

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.

Portal Roles Edit
Financials Demo MASF AMEND MODE

Session 03 Exit Return Save More

User: SS000004
CAROLINE.BUCKLAND@ONEADVANCED.COM

Default Role: Advanced Invoice Manager

Select	Role	Purchase Group	Update Date	Update Time	Update User	Creation Date
<input checked="" type="checkbox"/>	Authoriser		24-Mar-2025	08:14:13	SS000004	12-Mar-2021
<input checked="" type="checkbox"/>	Buyer		29-Aug-2025	08:38:05	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"/>	Advanced Invoice Manager		26-Mar-2025	09:35:46	SS000004	26-Mar-2025
<input type="checkbox"/>	Standard Invoice Manager					
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Showing 1-9 of 9

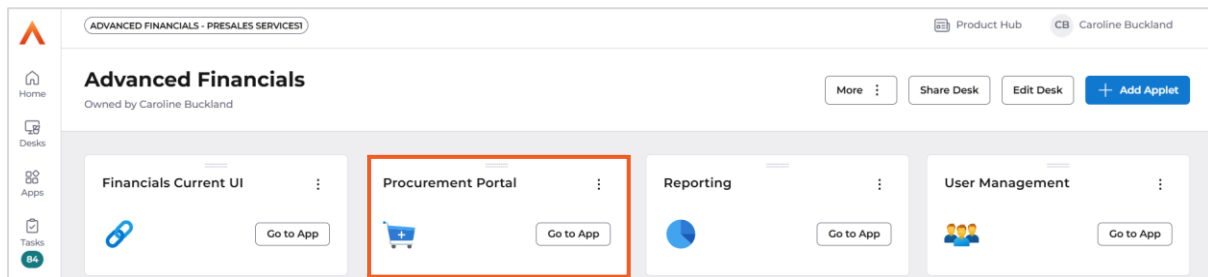
+ Load More View Chart

Two User Roles

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

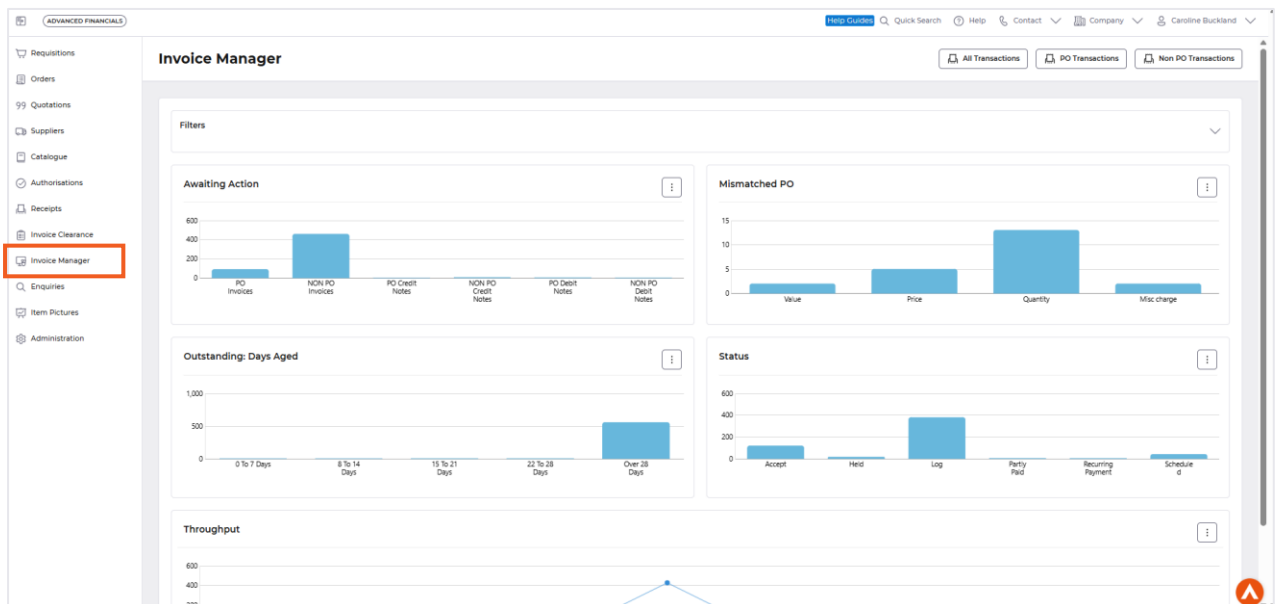
Navigation

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

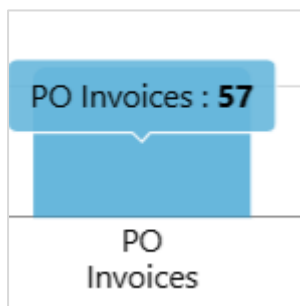


Select the **Invoice Manager** option from the menu option.

