FINANCIALS

Configuration and Using Invoice Manager

IM

Product

June 2025

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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 it 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.

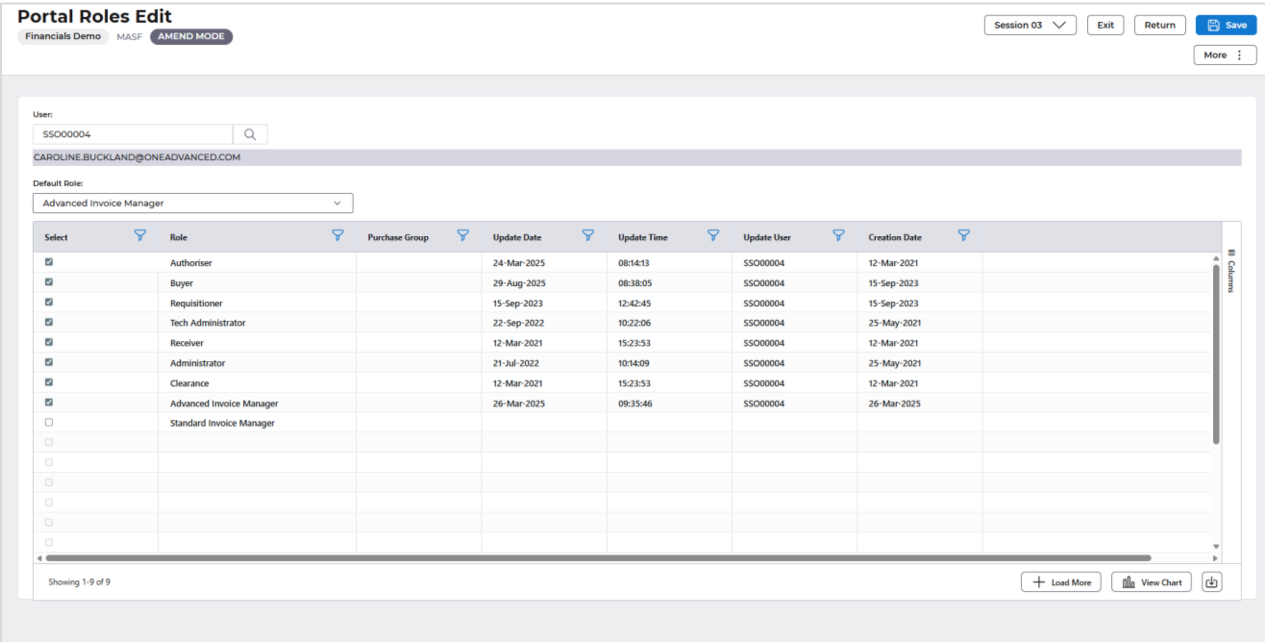
Access the Financials System and follow the menus below.

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

This is also available from the Combined User setup screen.

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

One of 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.



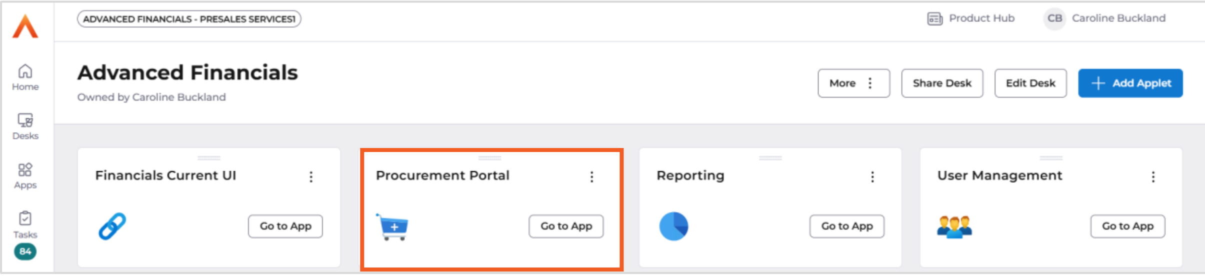
Select	Role	Purchase Group	Update Date	Update Time	Update User	Creation Date
☑	Authoriser		24-Mar-2025	08:14:13	SSO00004	12-Mar-2021
☑	Buyer		29-Aug-2025	08:38:05	SSO00004	15-Sep-2023
☑	Requisitioner		15-Sep-2023	12:42:45	SSO00004	15-Sep-2023
☑	Tech Administrator		22-Sep-2022	10:22:06	SSO00004	25-May-2021
☑	Receiver		12-Mar-2021	15:23:53	SSO00004	12-Mar-2021
☑	Administrator		21-Jul-2022	10:14:09	SSO00004	25-May-2021
☑	Clearance		12-Mar-2021	15:23:53	SSO00004	12-Mar-2021
☑	Advanced Invoice Manager		26-Mar-2025	09:35:46	SSO00004	26-Mar-2025
☐	Standard Invoice Manager					

Two User Roles

- Advanced – can see all invoices
- Standard – can only see invoice assigned to them

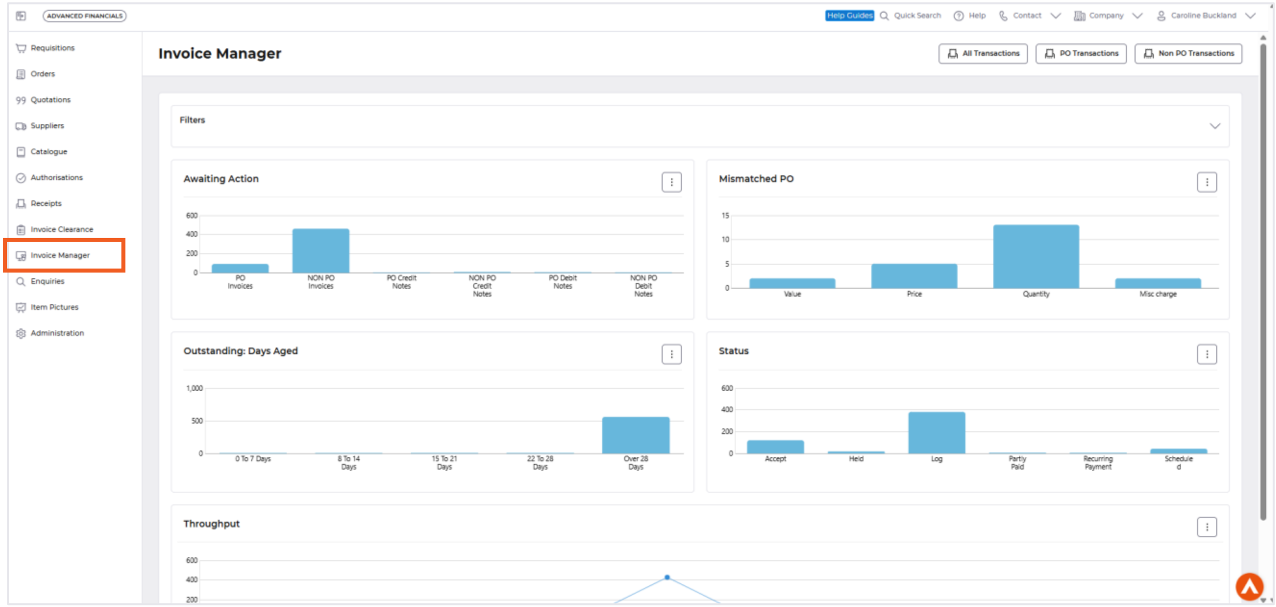
Navigation

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

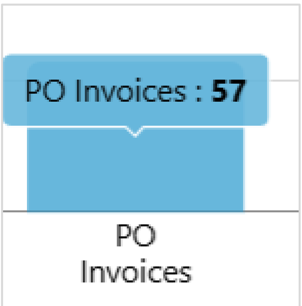


Select the **Invoice Manager** option from the menu option.

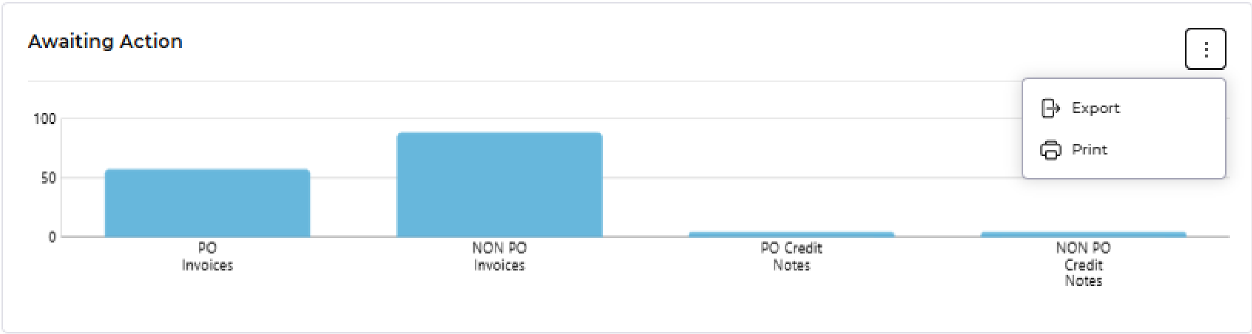
The Summary screen is displayed; this gives an overall view of your Accounts Payable Transactions.



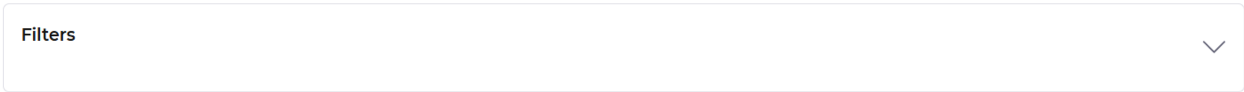
Hover the mouse over each status and that will display the number of transactions relating to each.

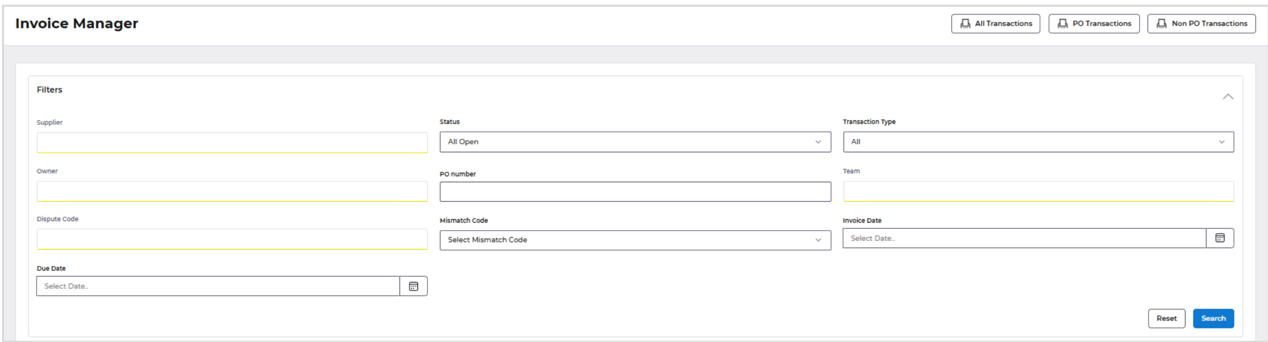


Each graph has an option to **Export** or **Print;** you can locate these options by selecting the three dots placed on the right side of each graph.



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.

