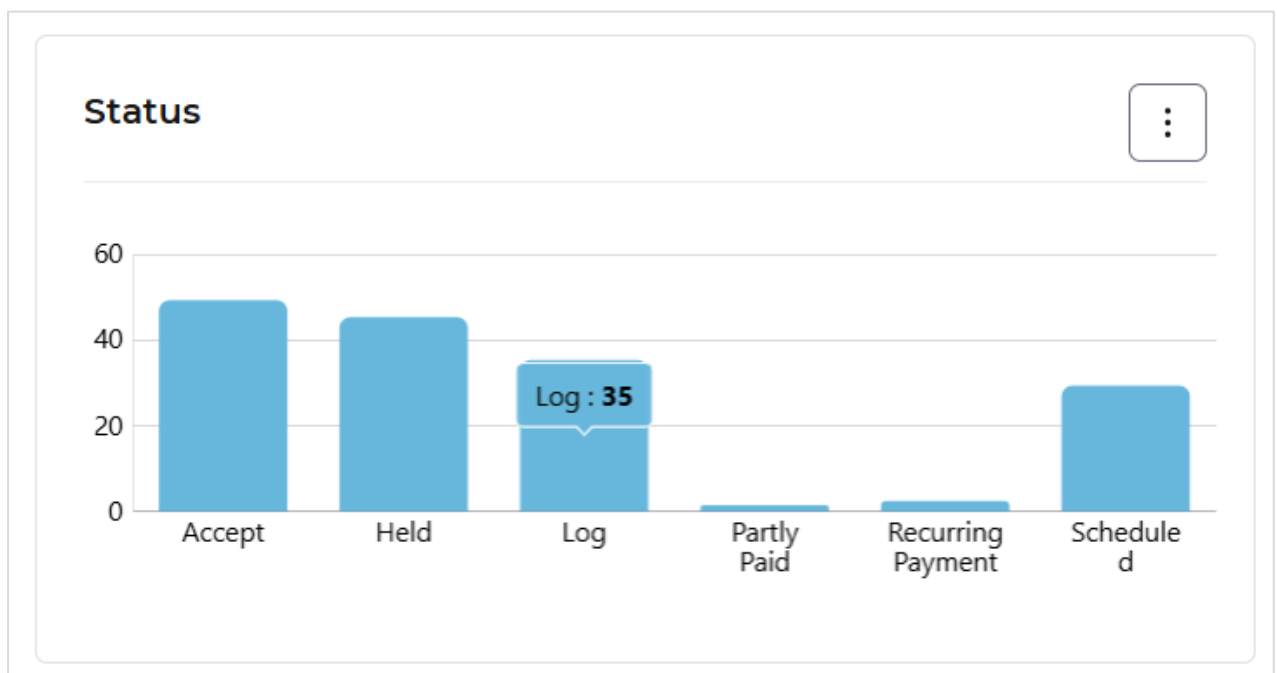
This will display all invoice statuses, these can be viewed by selecting each value.

When a Log status action is selected; this will allow amendment of the invoice and the entry of line details to be added.

## Logged Invoices Processing

### Standalone Invoice

Select the Log Status from the Status graph.



This option will display invoices that are awaiting processing i.e. line details need to be added.

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Summary / Invoices List

Filters

Currency: GBP | Total Count: 100 | Total Value: 94001.61 | Non PO Count: 89 | Non PO value: 87795.50 | PO Count: 11 | PO Value: 6625.11