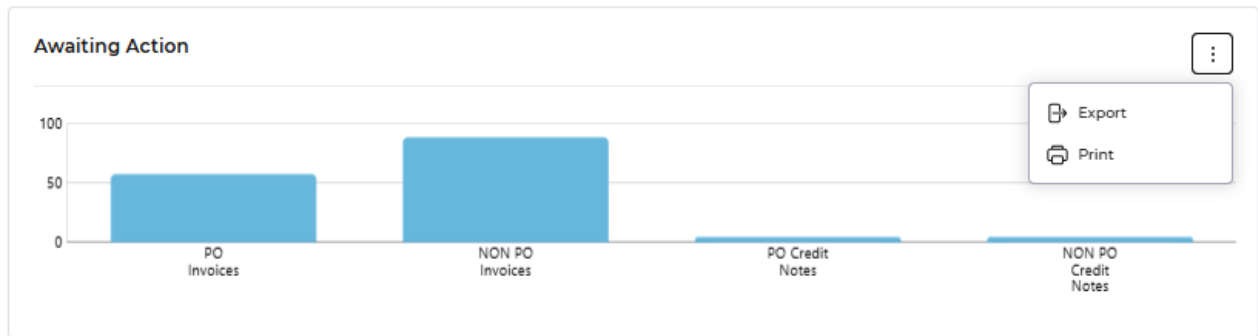
The Summary screen is displayed; this gives an overall view of your Accounts Payable Transactions.



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.

Filters

Invoice Manager
All Transactions
PO Transactions
Non PO Transactions

Filters

Supplier

Owner

Dispute Code

Due Date

Status
All Open

PO number

Mismatch Code
Select Mismatch Code

Transaction Type
All

Team

Invoice Date
Select 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.

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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.