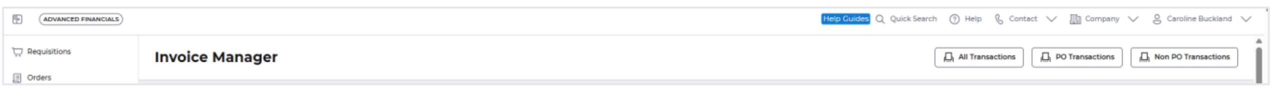


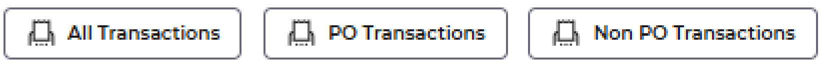


Once your selection is made the **Search** button can be used.

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.





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.

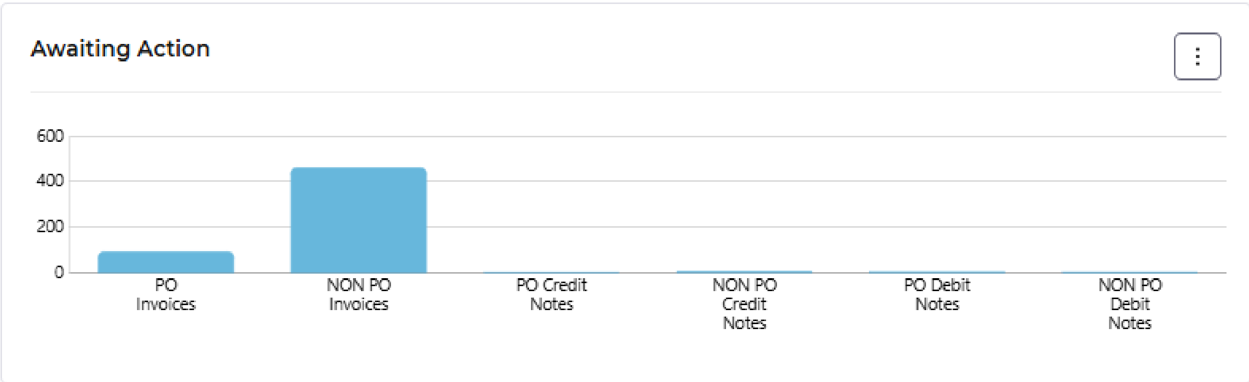
Due – due for payment

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

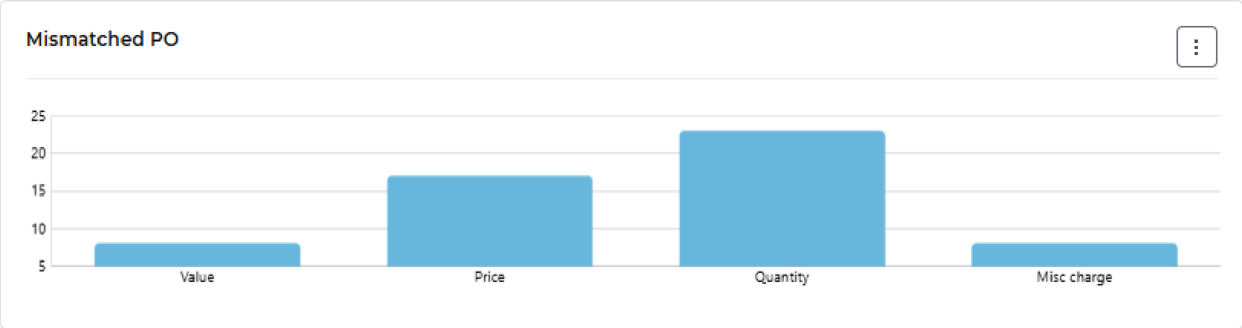
Price

Quantity

Miscellaneous Charge

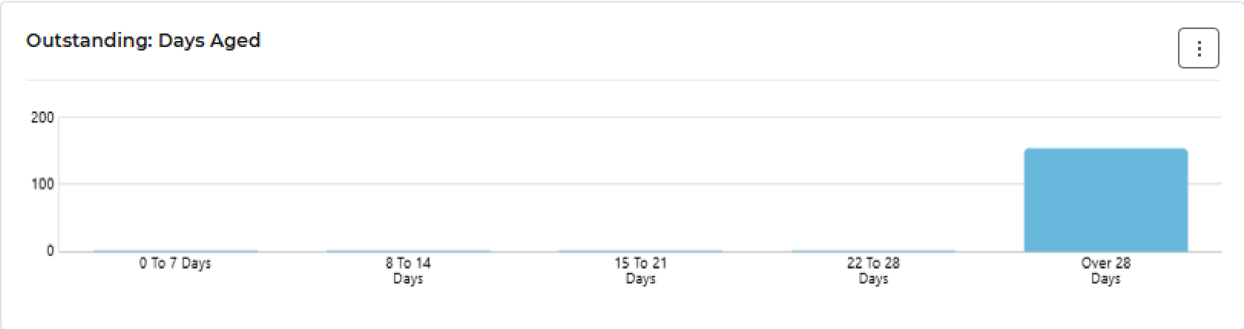
For more information on mismatches use the following link.

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

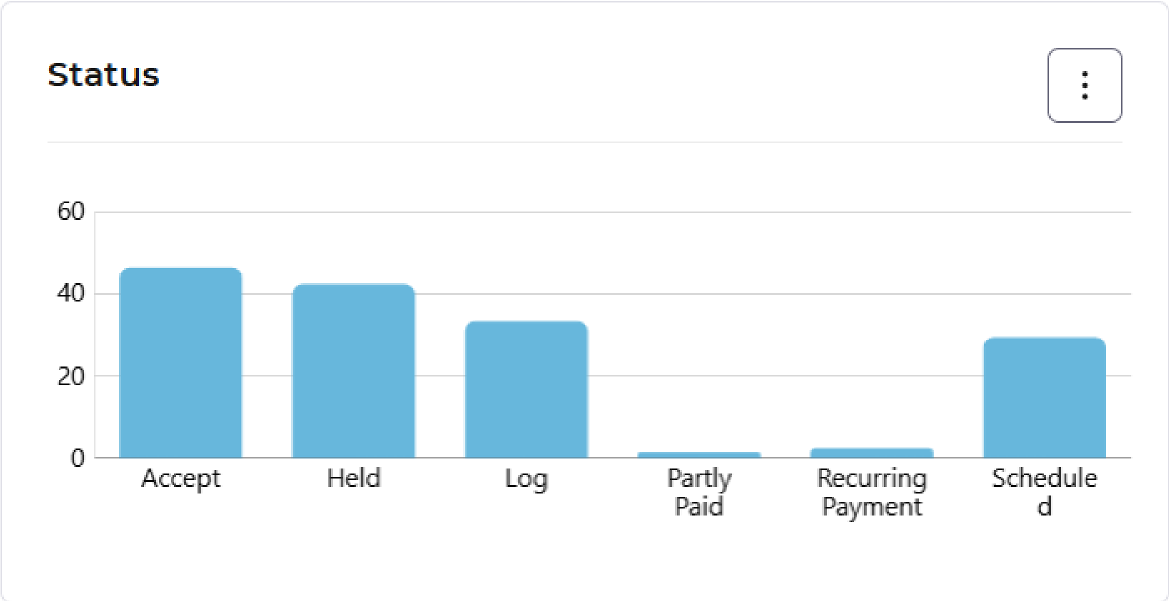
Held - due to a mismatch to a purchase order or goods received note

Log - requires the line details to be added

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

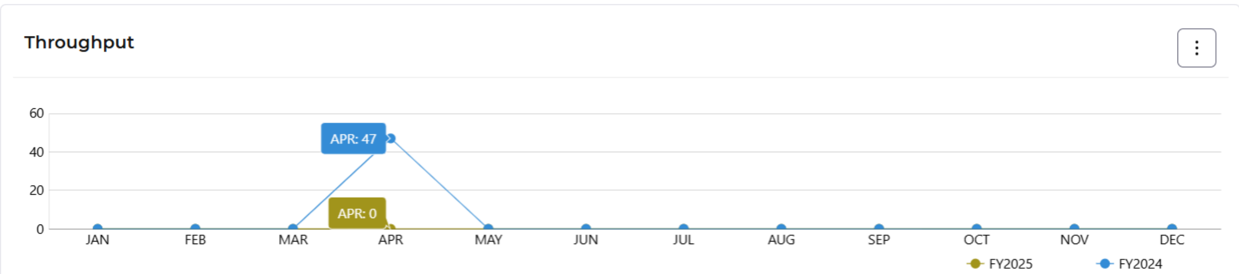
Recurring Payment – invoice has been setup with recurring payment schedule

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.