Show User Invoice Only

Invoices List

Type to search... | Select Date... | Clear

Toggle Columns

	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Invoice Owner	Actions
<input type="checkbox"/>	1523		16-Oct-2016	15-Jan-2021	OVERDUE	B W Male & Sons Ltd	1000.00	LOG		[1]
<input type="checkbox"/>	1855565	EC001921	17-Feb-2018	19-Mar-2018	OVERDUE	Alfa Stationery	14.40	LOG		[1]
<input type="checkbox"/>	1855565.1		17-Feb-2018	19-Mar-2018	OVERDUE	Amnert Office Supplies Ltd	298.00	LOG		[1]
<input type="checkbox"/>	1855565	AC002727	17-Feb-2018	05-Dec-2020	OVERDUE	Amnert Office Supplies Ltd	298.00	LOG		[1]
<input type="checkbox"/>	2090		27-Sep-2019	05-Feb-2021	OVERDUE	Amnert Office Supplies Ltd	245.00	LOG		[1]
<input type="checkbox"/>	2077		27-Nov-2019	04-Feb-2021	OVERDUE	Amnert Office Supplies Ltd	245.00	LOG		[1]
<input type="checkbox"/>	3108650s		01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	189.36	LOG		[1]
<input type="checkbox"/>	3108650s		01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	189.36	LOG		[1]
<input type="checkbox"/>	3108650s		01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	189.36	LOG		[1]
<input type="checkbox"/>	3108650s		01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	189.36	LOG		[1]

Showing rows 1/10 of 100 | Rows per page: 10

Previous Batch | Next Batch

Remember the list can be refined by the filters and then selecting the **Search** button.

Once the list is retrieved you can select the Invoice number hyperlink to view more details.



<input type="checkbox"/> All	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Invoice Owner	Actions
<input type="checkbox"/>	<a href="#">ST1085615</a>		01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	159.36	LOG		

To go back to the invoice list, select the hyperlink for Invoices List.

Procurement Portal

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**Invoice Summary : ST1085615**

[Summary](#) / [Invoices List](#) / Invoice Summary

Do Archive (R) Paperclip

Header Lines

**Summary**

To

Supplier: Purple Telecoms

Supplier Code: PT00006

Phone:

Fax:

BSB:

Account:

Address: Commercial Centre, Market Street, Oxford, OX1 8FX

**History**

Entered By: Financials System User

Date Entered: 16-Oct-2020

Invoice Issued: 01-Jan-2020

Invoice Received: 16-Oct-2020

Due Date: 31-Mar-2020

Authorisation: [View...](#)

**Summary**

Transaction Reference: ST1085615

Accounts Payable Reference: 1025

Transaction Type: Invoice

Transaction Sub Type: Invoice

Transaction Status: LOG

Authorisation Status: ST1085615

Order Currency: GBP

Total Value: 152.80

Amount Invoiced: 159.36

Amount Paid: 0.00

Amount Outstanding: 0.00

Tax Summary

**Remittance Text**

There is no Remittance Text on this transaction.

**Paperclip Attachments**

There are no attachments on this transaction.

Refresh

**Payments**

There have been no payments made on this transaction.

There are action buttons to the right of the screen that allows the **View Invoice** or **Amend Invoice** action.

Invoice Owner	Actions
	<div> View Invoice Amend Invoice </div>

Use the **Amend** action.

The Invoice/Credit note is displayed alongside the header information. The header data of the invoice is shown on the right side of the screen - this should be checked for accuracy prior to adding any additional lines.

The screenshot displays the 'oneAdvanced' Procurement Portal interface. The main header shows the company name 'oneAdvanced' and user information 'Caroline Buckland'. The left sidebar contains navigation links: Requisitions, Orders, Questions, Suppliers, Catalogue, Authorisations, Receipts, Invoice Clearance, Enquiries, Item Pictures, and Administration. The main content area is titled 'Non PO Invoice (ST1085614/904)' and includes buttons for 'Cancel Changes', 'Actions', and 'Approve'. Below the title, there's a 'Summary / Invoices List / NON PO Invoice' breadcrumb. The 'Invoice Details' section is divided into three columns. The left column shows a preview of the invoice from 'Purple Telecom' with details like 'Invoice Number: ST1085614', 'Invoice Date: 01 January 2020', and 'Invoice Period: 01 December 2019'. The middle column contains fields for 'Description', 'Supplier', 'Supplier Address', 'Currency', 'GBP', 'Invoice Number', 'Our Reference', and 'PO Number/Originator'. The right column shows 'Net' (132.80), 'Gross' (159.36), 'Base' (0.00), 'Invoice Date' (01-Jan-2020), 'Due Date' (31-Mar-2020), 'Received Date' (04-Sep-2023), 'Dispute Code', and 'Notes'. At the bottom, there's a 'Lines' section with an 'Add Line' button.

