

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 for 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.

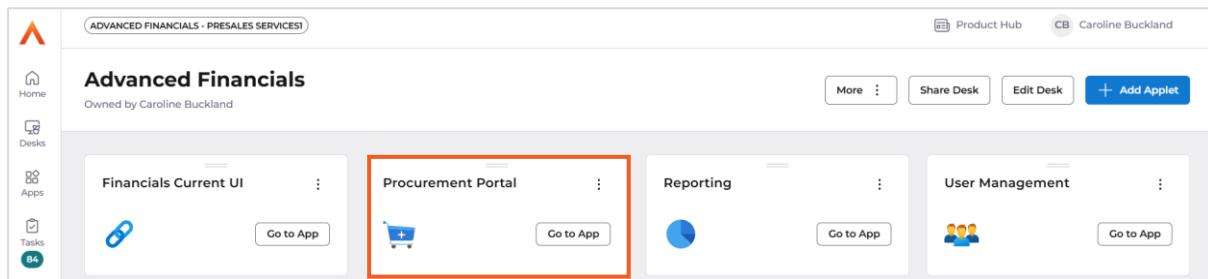
One of the **Invoice Manager** role requires selection. One role will need to be defined as default if not already set. The user can change the default when they login into the Procurement Portal.

Two User Roles

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

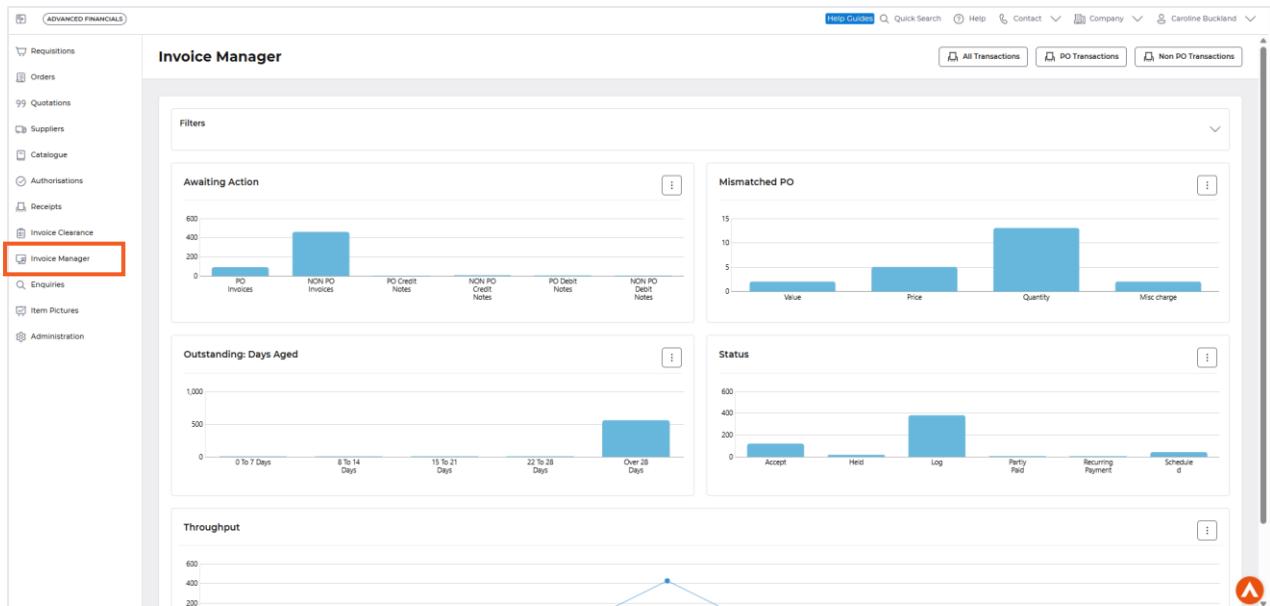
Navigation

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

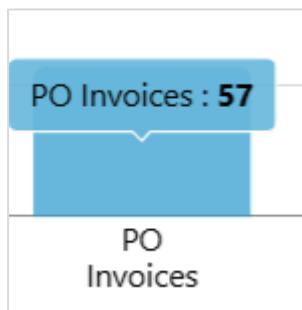


Select the **Invoice Manager** option from the menu option.

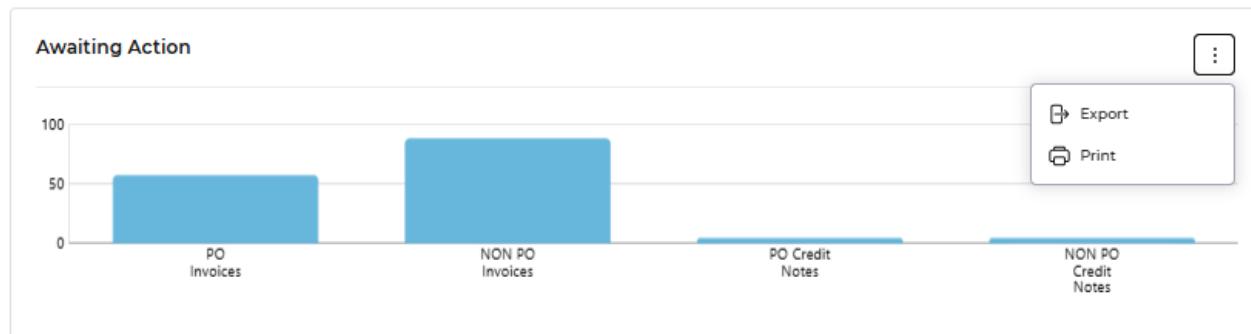
The Summary screen is displayed; this gives an overall view of your Accounts Payable Transactions.



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.