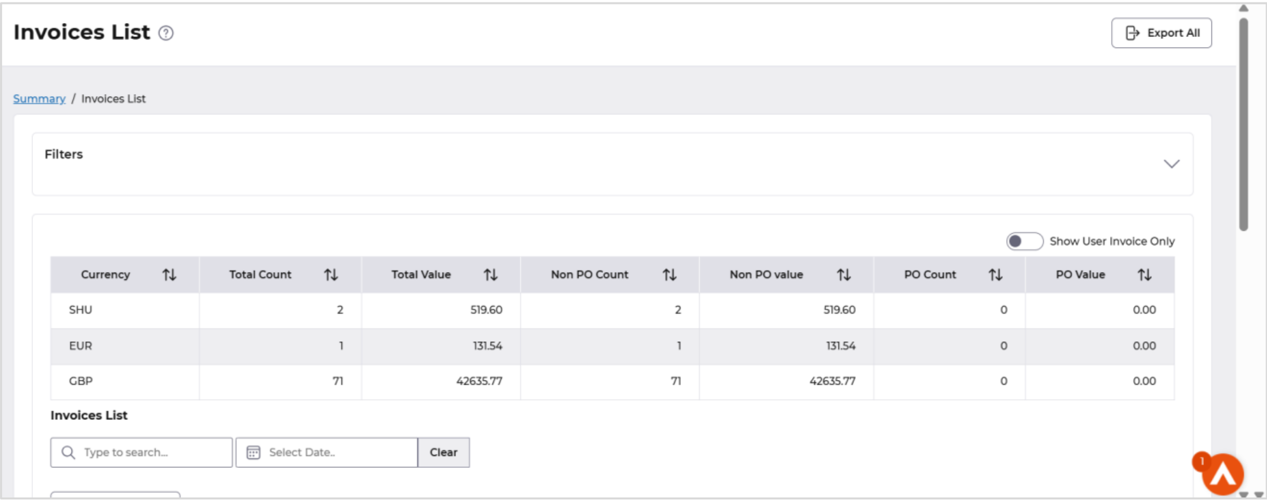


Processing

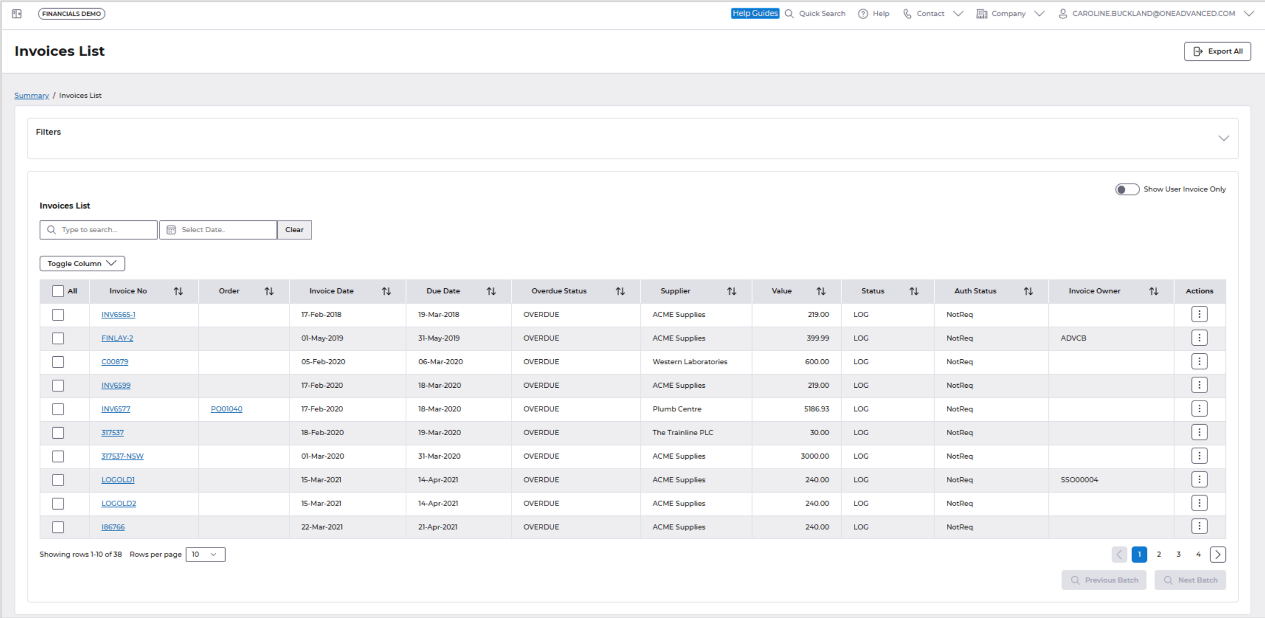
Awaiting Action graph

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.

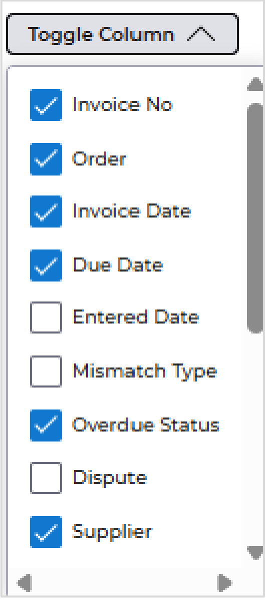


If only base currency is used, you will only see the invoice list as shown below.

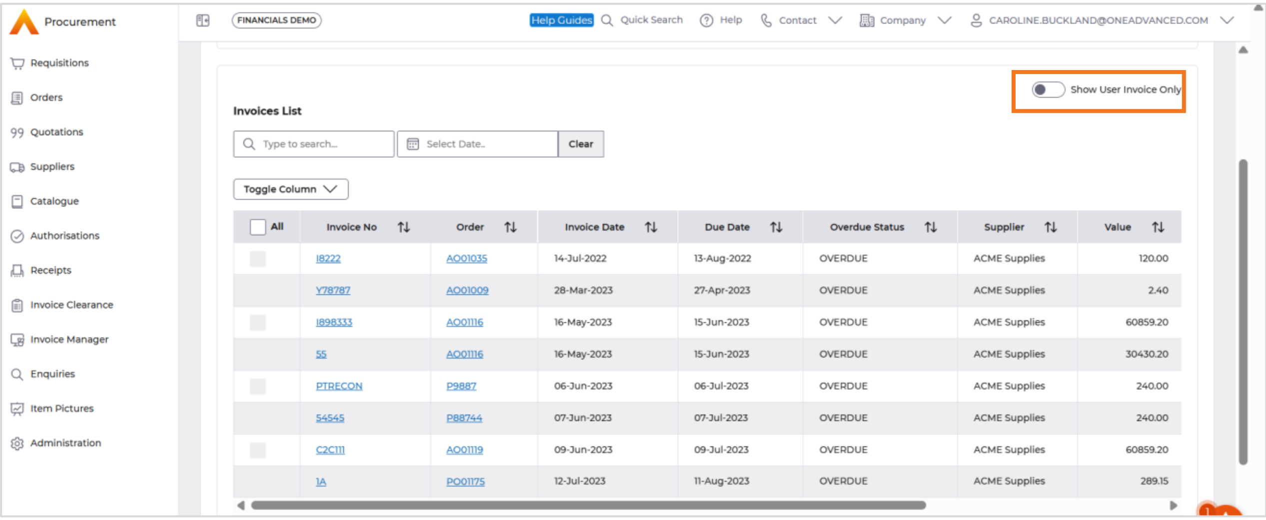


All	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Auth Status	Invoice Owner	Actions
	INV6565-1		17-Feb-2018	19-Mar-2018	OVERDUE	ACME Supplies	219.00	LOG	NotReq		
	FINLAY-2		01-May-2019	31-May-2019	OVERDUE	ACME Supplies	399.99	LOG	NotReq	ADVCB	
	C00879		05-Feb-2020	06-Mar-2020	OVERDUE	Western Laboratories	600.00	LOG	NotReq		
	INV6599		17-Feb-2020	18-Mar-2020	OVERDUE	ACME Supplies	219.00	LOG	NotReq		
	INV6577	PO01040	17-Feb-2020	18-Mar-2020	OVERDUE	Plumb Centre	5186.93	LOG	NotReq		
	317537		18-Feb-2020	19-Mar-2020	OVERDUE	The Trainline PLC	30.00	LOG	NotReq		
	317537-NSW		01-Mar-2020	31-Mar-2020	OVERDUE	ACME Supplies	3000.00	LOG	NotReq		
	LOGOLD1		15-Mar-2021	14-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	NotReq	SSO00004	
	LOGOLD2		15-Mar-2021	14-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	NotReq		
	I86766		22-Mar-2021	21-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	NotReq		

Note: using the Toggle Column action allows you select and deselect the columns of your choice

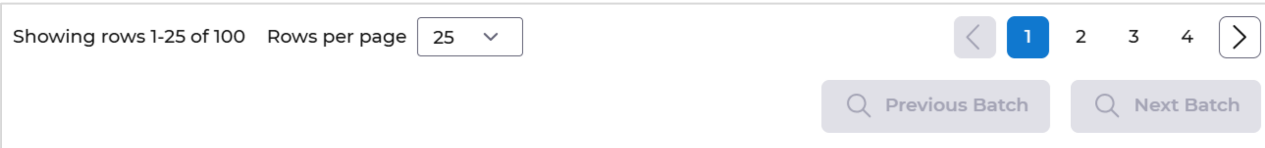


You can select the **Show User Invoice Only** action, this will only show invoices that have been Assigned to you.

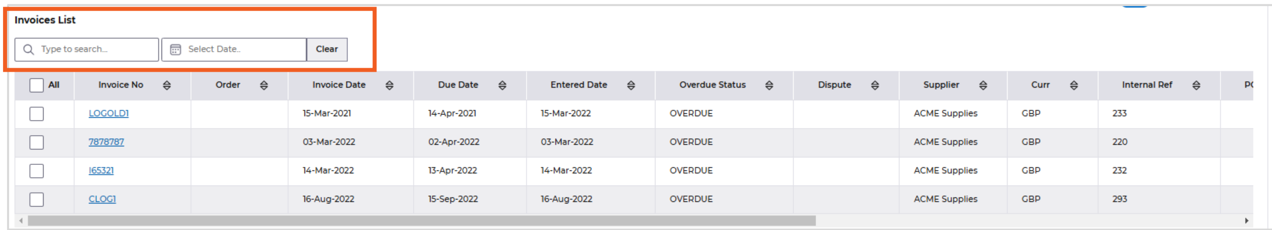


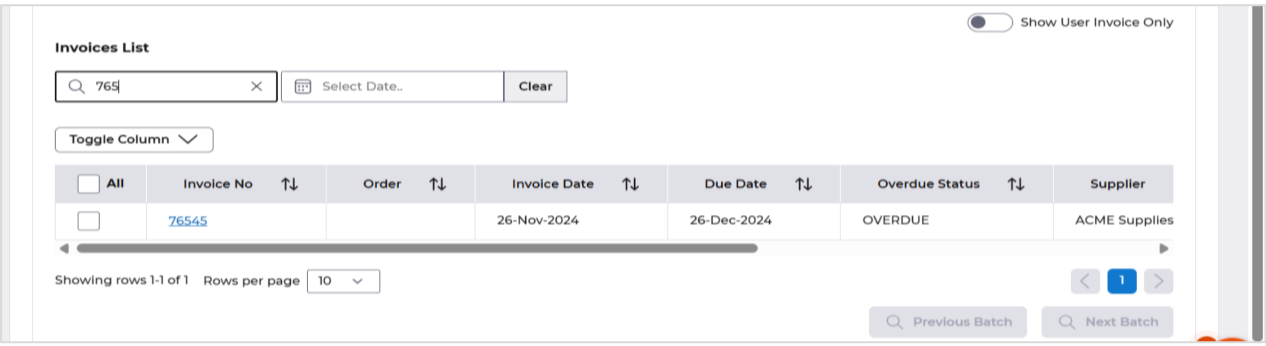
The number of rows per page can be changed by selecting the drop-down menu. The **Previous Batch** and **Next Batch** options alongside the page numbers can also be selected. Selecting **Next Batch** will increase the number of transactions, if the buttons are unavailable then all transactions have been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

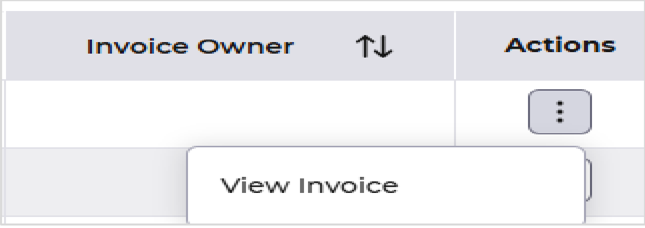


The **Search** field can also be used at the top of the list, with the option of selecting dates.

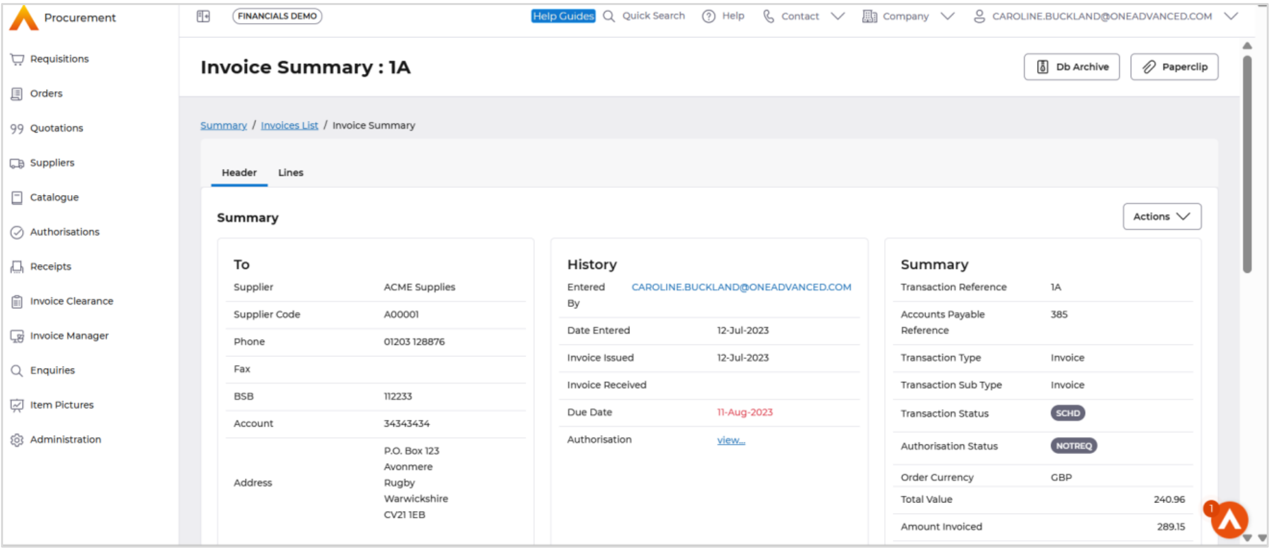




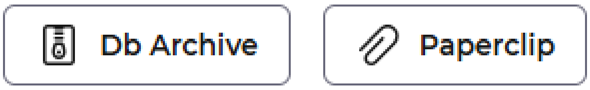
Scroll to the right of the list to locate the **Actions**, select the 3 dots to see which actions are available.