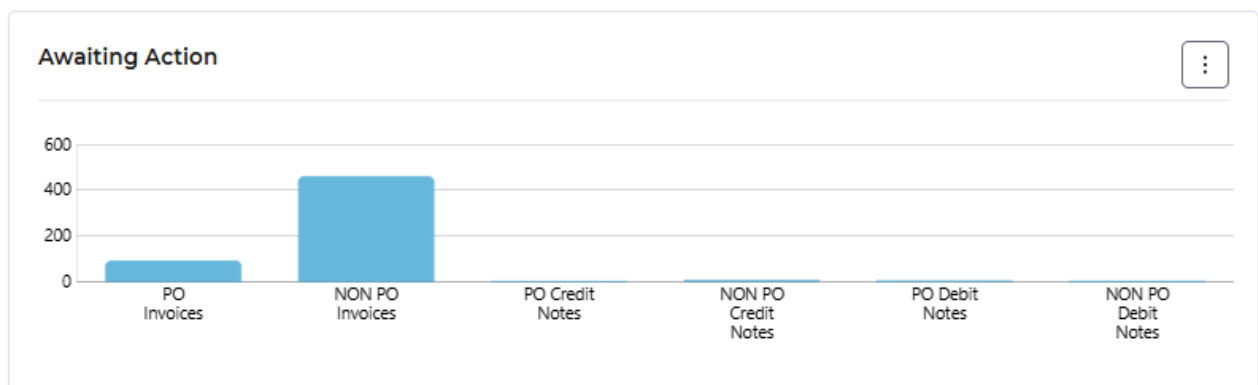
Due – due for payment

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

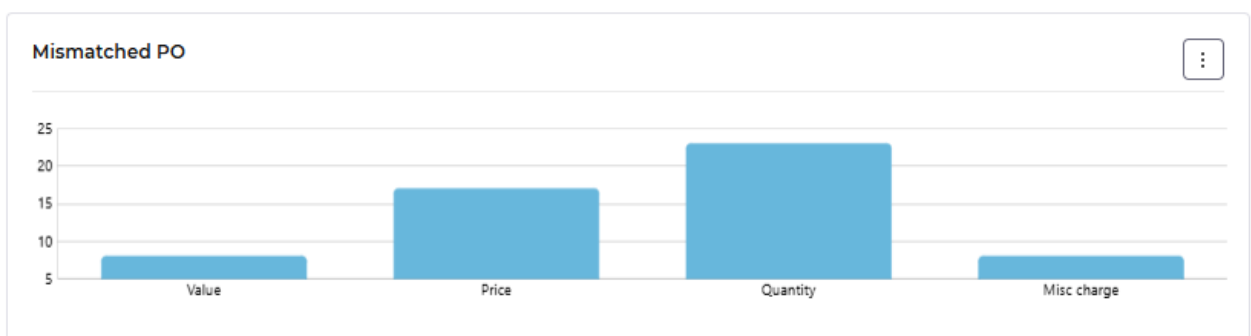
Price

Quantity

Miscellaneous Charge

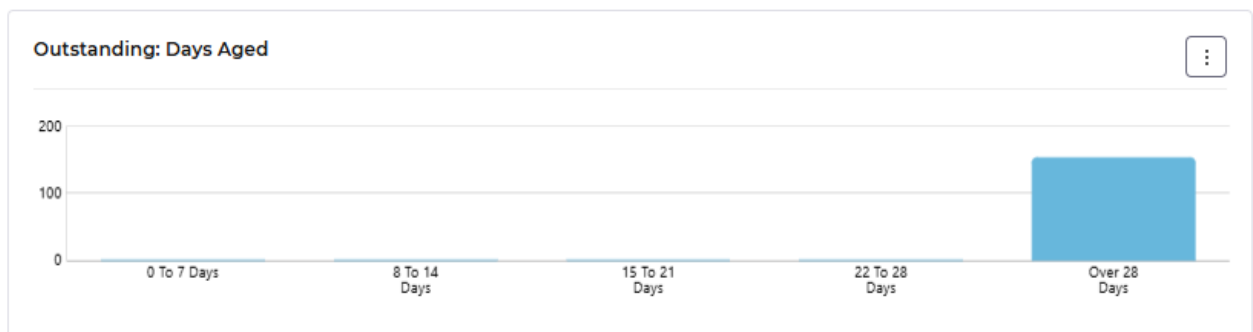
For more information on mismatches use the following link.

<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

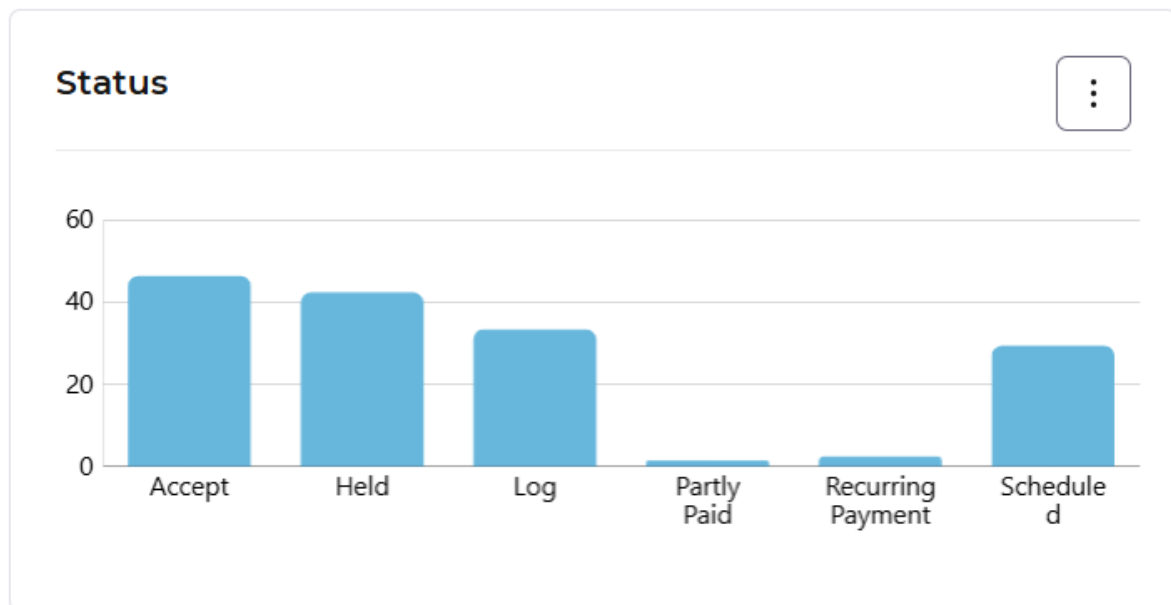
Held - due to a mismatch to a purchase order or goods received note