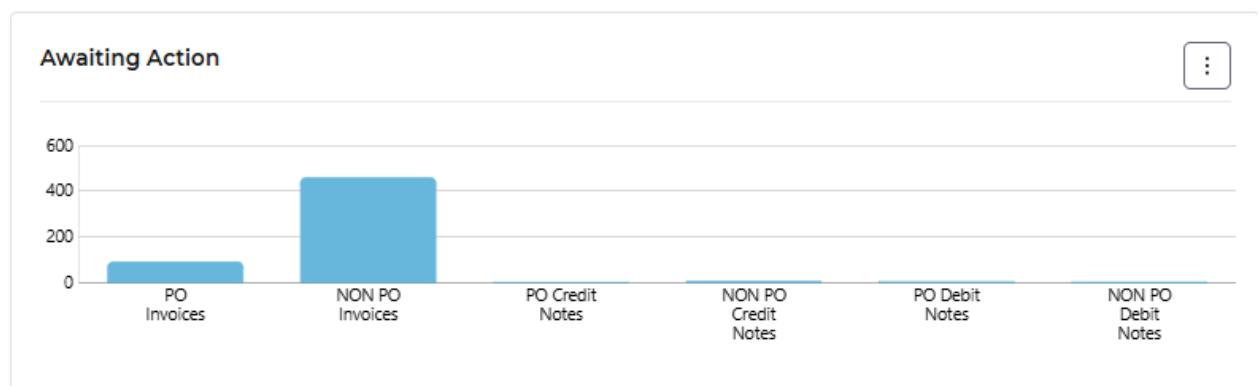
Due – due for payment

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

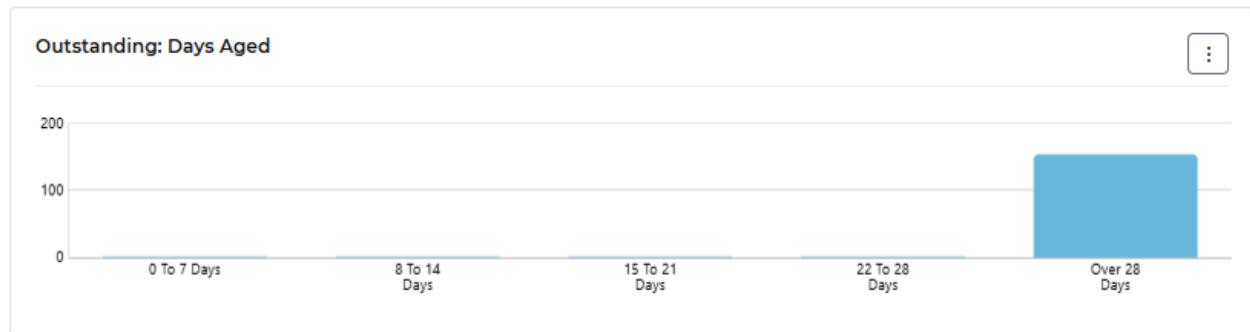
For more information on mismatches use the following link.

<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

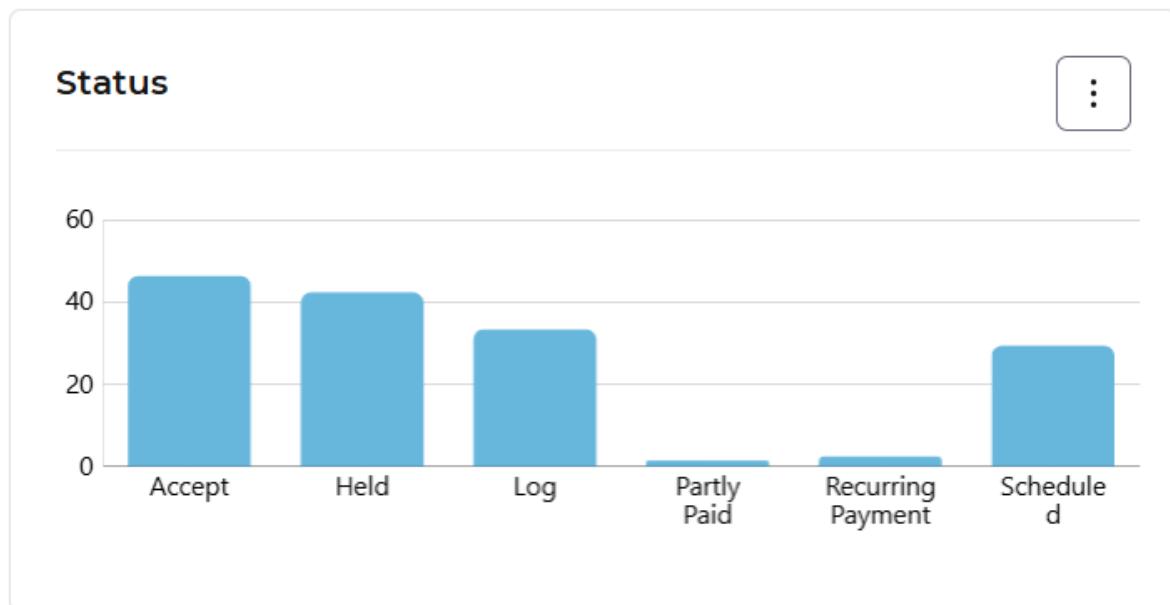
Held - due to a mismatch to a purchase order or goods received note

Log - requires the line details to be added

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

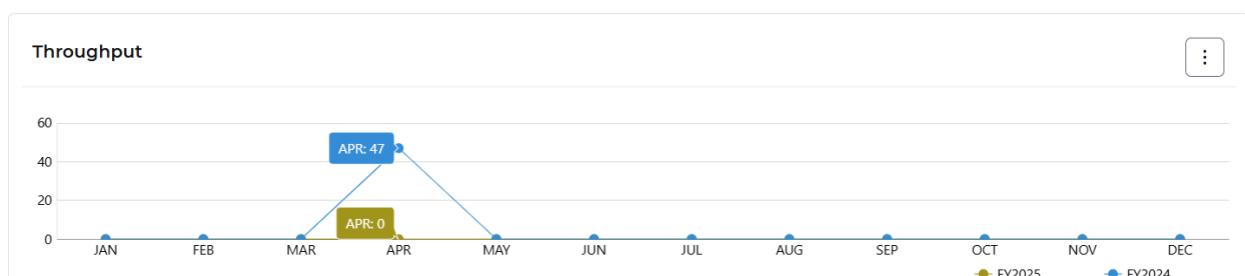
Recurring Payment - invoice has been setup with recurring payment schedule

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.