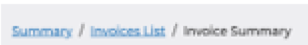
When selecting the **View invoice** action, this will show you the summary of the Invoice header and lines.



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

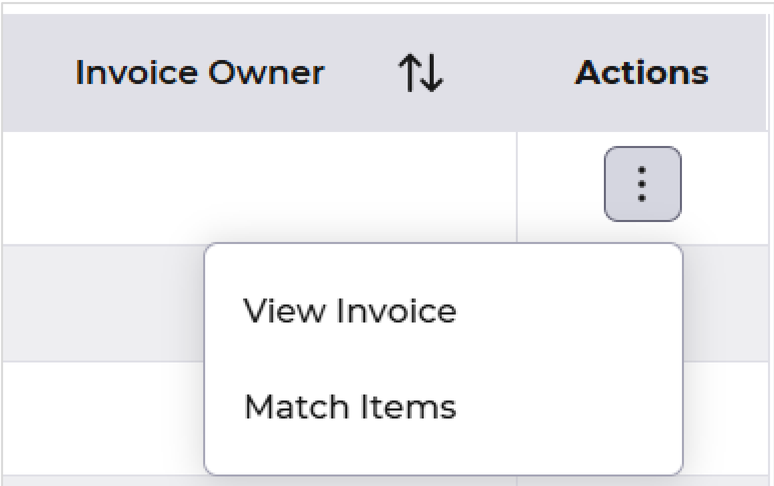
There are four types of mismatches.

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

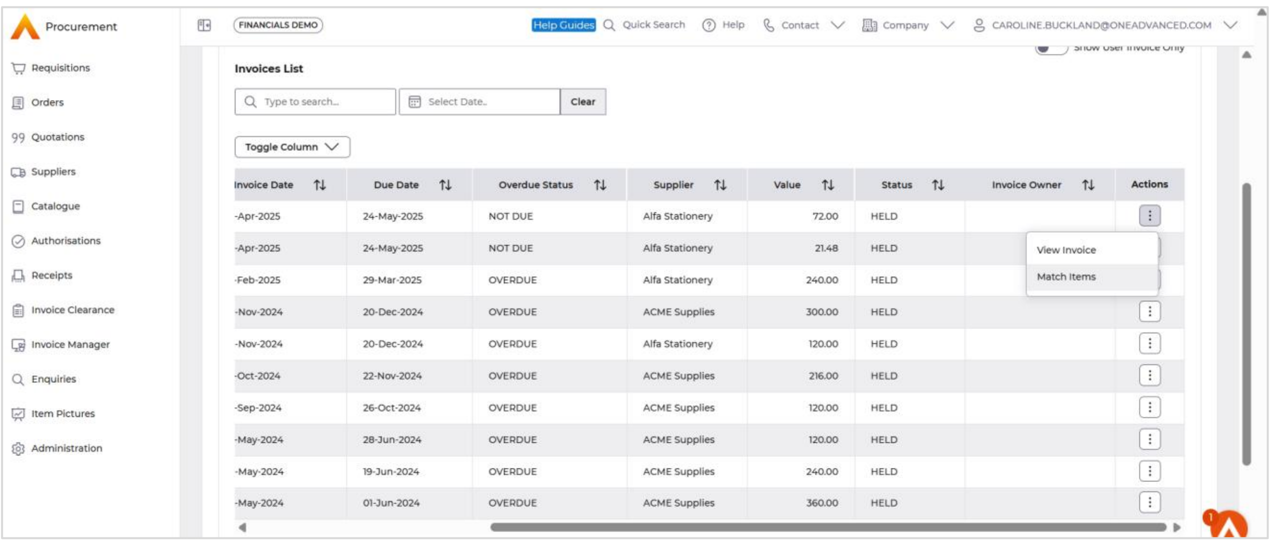
https://financials.helpdocs.io/article/o20gh0vf4t-mismatch-types

- Value
- Price
- Quantity
- Miscellaneous Charge

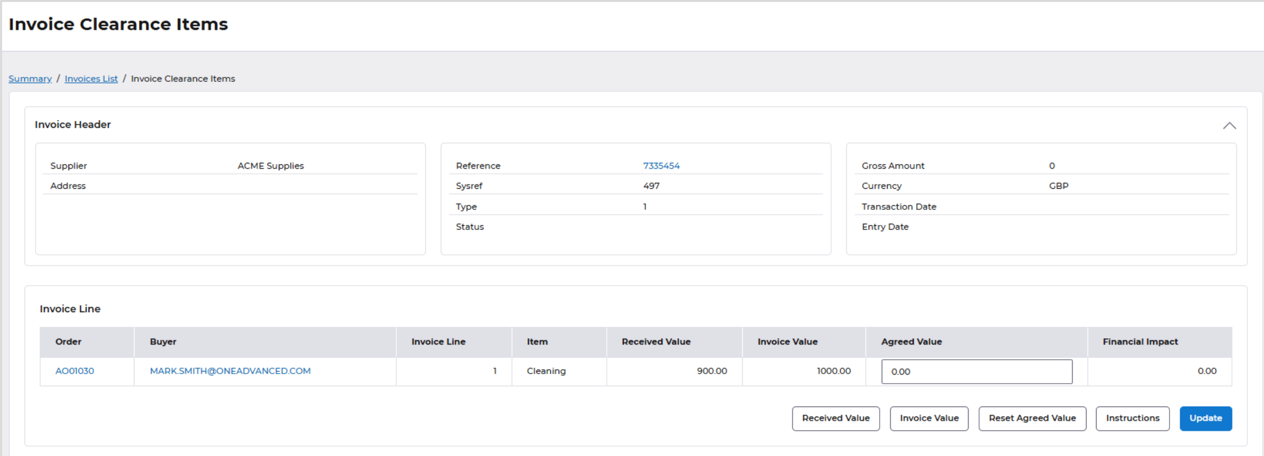
Select one of the tiles to locate a list of invoices. When selecting the **Actions** menu two options will be available.



Select the **Match items** action.



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.



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

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

Status

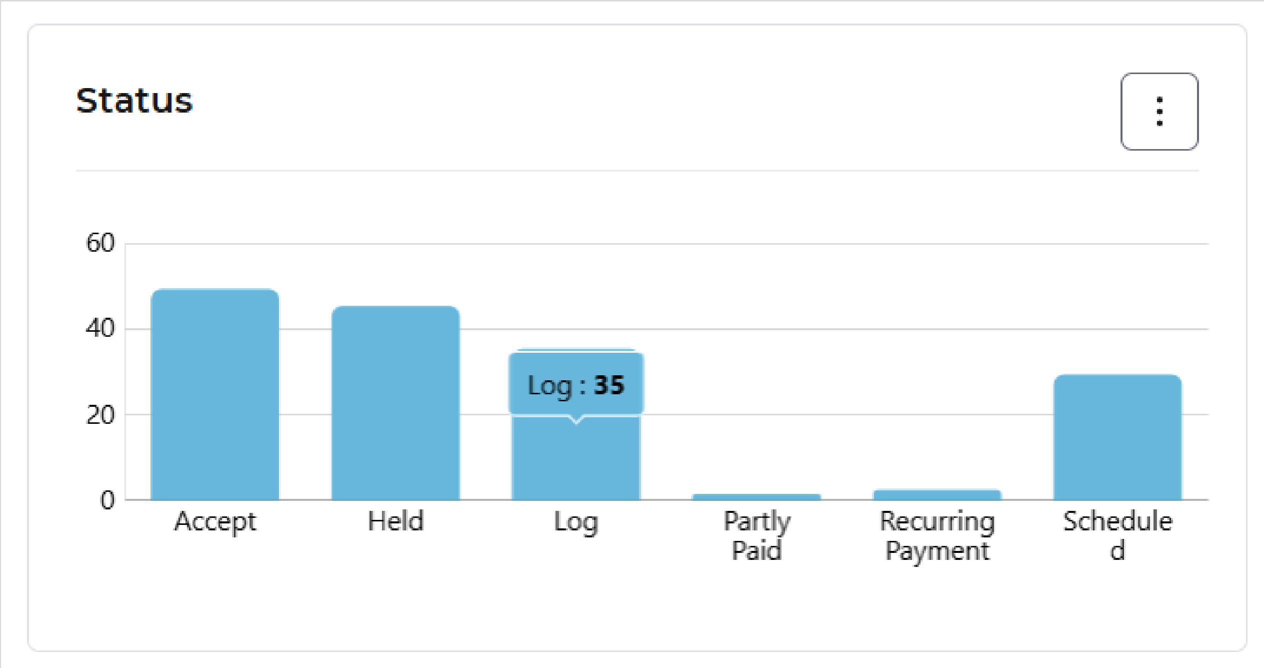
This will display all invoice statuses, these can be viewed by selecting each value.

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

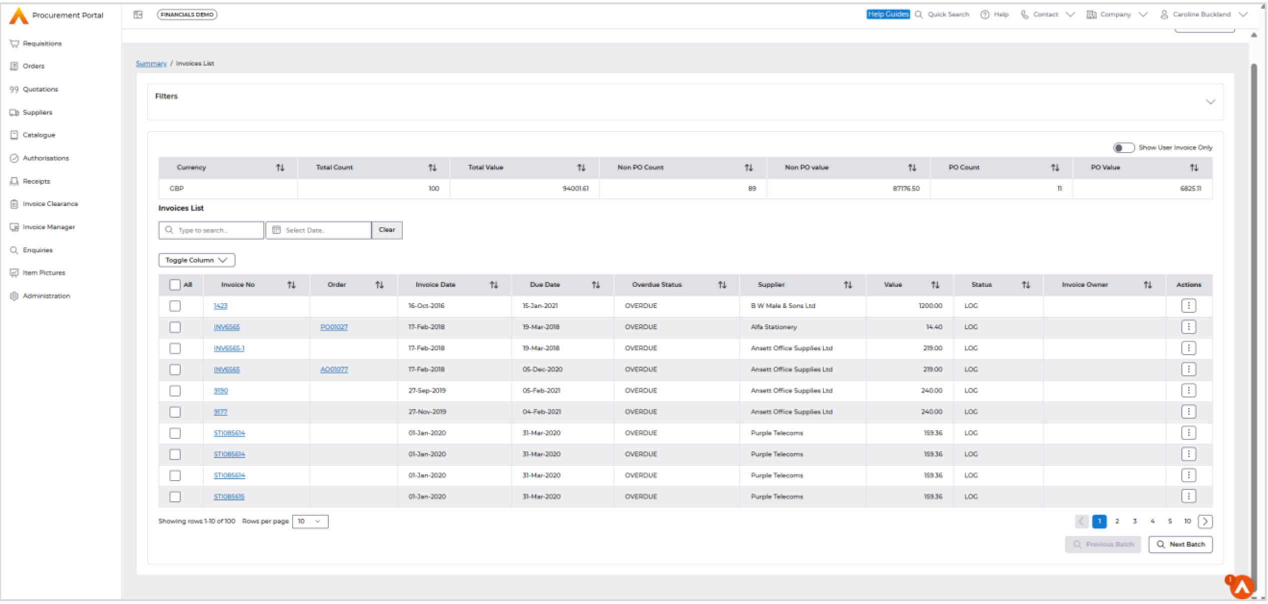
Logged Invoices Processing

Standalone Invoice

Select the Log Status from the Status graph.