Log - requires the line details to be added

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

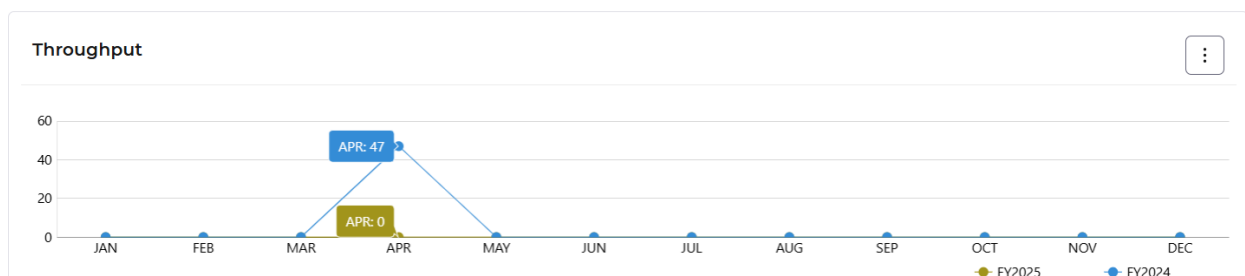
Recurring Payment – invoice has been setup with recurring payment schedule

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

Type to search...

Select Date...

Clear

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

FINANCIALS DEMO [Help Guide](#) Quick Search Help Contact Company CAROLINE.BUCKLAND@ONEADVANCED.COM

Invoices List

[Export All](#)

[Summary](#) / Invoices List

Filters

Invoices List [Show User Invoice Only](#)

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

Toggle Column

<input type="checkbox"/> All	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status	Auth Status	Invoice Owner	Actions
<input type="checkbox"/>	INV5566-1		17-Feb-2018	19-Mar-2018	OVERDUE	ACME Supplies	299.00	LOG	NotReq		[...]
<input type="checkbox"/>	FINLAY-2		01-May-2019	31-May-2019	OVERDUE	ACME Supplies	399.99	LOG	NotReq	ADVCB	[...]
<input type="checkbox"/>	COO879		05-Feb-2020	06-Mar-2020	OVERDUE	Western Laboratories	600.00	LOG	NotReq		[...]
<input type="checkbox"/>	INV5539		17-Feb-2020	18-Mar-2020	OVERDUE	ACME Supplies	299.00	LOG	NotReq		[...]
<input type="checkbox"/>	INV5577	P001040	17-Feb-2020	18-Mar-2020	OVERDUE	Plumb Centre	586.93	LOG	NotReq		[...]
<input type="checkbox"/>	32537		18-Feb-2020	19-Mar-2020	OVERDUE	The Trainline PLC	30.00	LOG	NotReq		[...]
<input type="checkbox"/>	37537-NEW		01-Mar-2020	31-Mar-2020	OVERDUE	ACME Supplies	3000.00	LOG	NotReq		[...]
<input type="checkbox"/>	LOGOLD1		15-Mar-2021	14-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	NotReq	SS0000004	[...]
<input type="checkbox"/>	LOGOLD2		15-Mar-2021	14-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	NotReq		[...]
<input type="checkbox"/>	186766		22-Mar-2021	21-Apr-2021	OVERDUE	ACME Supplies	240.00	LOG	NotReq		[...]

Showing rows 1-10 of 38 Rows per page 10

[Previous Batch](#) [Next Batch](#)

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

Toggle Column

- ☒ Invoice No
- ☒ Order
- ☒ Invoice Date
- ☒ Due Date
- ☐ Entered Date
- ☐ Mismatch Type
- ☒ Overdue Status
- ☐ Dispute
- ☒ Supplier

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' interface. At the top right, there is a toggle switch labeled 'Show User Invoice Only' which is currently turned off. Below this, there is a search bar with the placeholder 'Type to search...' and a 'Select Date...' button. The main table has columns: Invoice No, Order, Invoice Date, Due Date, Overdue Status, Supplier, and Value. The table contains several rows of invoice data, all marked as 'OVERDUE'.

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.