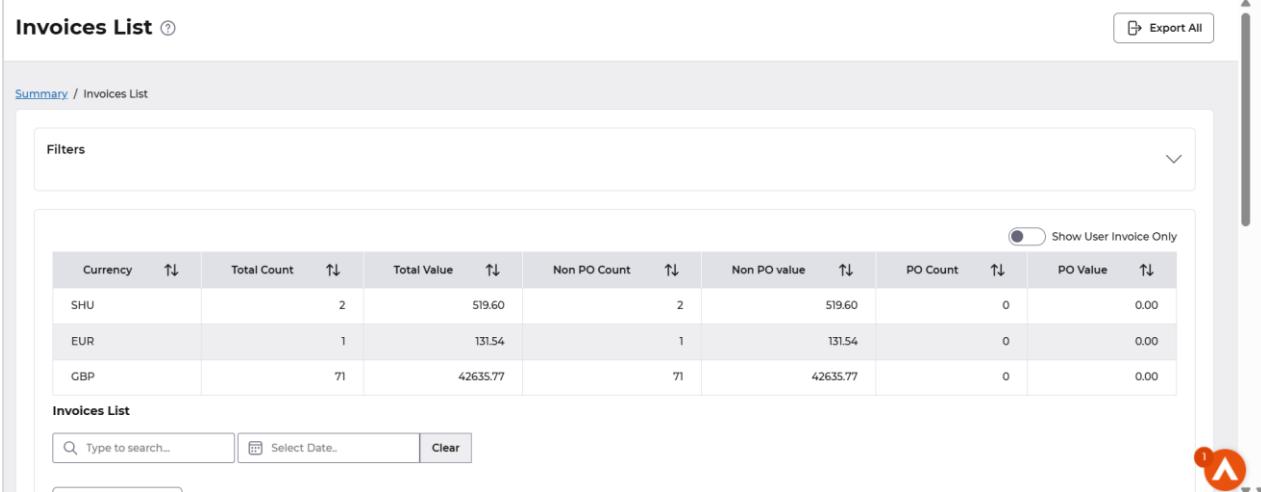


Processing

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.

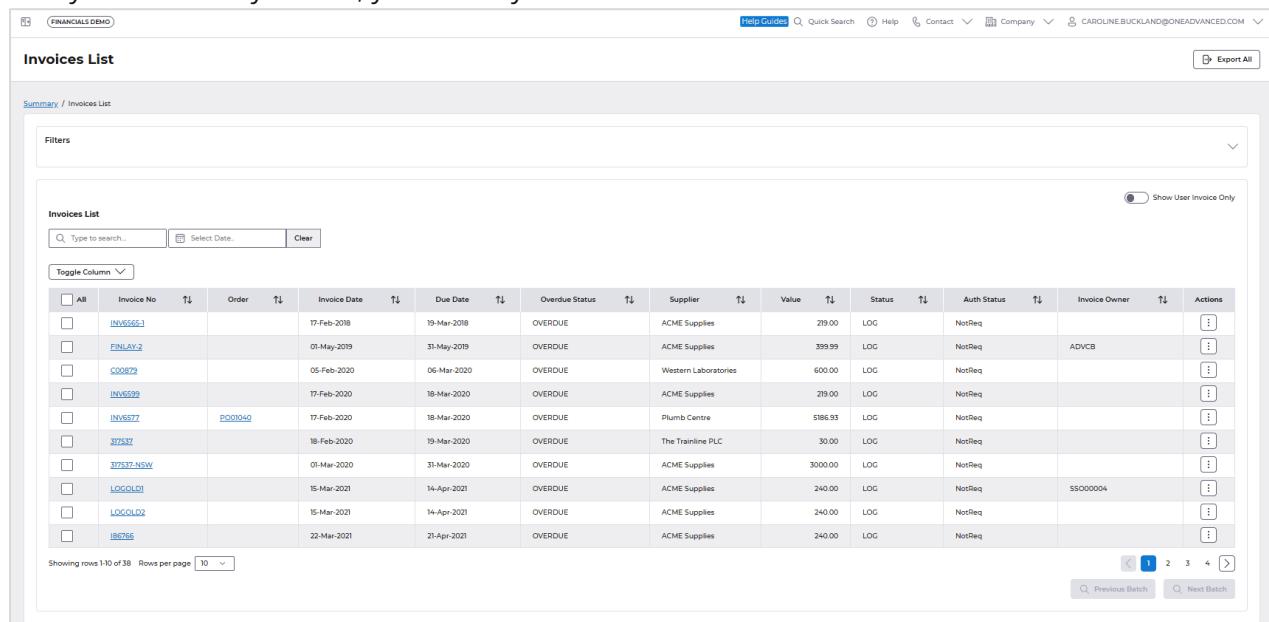


The screenshot shows the 'Invoices List' page with a summary table for currency conversion. The table has columns for Currency, Total Count, Total Value, Non PO Count, Non PO value, PO Count, and PO Value. The data is as follows:

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

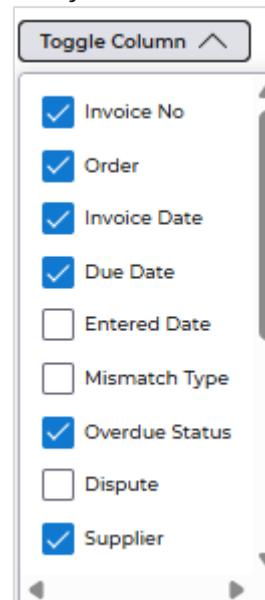
Below the table is a search bar with fields for 'Type to search...', 'Select Date...', and 'Clear'.