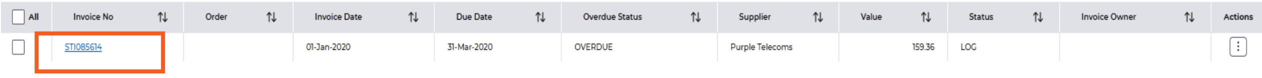


This option will display invoices that are awaiting processing i.e. line details need to be added.

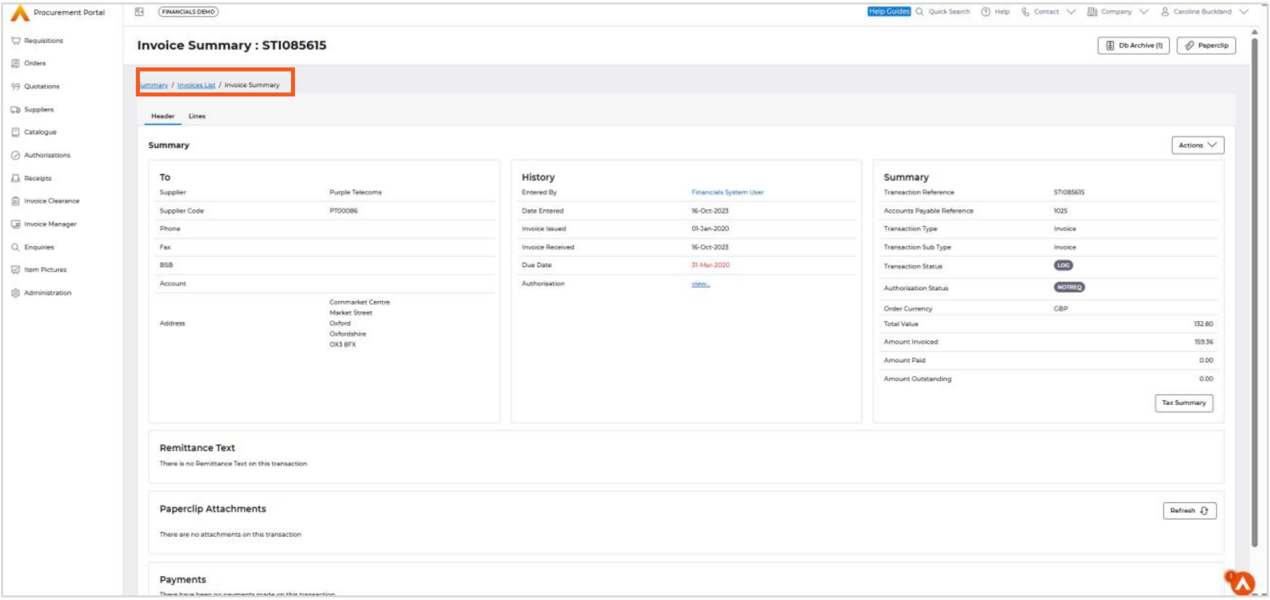


Remember the list can be refined by the filters and then selecting the **Search** button.

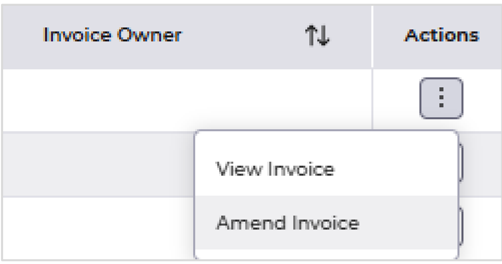
Once the list is retrieved you can select the Invoice number hyperlink to view more details.



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

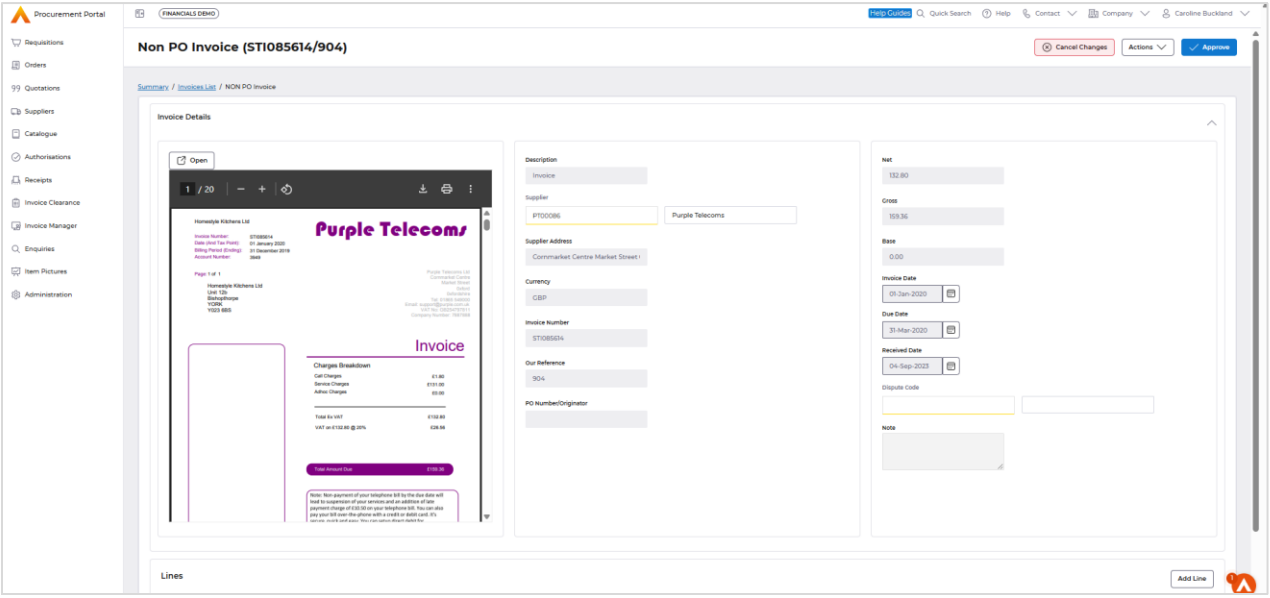


There are action buttons to the right of the screen that allows the **View Invoice** or **Amend Invoice** action.

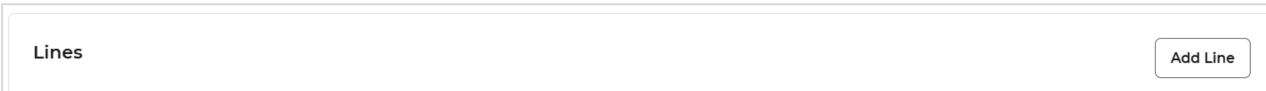


Use the **Amend** action.

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.



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



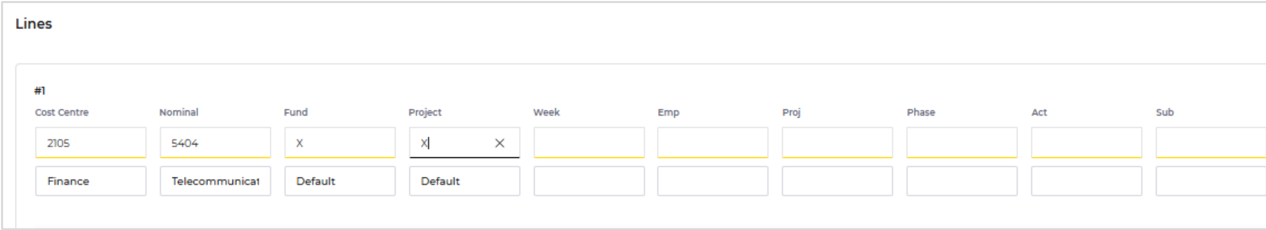
You are required to enter the following fields. You can search for codes by typing the code or description.

- 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.



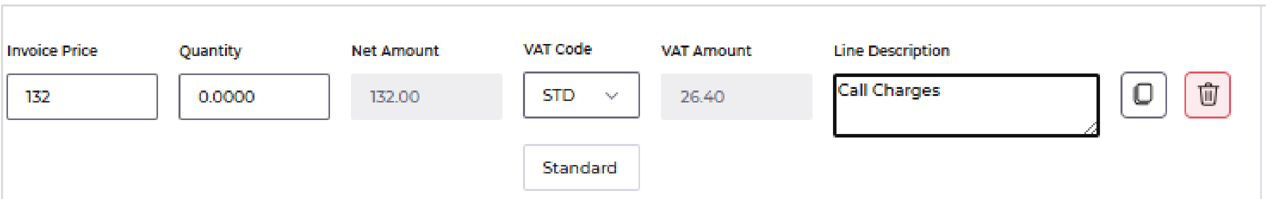
Once the code is entered, the net amount box will need to be entered, If the whole value of the invoice is to be coded to the same financial code, enter the full value in this box – the Net Amount is shown on the invoice header details above. Quantity's can also be entered.

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.

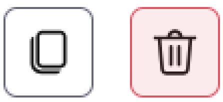
An invoice can contain as many coding rows as required.

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.



You have two icons available against each line.

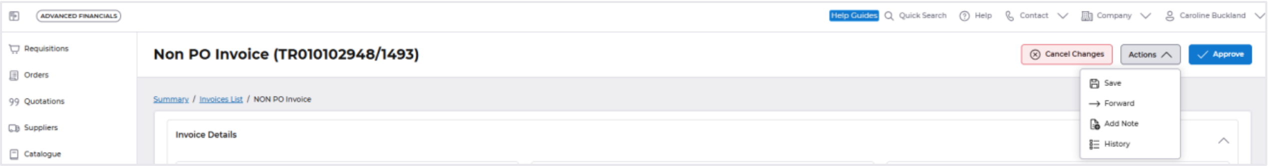


Copy – to copy the line.

Delete to – delete the line.