When the invoice details have been verified, line details can be added, select the **Add Line** button.

The screenshot shows the 'Lines' section of the Procurement Portal. It features a table with a single row and a button labeled 'Add Line' in the bottom right corner.

You are required to enter the following fields. You can search for codes by typing the code or description.

- GL Account
- Invoice Price
- Invoice Quantity
- Vat Code
- Line description

A financial code will need to be entered onto the screen in the coding line at the bottom.

The cost centre and account codes are mandatory and need to be entered in every case. Analysis codes are not always required but should be entered if required.

To enter the cost centre, if the code is known it can be manually entered in the cost centre box.

Lines										
#1	Cost Centre	Nominal	Fund	Project	Week	Emp	Proj	Phase	Act	Sub
	2105	5404	X	X  X						
	Finance	Telecommunicat	Default	Default						

Once the code is entered, the net amount box will need to be entered, If the whole value of the invoice is to be coded to the same financial code, enter the full value in this box – the Net Amount is shown on the invoice header details above. Quantity's can also be entered.

Where the invoice value is to be split across more than 1 code, enter the value to be allocated to the entered code in the Net Amount field, another row can then be added.

An invoice can contain as many coding rows as required.

Next the VAT code needs to be entered. Please enter this in the VAT code box – a drop-down menu will show the code.

A line description requires and entry.

Invoice Price	Quantity	Net Amount	VAT Code	VAT Amount	Line Description
132	0.0000	132.00	STD	26.40	Call Charges
			Standard		

You have two icons available against each line.

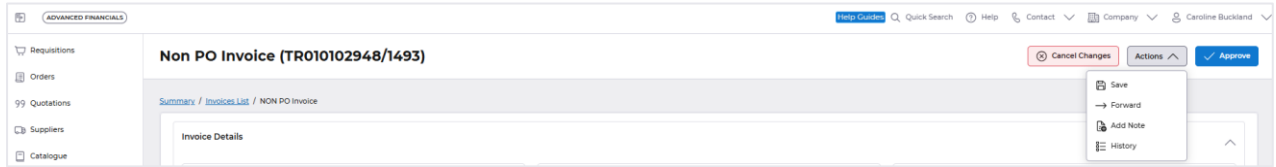


**Copy** – to copy the line.

**Delete** to – delete the line.

The **Add Line** action can also be used.

The **Action** button at the top right of the screen allows the following actions.



**Save** – will update your transaction and send for approval if applicable.

The **Cancel Changes** button can then be used to return to the invoice list.



**Forward** - on to another user or team, notes can also be added. The select the **Forward** button.

Forward

Owner

OR

Team

Notes

You have 170 of 200 characters remaining

Cancel

Forward

**Add notes** – enter the notes and then select the **Add** button.

## Add Notes

×

Comment

Please check the coding is correct before you authorise

You have 145 of 200 characters remaining

Cancel
Add

The message is retrieved, and the invoice is saved. This will be sent for authorisation if applicable.

✓
ZZZ15: The previously-requested action has been performed
×

**History** – when an invoice has been forwarded or returned to you, this will show all comments added including users, dates and times

## History

×

The note was added by CAROLINE.BUCKLAND@ONEADVANCED.COM

There should be a PO for this invoice

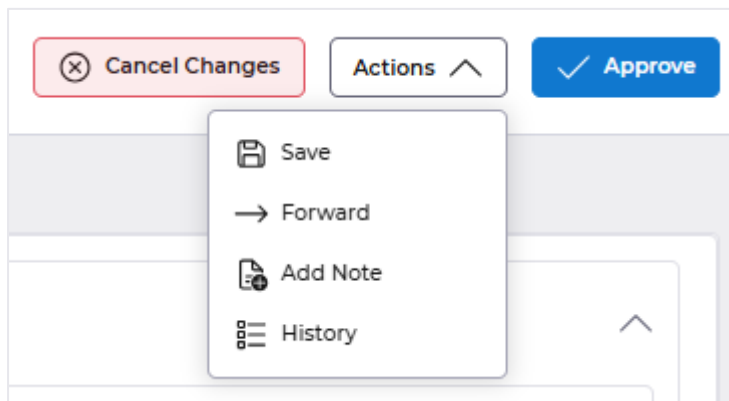
Passed to CAROLINE.BUCKLAND@ONEADVANCED.COM