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

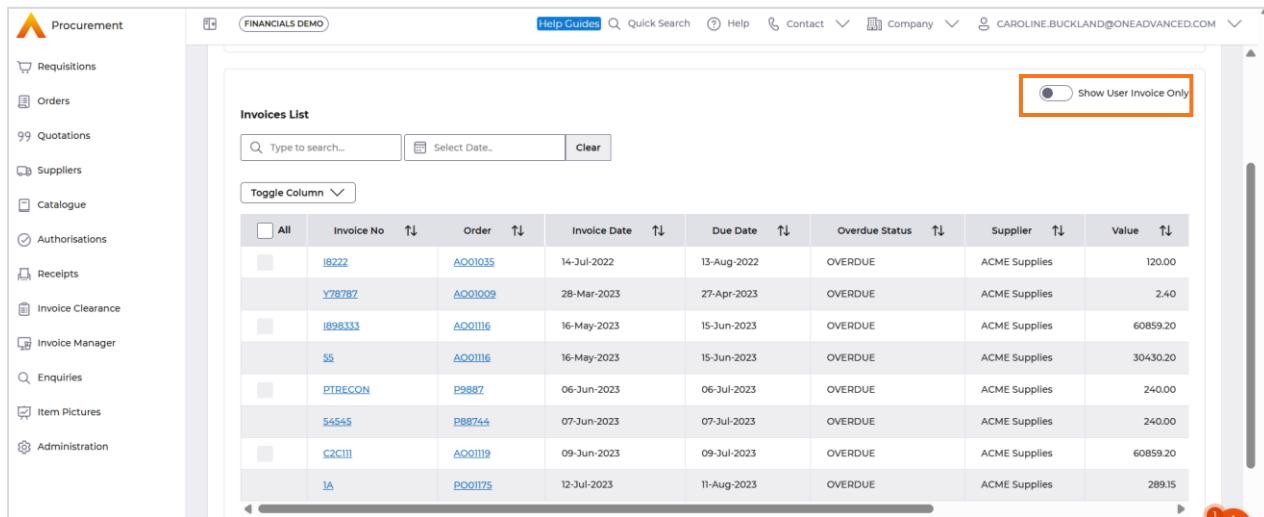


The screenshot shows the 'Invoices List' screen in the oneAdvanced application. At the top, there are navigation links for 'Help Guides', 'Quick Search', 'Help', 'Contact', 'Company', and a user account for 'CAROLINE.BUCKLAND@ONEADVANCED.COM'. Below the header, there is a 'Filters' section and a search bar with placeholder 'Type to search...'. A 'Toggle Column' button is located above the main table. The table itself has columns for 'All', 'Invoice No', 'Order', 'Invoice Date', 'Due Date', 'Overdue Status', 'Supplier', 'Value', 'Status', 'Auth Status', 'Invoice Owner', and 'Actions'. Each row in the table represents an invoice with a unique ID, date, supplier, and value. At the bottom of the table, there are buttons for 'Previous Batch' and 'Next Batch', and a 'Rows per page' dropdown set to 10.

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



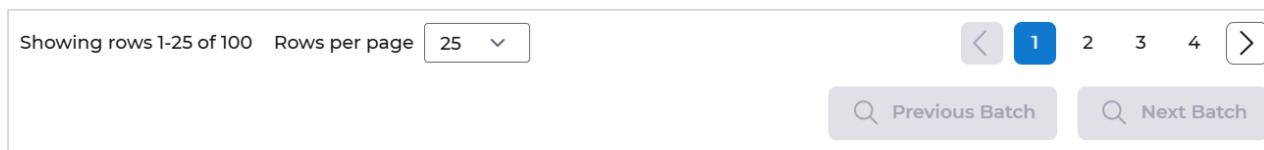
You can select the **Show User Invoice Only** action, this will only show invoices that have been Assigned to you.



The screenshot shows the 'Invoices List' screen within the 'Procurement' module. The left sidebar contains various navigation links. The main area displays a table of invoices with columns for All, Invoice No, Order, Invoice Date, Due Date, Overdue Status, Supplier, and Value. A search bar and date selection buttons are at the top. A red box highlights the 'Show User Invoice Only' checkbox in the top right corner of the main area.

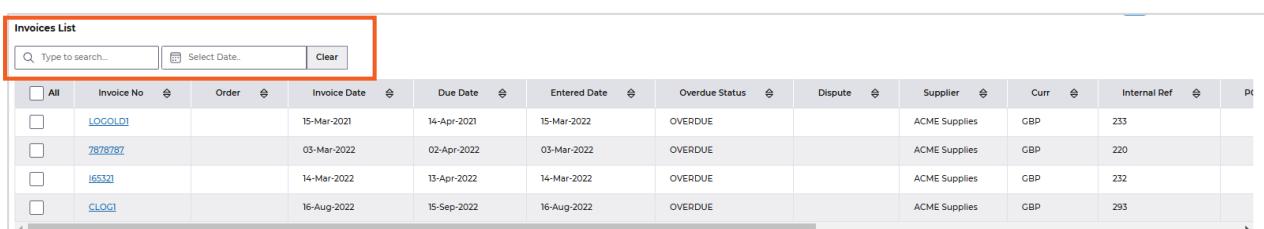
The number of rows per page can be changed by selecting the drop-down menu. The **Previous Batch** and **Next Batch** options alongside the page numbers can also be selected. Selecting **Next Batch** will increase the number of transactions, if the buttons are unavailable then all transactions have been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