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

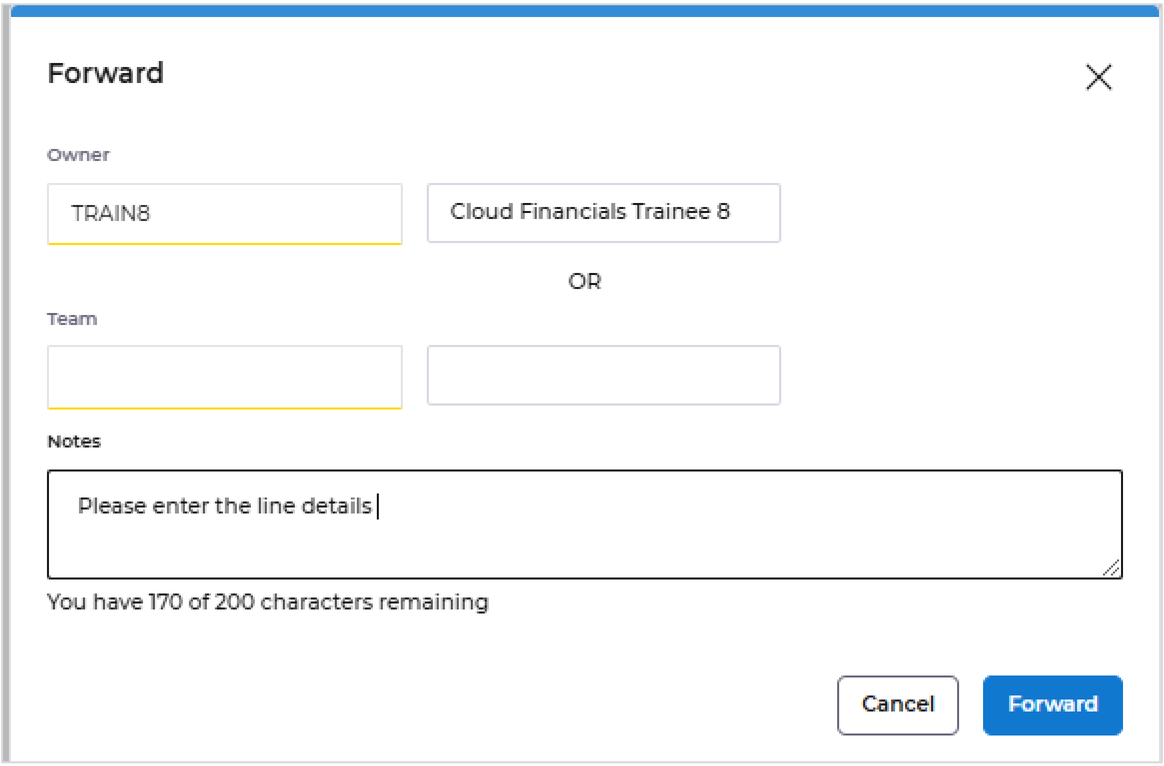
The **Action** button at the top right of the screen allows the following actions.



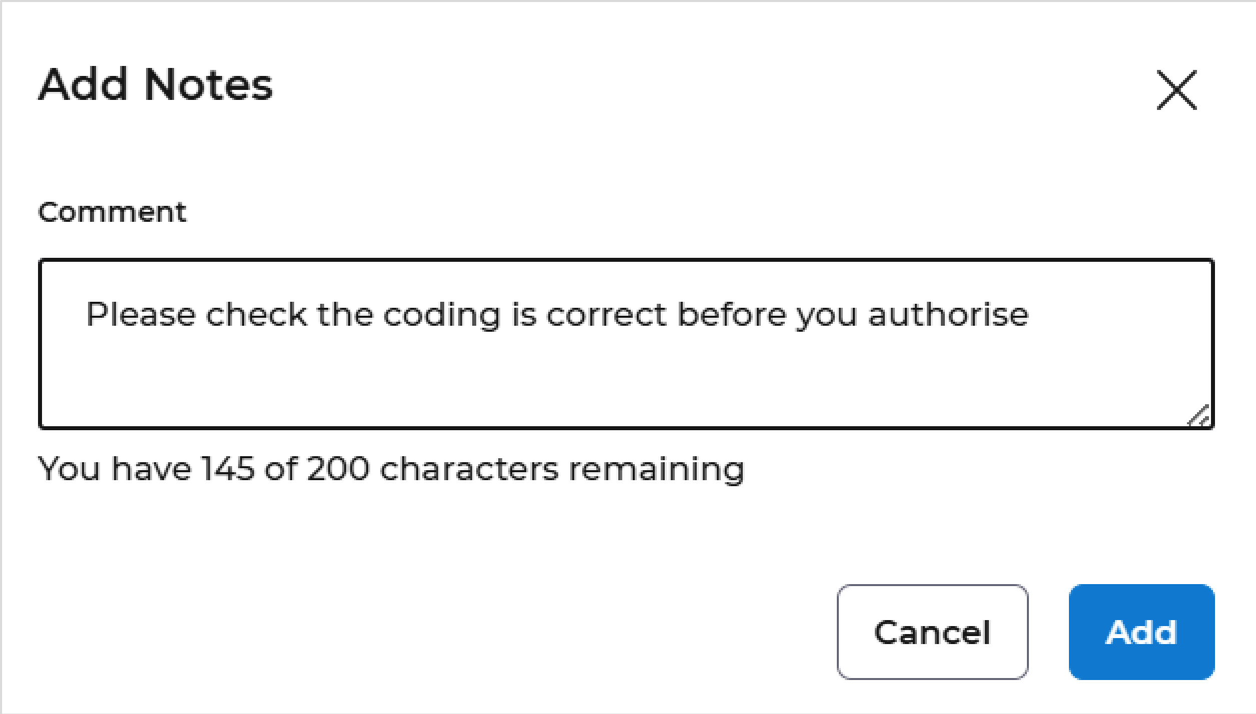
Save – will update your transaction and send for approval if applicable.

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.

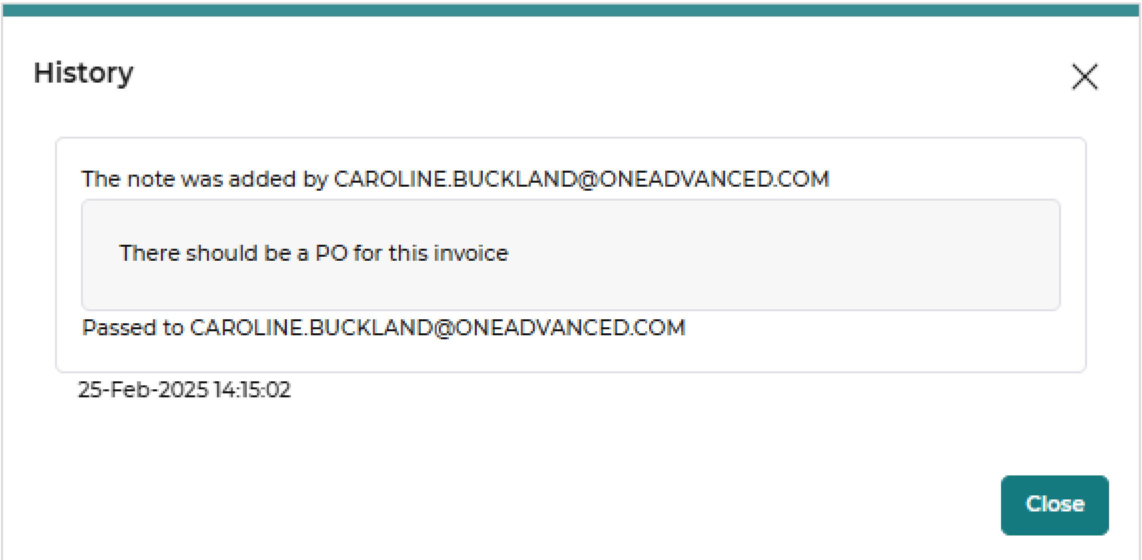


Add notes – enter the notes and then select the **Add** button.



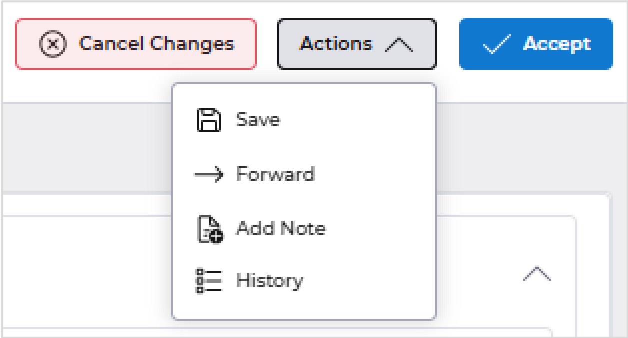
The message is retrieved, and the invoice is saved. This will be sent for authorisation if applicable.

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



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

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



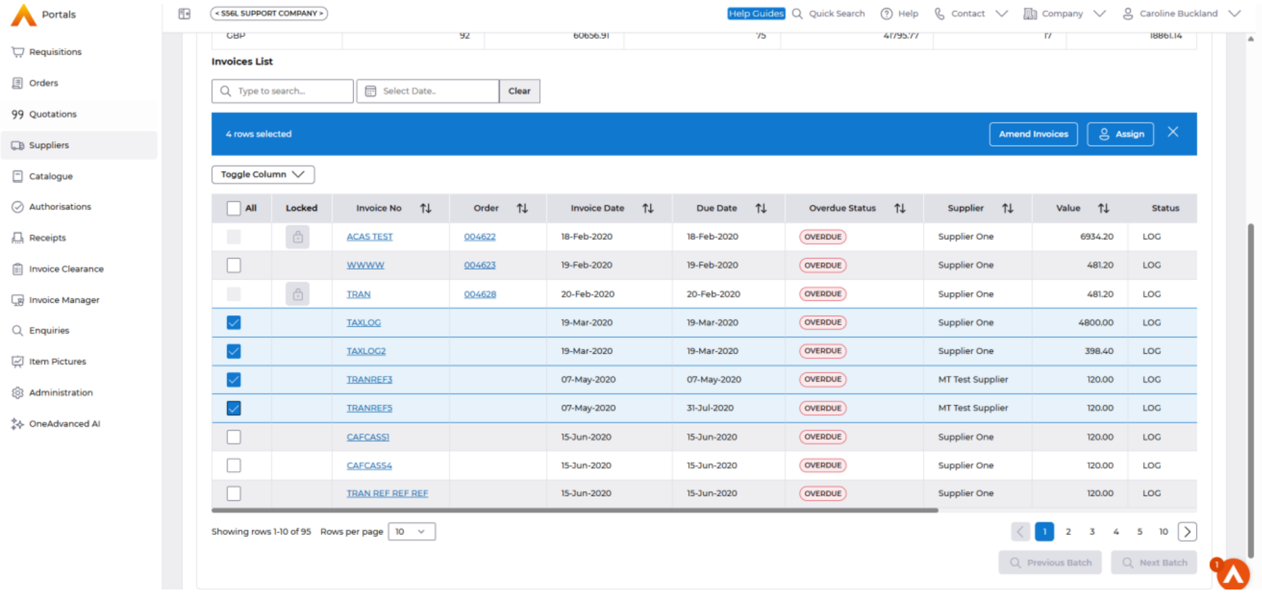
Cancel Changes – will not save any data added and will return you back to the transaction list.

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

oneAdvanced

Multi Amend Invoices

If you have several invoices that need to be amended, then select each in turn and use the ‘**Amend Invoices’** option.