25-Feb-2025 14:15:02

Close

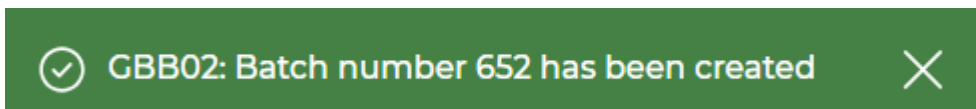
Note: if you assign to a team the history is not shown.

There is also a **Cancel Changes** button and an **Approve** button available from this screen.



**Cancel Changes** – will not save any data added and will return you back to the transaction list.

**Approve** - will update the invoice and you will receive an update message. The invoice may require authorisation before it will be paid.



## Dispute codes

Can be entered, if you want to query the invoice. These are pre-defined codes and can be used as a search criterion from the filters option.

When you are in the Amend mode, the header details will display a Dispute Code field.

<div>P00006</div> <div>Supplier Address</div> <div>Currency</div> <div>GBP</div> <div>Invoice Number</div> <div>INV6577</div> <div>Our Reference</div> <div>115</div> <div>PO Number/Originator</div>	<div>Base</div> <div>0.00</div> <div>Invoice Date</div> <div>17-Feb-2020</div> <div>Due Date</div> <div>18-Mar-2020</div> <div>Received Date</div> <div>30-Mar-2020</div> <div>Dispute Code</div> <div>incorrect</div> <div>D1C</div> <div>incorrect coding</div> <div>Showing 1 of 1 result(s)</div>
---	---

Additionally, add more notes if required by adding the notes – explained in the early section.

**Save** – save any changes made, this will keep you in the same screen.

The Filter will allow the search for dispute codes.

Filters

Supplier

Owner

Dispute Code

D1C

Due Date

Select Date..

Status

Log

PO number

Mismatch Code

Select Mismatch Code

Transaction Type

All

Team

Invoice Date

Select Date..

Reset

Search

Invoices List

Q Type to search..

Select Date..

Clear

Toggle Column

All

Invoice No

Order

Invoice Date

Due Date

Overdue Status

Supplier

Value

Status

Invoice Owner

Actions

<input type="checkbox"/>	19867		22-Mar-2021	21-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	VAW	
<input type="checkbox"/>	19052511		19-May-2025	18-Jun-2025	NOT DUE	ACME Supplies	240.00	LOG	ADVCB	

Show User Invoice Only

To remove a Dispute code, amend the invoice and remove the code.

*Note: dispute codes are for memorandum only, they will not stop the invoice being processed.*



## Order Related Invoice

If the invoice is order related the order number will be displayed in the list.

Invoices List

Q

010

Select Date..

Clear

Toggle Column

<input type="checkbox"/> All	Invoice No <div></div>	Order <div></div>	Invoice Date <div></div>	Due Date <div></div>	Overdue Status <div></div>	Supplier <div></div>	Value <div></div>	Stat
<input type="checkbox"/>	<a href="#">190525344122</a>	<a href="#">010614</a>	19-May-2025	19-May-2025	<div>DUE</div>	Sagar	120.00	LOG

Use the **Amend Invoice** action.

Invoice Owner ↑↓	Actions
ADVCB	⋮
<div>View Invoice</div> <div>Amend Invoice</div>	

The order lines are retrieved.

Lines						
Line ⚙	Item code ⚙	Description ⚙	Ordered ⚙	Received ⚙	UOM ⚙	Unit Price
1		Dell Laptop	1.0000	1.0000	EA	200.00
<div>Showing rows 1-1 of 1 Rows per page 10 ▾</div> <div> <input type="button" value="1"/> </div>						

Check the information is correct, if the lines have correctly matched the **Approve** button can be used to process the invoice/credit note.



## Receipt Order

If an order related invoice has a mismatch, this could be because of a price, value or not enough receipts are available to match, then the actions button will display two more options.