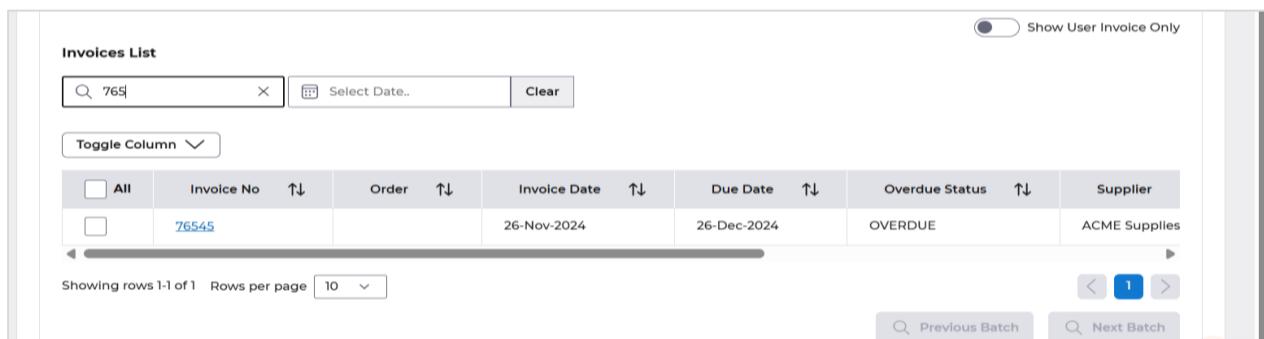


The screenshot shows the bottom of the 'Invoices List' screen with pagination controls. It includes a message 'Showing rows 1-25 of 100', a 'Rows per page' dropdown set to 25, and page numbers 1, 2, 3, 4. Buttons for 'Previous Batch' and 'Next Batch' are also present. A red box highlights the entire set of pagination controls.

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

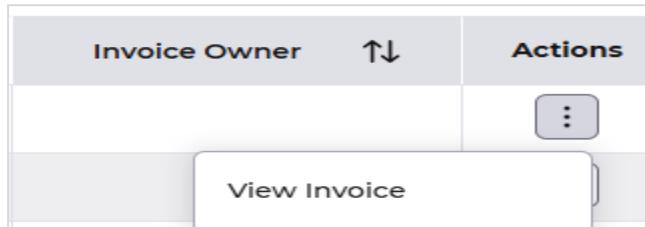


The screenshot shows the 'Invoices List' screen with the search and date selection fields highlighted by a red box. The search bar contains 'Type to search...' and the date selection buttons are visible below it.

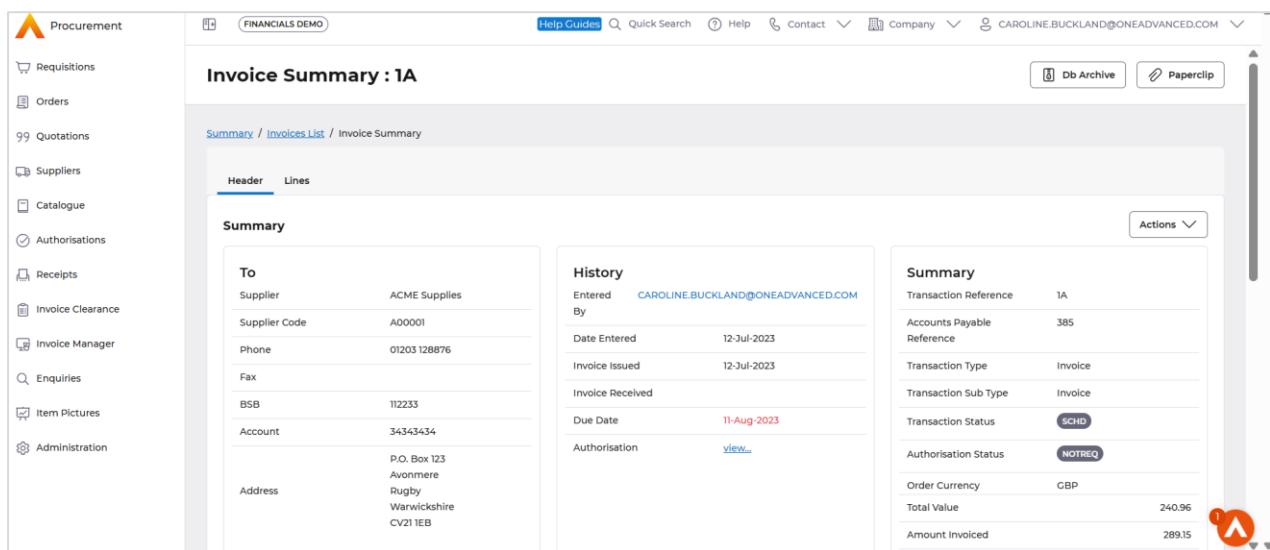


The screenshot shows the 'Invoices List' screen with a search result for '765'. The search bar contains '765' and the results table shows one row for invoice 76545. The table includes columns for All, Invoice No, Order, Invoice Date, Due Date, Entered Date, Overdue Status, Dispute, Supplier, Curr, Internal Ref, and Pd.

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.



Summary	
To	ACME Supplies
Supplier	ACME Supplies
Supplier Code	A00001
Phone	01203 128876
Fax	
BSB	112233
Account	34343434
Address	P.O. Box 123 Avonmore Rugby Warwickshire CV21 1EB

History	
Entered By	CAROLINE.BUCKLAND@ONEADVANCED.COM
Date Entered	12-Jul-2023
Invoice Issued	12-Jul-2023
Invoice Received	
Due Date	11-Aug-2023
Authorisation	view...