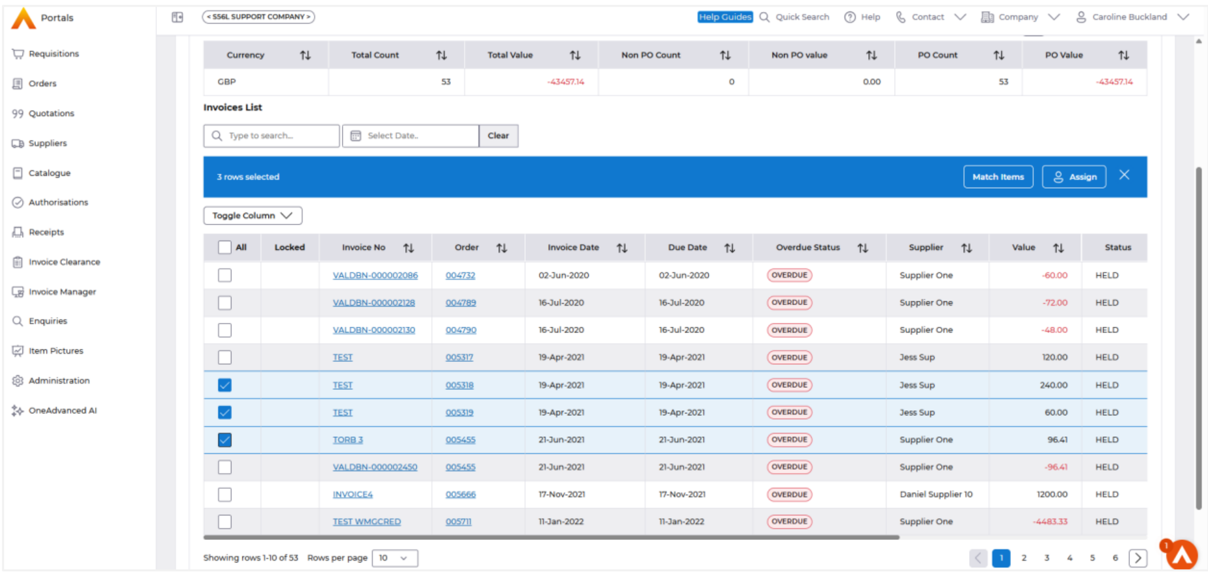


Once you've processed an invoice, you can use the **'Next Invoice'** action to move on to the next one on the list. This process will continue until all selected invoices have been updated, at which point you'll be returned to the original list.

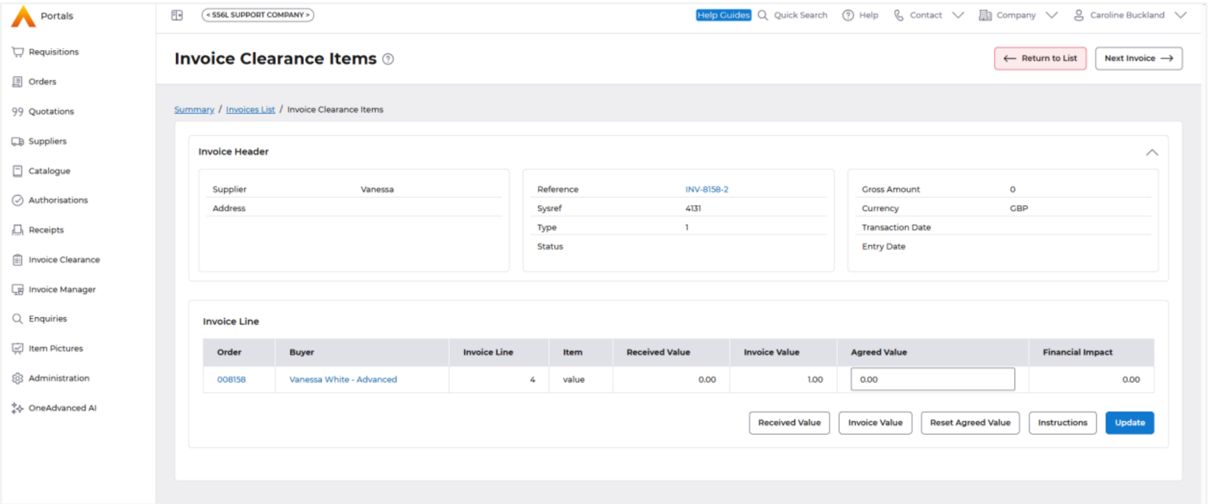
Held Invoices Processing

The processing of held invoices also allows you to multi select and process.

Held Invoices – multi select to allow the Match Item selection.



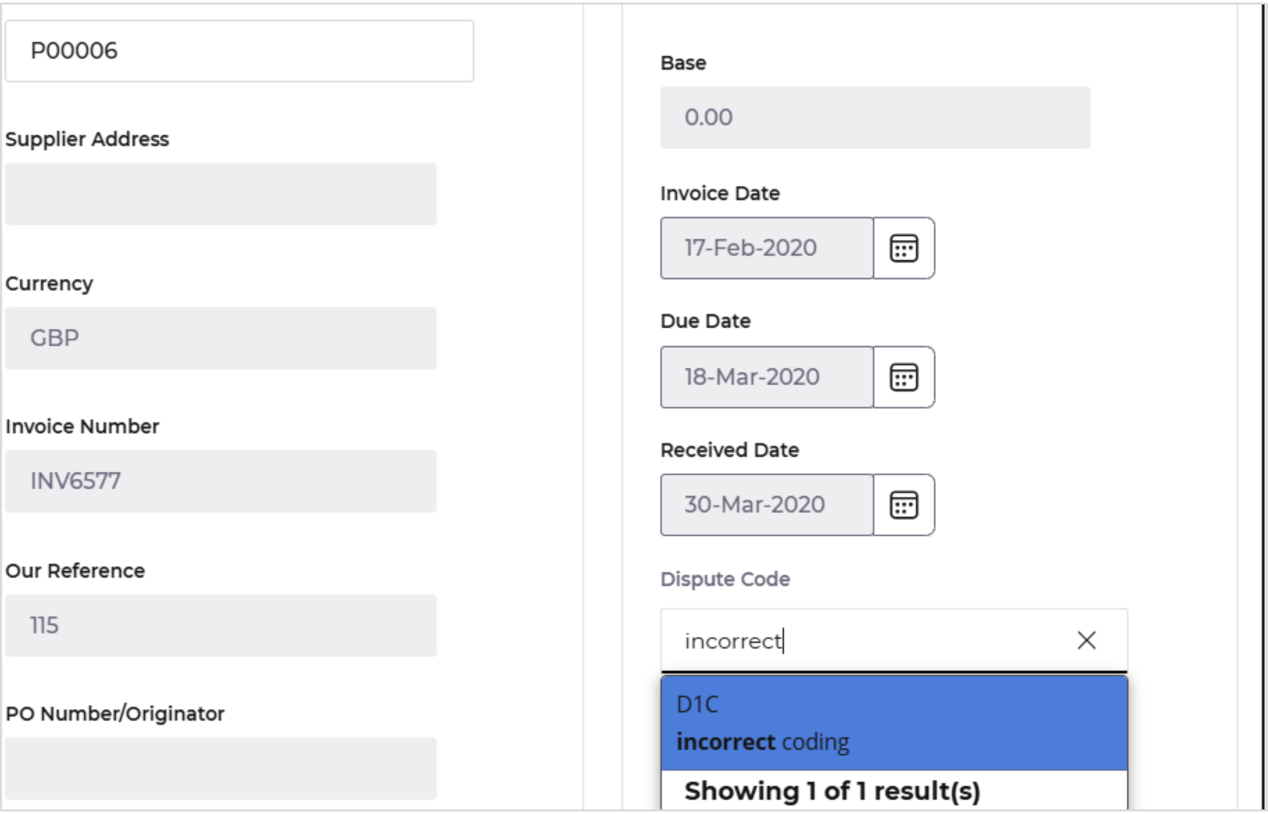
The **Next Invoice** action is now available.



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.

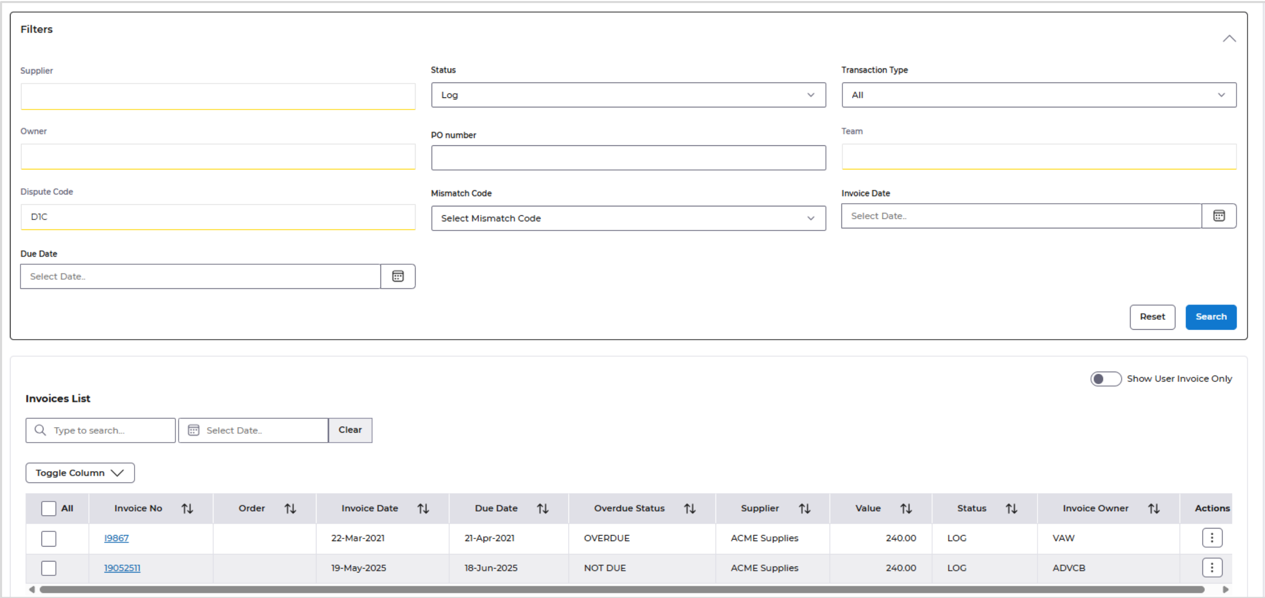
When you are in the Amend mode, the header details will display a Dispute Code field.



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.

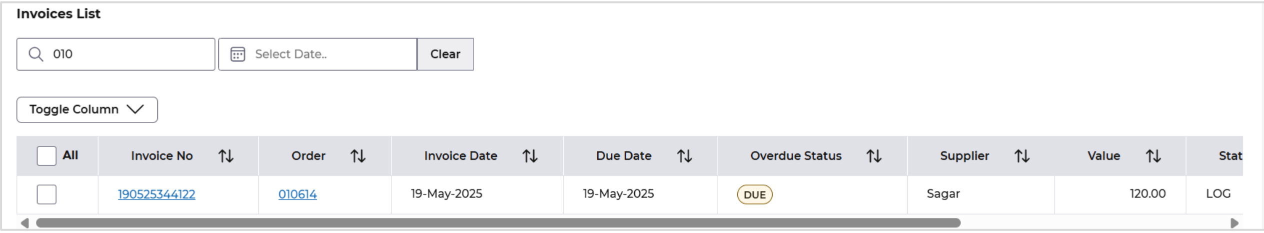


To remove a Dispute code, amend the invoice and remove the code.