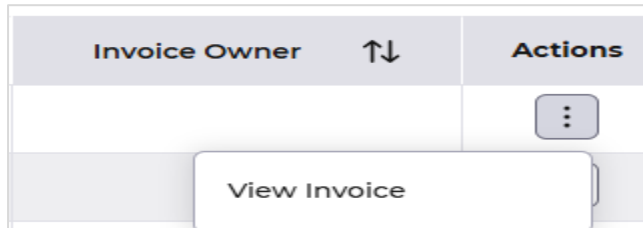
This screenshot shows the bottom of the page with pagination controls. It includes a text 'Showing rows 1-25 of 100', a 'Rows per page' dropdown menu set to '25', and a set of page numbers (1, 2, 3, 4) with '1' being the active page. There are also 'Previous Batch' and 'Next Batch' buttons.

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

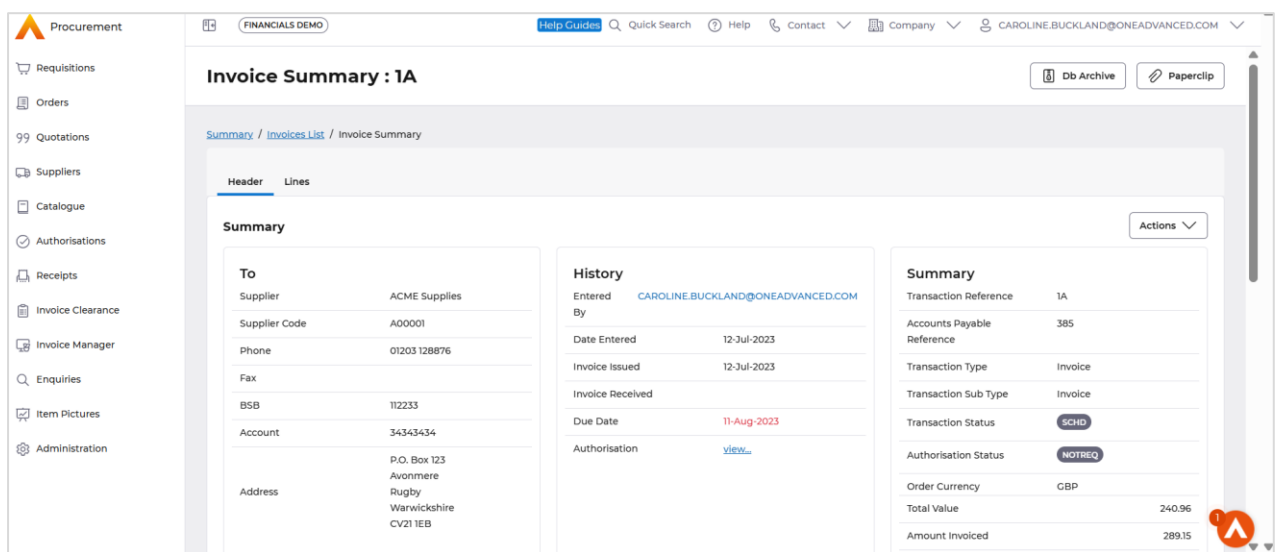
The screenshot shows the 'Invoices List' interface with the search bar highlighted. The search bar contains the text '76545'. Below the search bar, there is a 'Select Date...' button. The table shows a single row of invoice data for '76545' from 'ACME Supplies'.

This screenshot shows the 'Invoices List' interface with the search results for '76545'. The search bar contains the text '76545'. The table shows a single row of invoice data for '76545' from 'ACME Supplies'. The pagination controls at the bottom show 'Showing rows 1-1 of 1' and 'Rows per page' set to '10'.

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



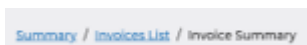
When selecting the **View invoice** action, this will show you the summary of the Invoice header and lines.