Summary	
Transaction Reference	1A
Accounts Payable Reference	385
Transaction Type	Invoice
Transaction Sub Type	Invoice
Transaction Status	SCHD
Authorisation Status	NOTREQ
Order Currency	GBP
Total Value	240.96
Amount Invoiced	289.15

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

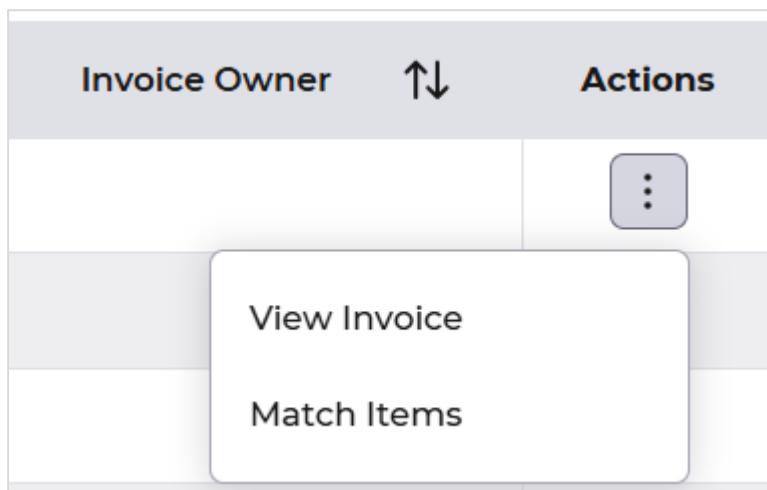
There are four types of mismatches.

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.

The image shows the 'Invoices List' screen in the oneAdvanced software. The left sidebar contains navigation links for Procurement, Requisitions, Orders, Quotations, Suppliers, Catalogue, Authorisations, Receipts, Invoice Clearance, Invoice Manager, Enquiries, Item Pictures, and Administration. The main area displays a table of invoices with columns: Invoice Date, Due Date, Overdue Status, Supplier, Value, Status, Invoice Owner, and Actions. The 'Actions' column contains three-dot menu icons. For the second and third rows, the 'Actions' menu is open, showing 'View Invoice' and 'Match Items' options.

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	View Invoice	Match Items
-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	28-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		⋮

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](#) / [Invoice 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

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

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

Status

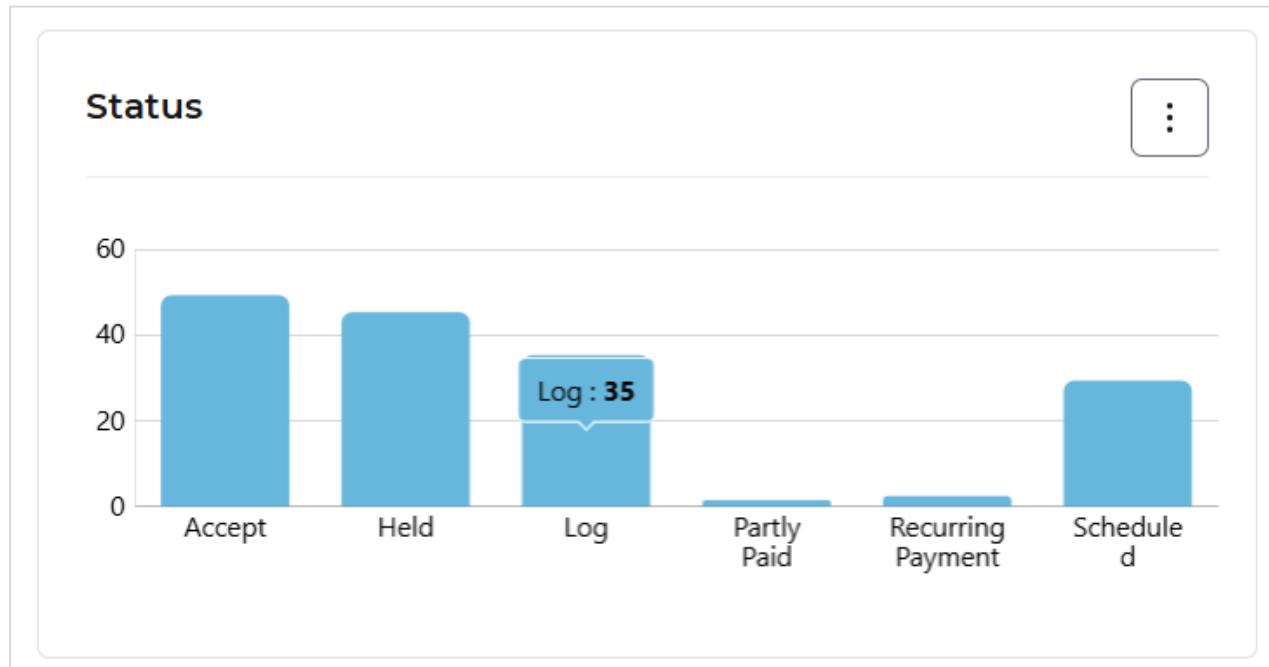
This will display all invoice statuses, these can be viewed by selecting each value.

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.