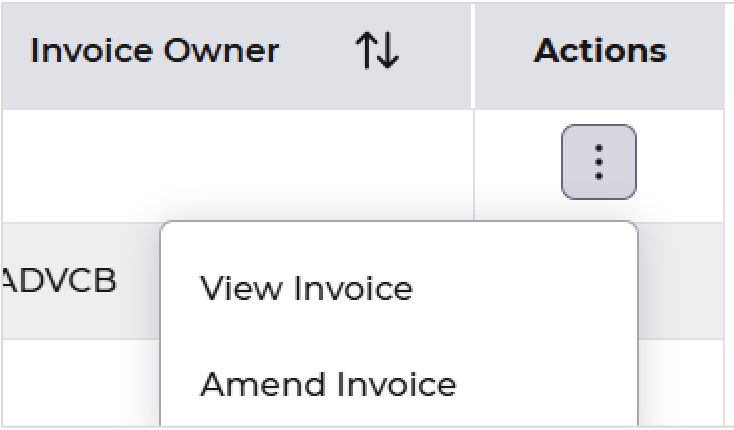
Note: dispute codes are for memorandum only, they will not stop the invoice being processed.

Order Related Invoice

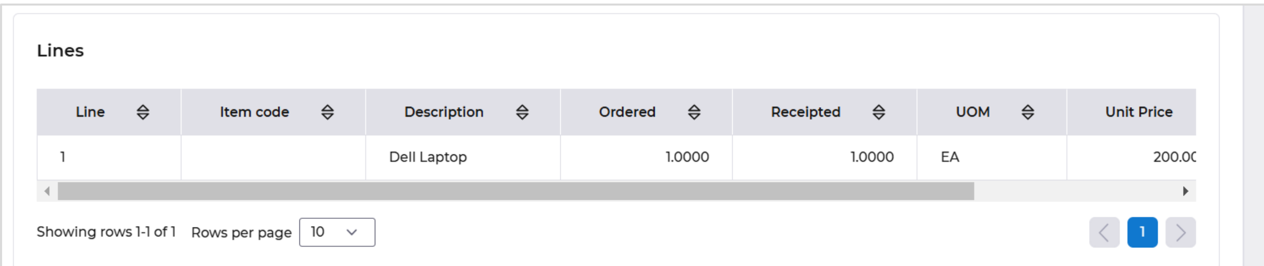
If the invoice is order related the order number will be displayed in the list.



Use the **Amend Invoice** action.



The order lines are retrieved.

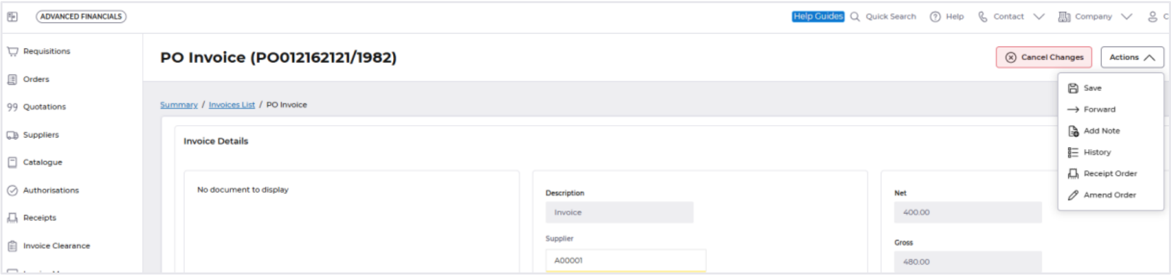


Check the information is correct, if the lines have correctly matched the **Accept** button can be used to process the invoice/credit note.

Receipt Order

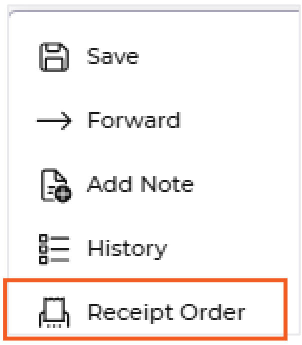
If an order related invoice has a mismatch, this could be because of a price, value or not enough receipts are available to match, then the actions button will display two more options.

- Receipt Order
- Amend Order

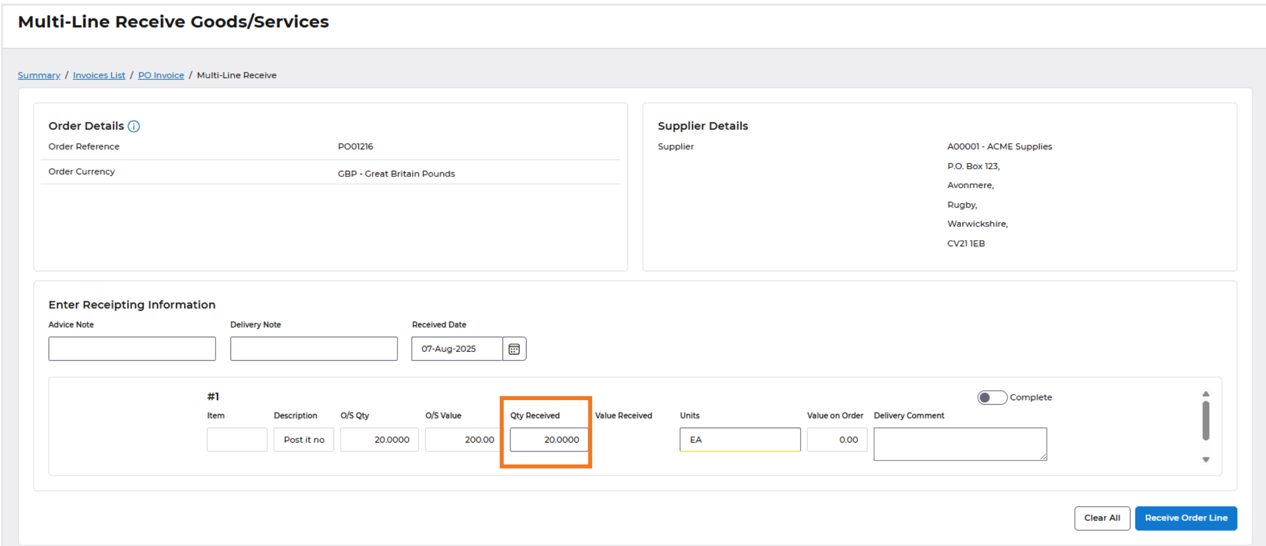


Receipt Order.

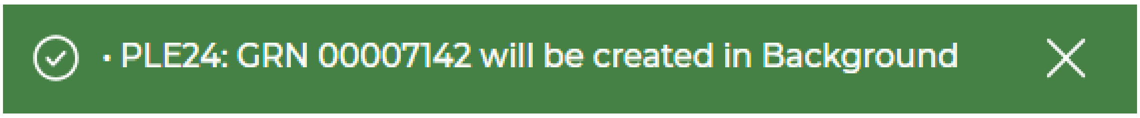
In the invoice has missing Goods Received the notes, as shown below, select the **Receipt Order** option.



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



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



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

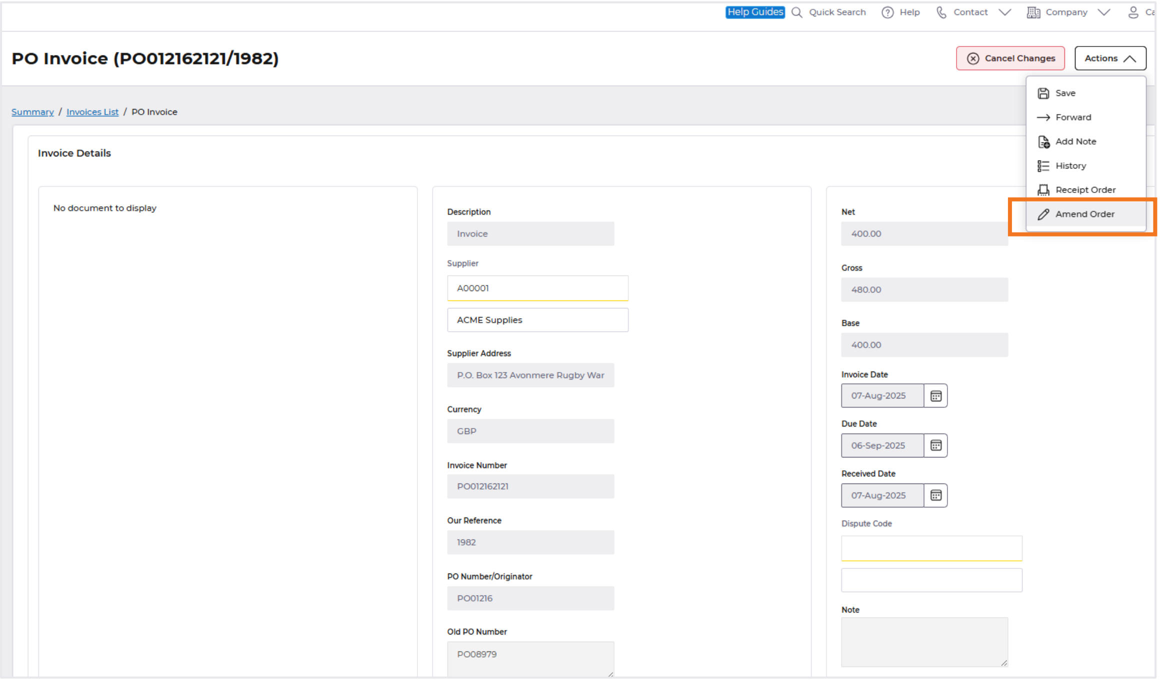
The mismatch process can also be run from the AP Reports menu in Financials.

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

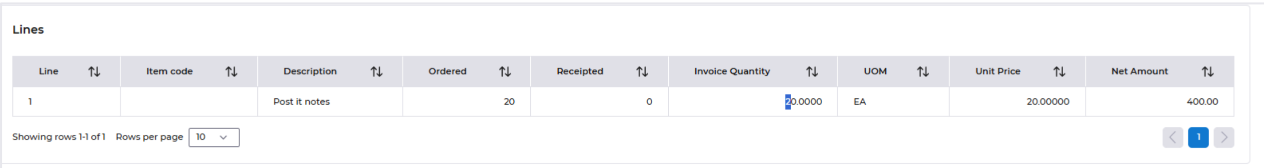
Amend Order action

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

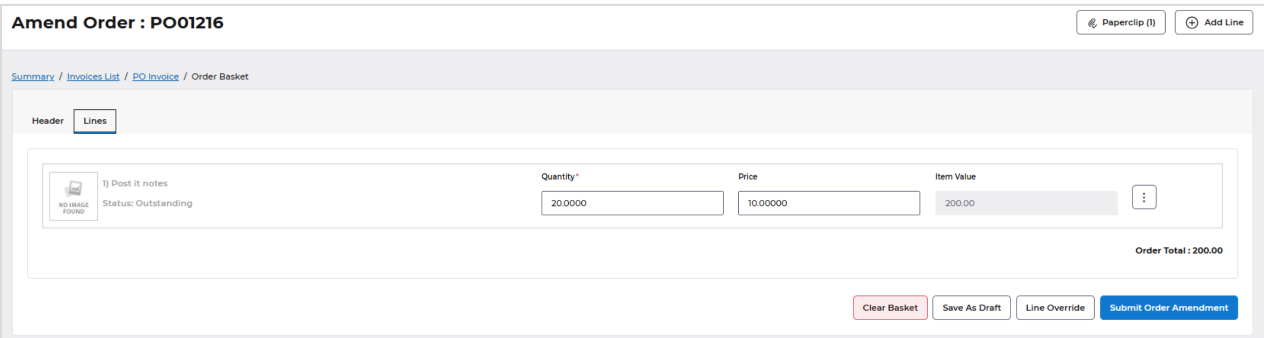
If the Header and Lines values do not match – the **Amend Order** action can be used.



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



Amend the price and **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 **Accept** 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.