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

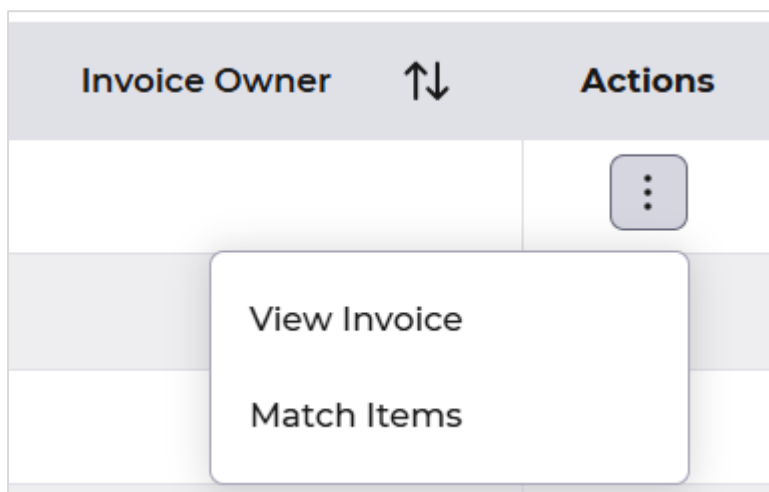
There are four types of mismatches.

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		View Invoice Match Items
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		

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

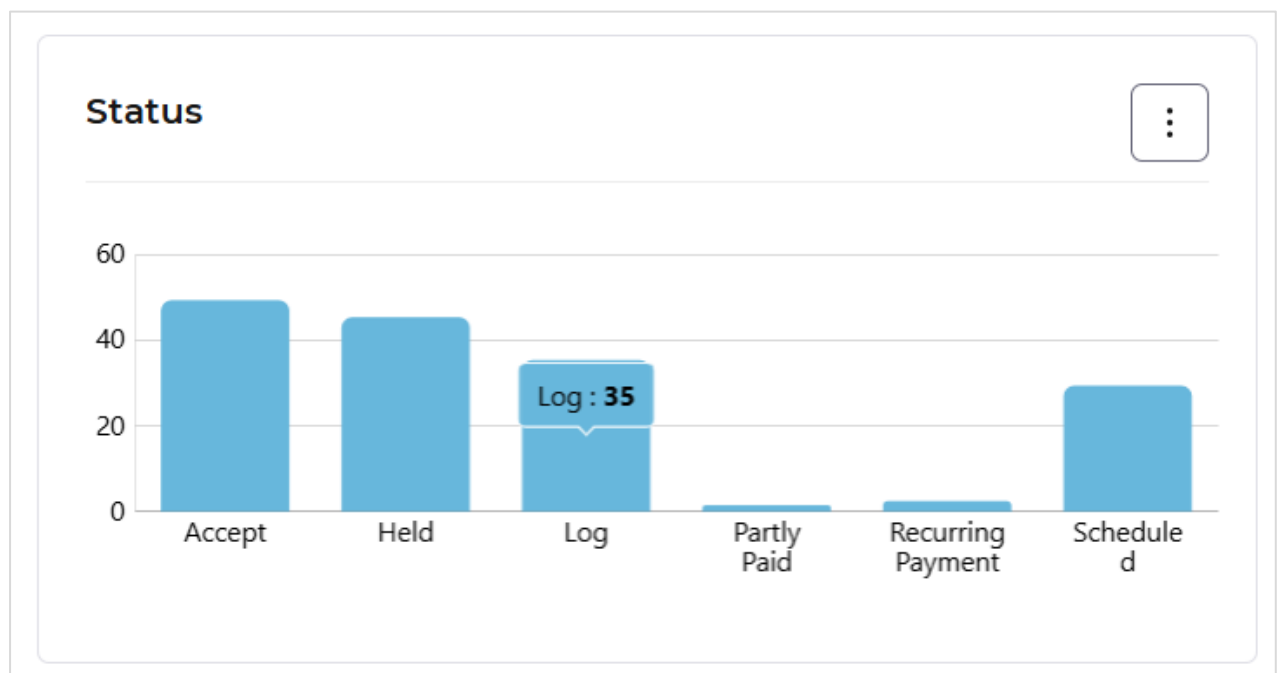
This will display all invoice statuses, these can be viewed by selecting each value.

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.

Procurement Portal

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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

Invoices List

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

Toggle Columns

	All	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 Hale & Sons Ltd	1000.00	LOG		[1]
<input type="checkbox"/>	1855565	ES001621		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	AC00272		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"/>	3108650+			01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	189.36	LOG		[1]
<input type="checkbox"/>	3108650+			01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	189.36	LOG		[1]
<input type="checkbox"/>	3108650+			01-Jan-2020	31-Mar-2020	OVERDUE	Purple Telecoms	189.36	LOG		[1]
<input type="checkbox"/>	3108650+			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"/>	ST1085615		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 (From): 01 December 2019'. The middle column contains fields for 'Description', 'Supplier', 'Supplier Address', 'Currency', 'Invoice Number', 'Our Reference', and 'PO Number/Originator'. The right column contains fields for 'Net', 'Gross', 'Base', 'Invoice Date', 'Due Date', 'Received Date', 'Dispute Code', and 'Notes'. At the bottom of the main content area, 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 long, empty rectangular box for entering line details. At the bottom right of this box is a button labeled 'Add Line'.