- Receipt Order
- Amend Order

ADVANCED FINANCIALS

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**PO Invoice (PO012162121/1982)**

Cancel Changes Actions Approve

Summary / Invoices List / PO Invoice

Invoice Details

No document to display

Description Invoice

Supplier A00001

Net 400.00

Gross 480.00

Save Forward Add Note History Receipt Order Amend Order

## Receipt Order.

In the invoice has missing Goods Received the notes, as shown below, select the **Receipt Order** option.

Save

Forward

Add Note

History

**Receipt Order**

This will take you to the Goods Receipting screen. Enter the correct quantity and then select the **Receive Order Line** button.

**Multi-Line Receive Goods/Services**

Summary / Invoices List / PO Invoice / Multi-Line Receive

Order Details

Order Reference PO01216

Order Currency GBP - Great Britain Pounds

Supplier Details

Supplier A00001 - ACME Supplies

P.O. Box 123,  
Avonmore,  
Rugby,  
Warwickshire,  
CV21 1EB

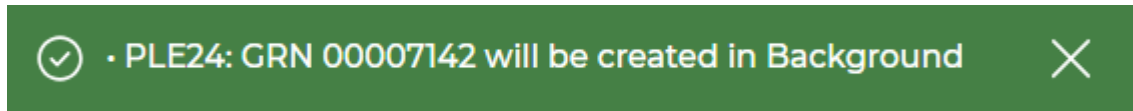
Enter Receipting Information

Advice Note Delivery Note Received Date 07-Aug-2025

#1	Item	Description	Q/S Qty	Q/S Value	Qty Received	Value Received	Units	Value on Order	Delivery Comment	Complete
		Post it no	20.0000	200.00	20.0000		EA	0.00		

Clear All Receive Order Line

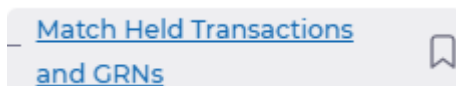
You will be taken back to the Invoice **Manager Workbench**. A message will be retrieved.



The **Approve** action can be selected. The receipts and invoice will be allocated overnight.



The mismatch process can also be run from the AP Reports menu in Financials.



Once the process has been completed the invoice will be ready to be paid on the due date.

## Amend Order action

The **Amend the Order** action can be used, access the lines format to make the changes.

If the Header and Lines values do not match – the **Amend Order** action can be used.

PO Invoice (PO012162121/1982)

Cancel Changes Actions Approve

Summary / Invoices List / PO Invoice

Invoice Details

No document to display

Description  
Invoice

Supplier  
A00001  
ACME Supplies

Supplier Address  
P.O. Box 123 Avonmere Rugby War

Currency  
GBP

Invoice Number  
PO012162121

Our Reference  
1982

PO Number/Originator  
PO01216

Old PO Number  
PO08979

Net  
400.00

Gross  
480.00

Base  
400.00

Invoice Date  
07-Aug-2025

Due Date  
06-Sep-2025

Received Date  
07-Aug-2025

Dispute Code

Note

Save  
Forward  
Add Note  
History  
Receipt Order  
Amend Order

*Note: the line has been received the invoice price cannot be changed.*

Lines

Line	Item code	Description	Ordered	Received	Invoice Quantity	UOM	Unit Price	Net Amount
1		Post it notes	20	0	20.0000	EA	20.00000	400.00

Showing rows 1-1 of 1 Rows per page 10

Amend the price and **Submit Order Amendment.**

Amend Order : PO01216

Paperclip (1) Add Line

Summary / Invoices List / PO Invoice / Order Basket

Header Lines

1) Post it notes  
Status: Outstanding

Quantity\* 20.0000 Price 10.00000 Item Value 200.00

Order Total : 200.00

Clear Basket Save As Draft Line Override Submit Order Amendment

The message will be retrieved. Your order may require authorisation.

Go back to the Invoice and use the **Amend Invoice** action.

The lines will have been updated.

The approve button can then be selected.



*Note: some invoices may have an order amendment and receipt discrepancy, after each amend go back to Amend the invoice until all actions are complete.*