	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Invoice Owner	Actions
1423			16-Oct-2016	15-Jan-2021	OVERDUE	B W Male & Sons Ltd	1200.00	LOG		[]
INV5565	PO00007		17-Feb-2018	19-Mar-2018	OVERDUE	Alfa Stationery	14.40	LOG		[]
INV55651			17-Feb-2018	19-Mar-2018	OVERDUE	Ansett Office Supplies Ltd	29.00	LOG		[]
INV5565	AO00077		17-Feb-2018	06-Dec-2020	OVERDUE	Ansett Office Supplies Ltd	29.00	LOG		[]
3910			27-Sep-2019	05-Feb-2021	OVERDUE	Ansett Office Supplies Ltd	240.00	LOG		[]
8177			27-Nov-2019	04-Feb-2021	OVERDUE	Ansett Office Supplies Ltd	240.00	LOG		[]
ST085624			01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	169.36	LOG		[]
ST085624			01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	169.36	LOG		[]
ST085625			01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	169.36	LOG		[]

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.

All	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Invoice Owner	Actions
<input type="checkbox"/>	ST1085614		01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	159.36	LOG		<input type="button" value="..."/>

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

The screenshot shows the 'Invoice Summary' page for invoice ST1085615. The left sidebar contains navigation links for Requisitions, Orders, Questions, Suppliers, Catalogue, Authorisations, Receipts, Invoice Clearance, Invoice Manager, Enquiries, Item Pictures, and Administration. The main content area displays the invoice header (Supplier: Purple Telecoms, Supplier Code: P7000086, Address: Commercia Centre, Market Street, Oxford, Oxfordshire, OX1 9PX), a history section with details like Date Entered (16-Oct-2023), and a summary section with financial details (Total Value: 152.80, Amount Invoiced: 159.36, Amount Paid: 0.00, Amount Outstanding: 0.00). Action buttons on the right include 'Actions' (highlighted with a red box), 'View Invoice', 'Amend Invoice', and 'Print'.

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

Invoice Owner	Actions
	<input type="button" value="..."/>
	<input type="button" value="View Invoice"/>
	<input type="button" value="Amend Invoice"/>

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.

Lines											
#1	Cost Centre	Nominal	Fund	Project	Week	Emp	Proj	Phase	Act	Sub	
	2105	5404	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.

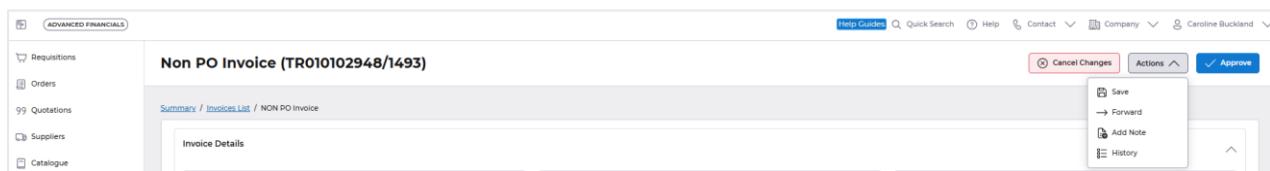


Copy – to copy the line.

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

Please enter the line details

You have 170 of 200 characters remaining

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

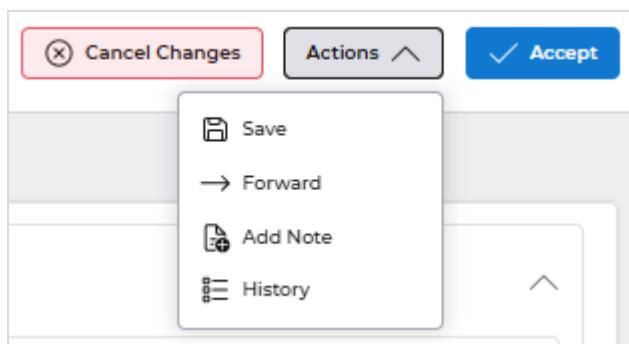
Passed to CAROLINE.BUCKLAND@ONEADVANCED.COM

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 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.



Multi Amend Invoices

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

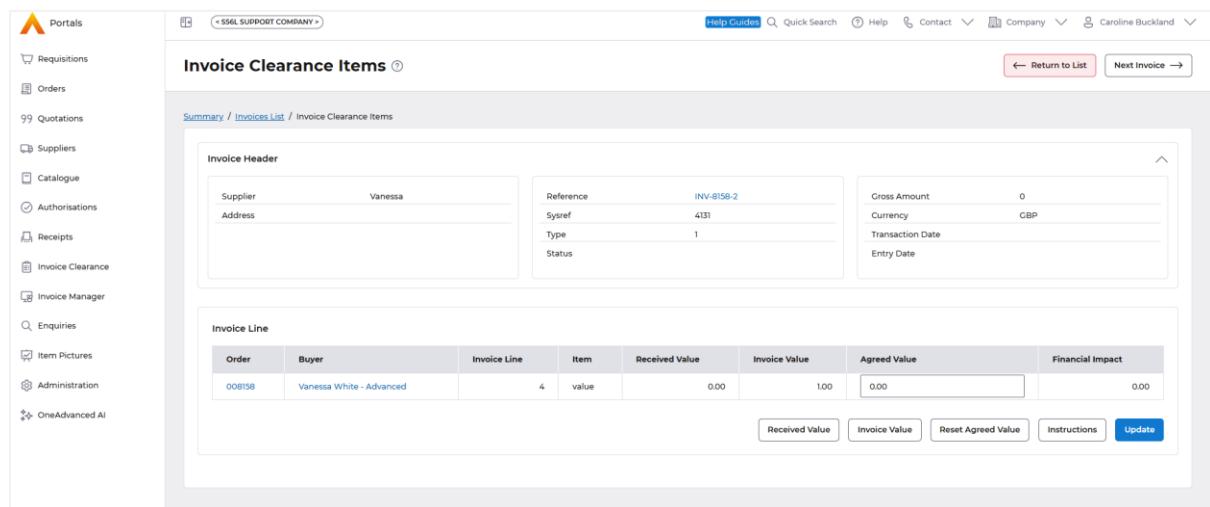
Once you've processed an invoice, you can use the '**Next Invoice**' action to move on to the next one on the list. This process will continue until all selected invoices have been updated, at which point you'll be returned to the original list.