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.

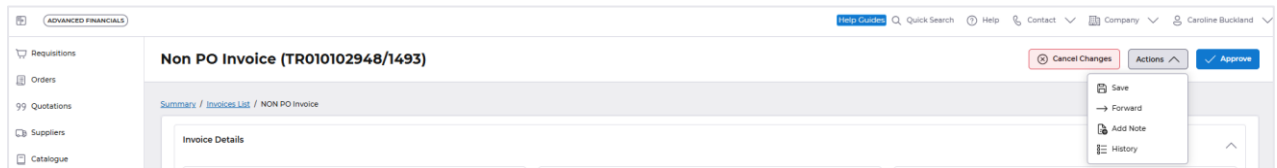


Copy – to copy the line.

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

TRAIN8

Cloud Financials Trainee 8

OR

Team

Notes

Please enter the line details |

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

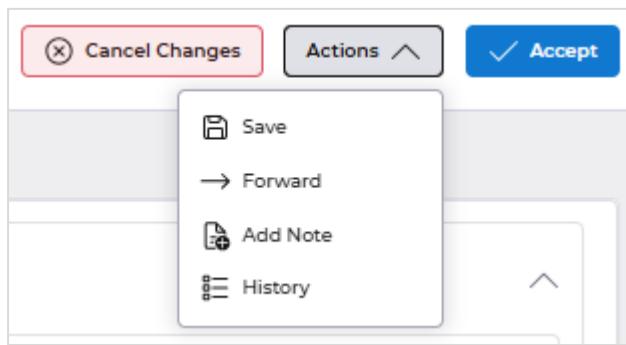
Passed to CAROLINE.BUCKLAND@ONEADVANCED.COM

25-Feb-2025 14:15:02

Close

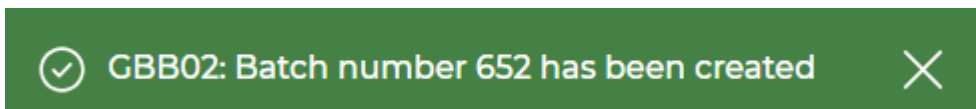
Note: if you assign to a team the history is not shown.

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



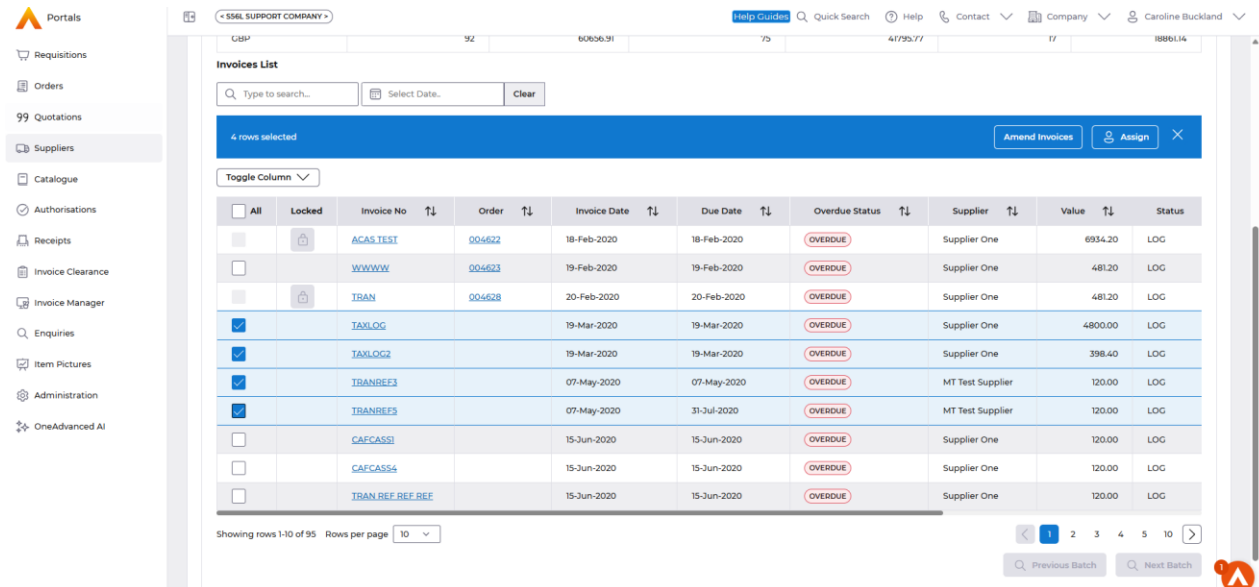
Cancel Changes – will not save any data added and will return you back to the transaction list.