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.



Invoice Clearance Items

Invoice Header

Supplier	Vanessa
Address	
Reference	INV-8158-2
Sysref	4131
Type	1
Status	

Invoice Line

Order	Buyer	Invoice Line	Item	Received Value	Invoice Value	Agreed Value	Financial Impact
008158	Vanessa White - Advanced	4	value	0.00	1.00	0.00	0.00

Buttons: Received Value, Invoice Value, Reset Agreed Value, Instructions, Update

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.

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

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

Due Date

Status

PO number

Mismatch Code

Transaction Type

Team

Invoice Date

Invoices List

<input type="checkbox"/> All	Invoice No <input type="button" value=""/>	Order <input type="button" value=""/>	Invoice Date <input type="button" value=""/>	Due Date <input type="button" value=""/>	Overdue Status <input type="button" value=""/>	Supplier <input type="button" value=""/>	Value <input type="button" value=""/>	Status <input type="button" value=""/>	Invoice Owner <input type="button" value=""/>	Actions <input type="button" value=""/>
<input type="checkbox"/>	I9867		22-Mar-2021	21-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	VAW	<input type="button" value=""/>
<input type="checkbox"/>	I9052511		19-May-2025	18-Jun-2025	NOT DUE	ACME Supplies	240.00	LOG	ADVCB	<input type="button" value=""/>

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											
<input type="text"/> 010		<input type="button"/> Select Date.		<input type="button"/> Clear							
<input type="button"/> Toggle Column ▾											
<input type="checkbox"/> All	Invoice No	↑↓	Order	↑↓	Invoice Date	↑↓	Due Date	↑↓	Overdue Status	↑↓	Supplier
<input type="checkbox"/>	190525344122		010614		19-May-2025		19-May-2025		DUE		Sagar
											120.00
											LOG

Use the **Amend Invoice** action.

Invoice Owner	↑↓	Actions
		<input type="button"/> :
ADVCB		<input type="button"/> View Invoice
		<input type="button"/> Amend Invoice

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	
< ▶							
Showing rows 1-1 of 1 Rows per page <input type="button"/> 10 < ▶							

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

Accept

Receipt Order

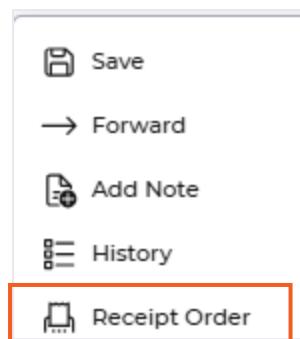
If an order related invoice has a mismatch, this could be because of a price, value or not enough receipts are available to match, then the actions button will display two more options.

- Receipt Order
- Amend Order

The screenshot shows the 'PO Invoice (PO012162121/1982)' screen. The left sidebar includes 'Requisitions', 'Orders', 'Quotations', 'Suppliers', 'Catalogue', 'Authorisations', 'Receipts', and 'Invoice Clearance'. The main area shows 'Invoice Details' with a note 'No document to display'. To the right, there are sections for 'Description' (Invoice), 'Supplier' (A00001), 'Net' (400.00), and 'Gross' (480.00). On the far right, an 'Actions' menu is open, containing 'Cancel Changes', 'Save', 'Forward', 'Add Note', 'History', 'Receipt Order' (which is highlighted with a red box), and 'Amend Order'.

Receipt Order.

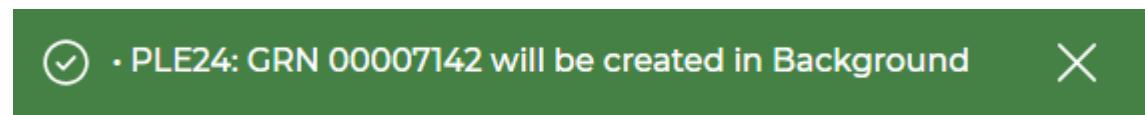
In the invoice has missing Goods Received the notes, as shown below, select the **Receipt Order** option.



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

The screenshot shows the 'Multi-Line Receive Goods/Services' screen. It includes 'Order Details' (Order Reference: PO01216, Order Currency: GBP - Great Britain Pounds) and 'Supplier Details' (Supplier: A00001 - ACME Supplies, address: P.O. Box 123, Avonmere, Rugby, Warwickshire, CV21 1EB). The 'Enter Receipting Information' section contains fields for 'Advice Note', 'Delivery Note', 'Received Date' (07-Aug-2025), and a table for entering receipt details. The table has columns: '#', 'Item', 'Description', 'O/S Qty', 'O/S Value', 'Qty Received' (which is highlighted with a red box), 'Value Received', 'Units', 'Value on Order', and 'Delivery Comment'. A 'Complete' button is also present. At the bottom right are 'Clear All' and 'Receive Order Line' buttons.

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.

PO Invoice (PO012162121/1982)

Invoice Details

No document to display

Description	Invoice	Net	400.00	
Supplier	A00001	Gross	480.00	
	ACME Supplies	Base	400.00	
Supplier Address	P.O. Box 123 Avonmere Rugby War	Invoice Date	07-Aug-2025	
Currency	GBP	Due Date	06-Sep-2025	
Invoice Number	PO012162121	Received Date	07-Aug-2025	
Our Reference	1982	Dispute Code		
PO Number/Originator	PO01216	Note		
Old PO Number	PO08979			

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

Summary / Invoices List / PO Invoice / Order Basket

Header **Lines**

	1) Post it notes	Quantity*	Price	Item Value
NO IMAGE FOUND	Status: Outstanding	20.0000	10.00000	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 **Accept** button can then be selected.

 **Accept**

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.