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.



The screenshot displays the 'Amend Invoices' interface. At the top, there's a header bar with 'S56L SUPPORT COMPANY' and a search bar. Below this, a table lists invoices. The table has columns: All, Locked, Invoice No, Order, Invoice Date, Due Date, Overdue Status, Supplier, Value, and Status. Several invoices are selected, and the 'Amend Invoices' button is visible at the top right of the list.

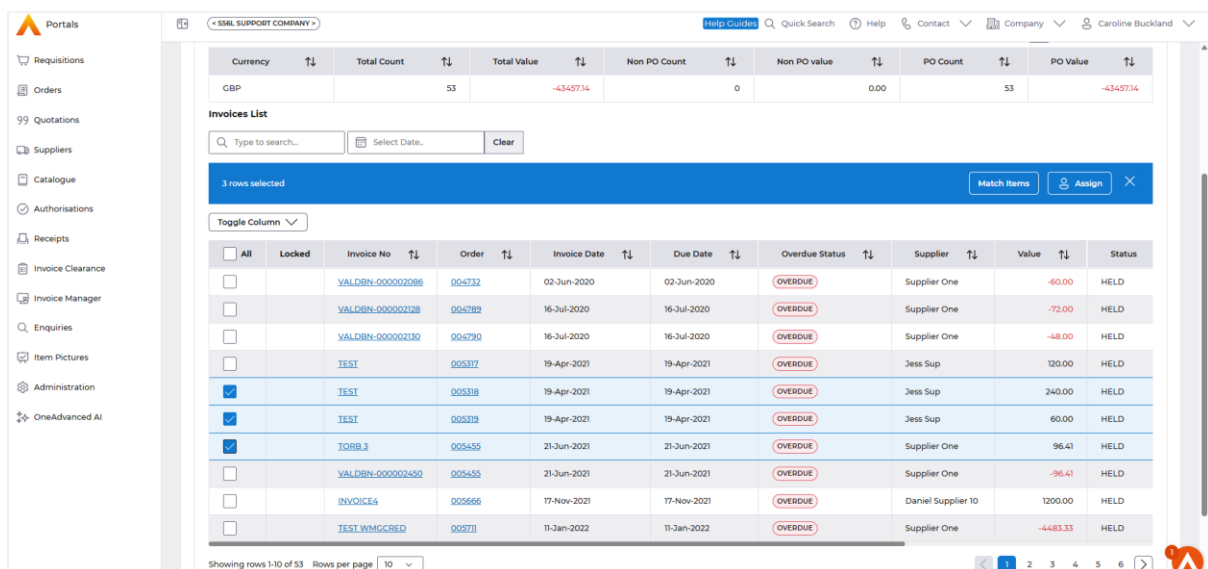
All	Locked	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status
<input type="checkbox"/>	<input type="checkbox"/>	ACAS TEST	004622	18-Feb-2020	18-Feb-2020	OVERDUE	Supplier One	6934.20	LOG
<input type="checkbox"/>	<input type="checkbox"/>	WWW	004623	19-Feb-2020	19-Feb-2020	OVERDUE	Supplier One	481.20	LOG
<input type="checkbox"/>	<input type="checkbox"/>	TRAN	004628	20-Feb-2020	20-Feb-2020	OVERDUE	Supplier One	481.20	LOG
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TAXLOG		19-Mar-2020	19-Mar-2020	OVERDUE	Supplier One	4800.00	LOG
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TAXLOG2		19-Mar-2020	19-Mar-2020	OVERDUE	Supplier One	398.40	LOG
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRANREF3		07-May-2020	07-May-2020	OVERDUE	MT Test Supplier	120.00	LOG
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRANREF3		07-May-2020	31-Jul-2020	OVERDUE	MT Test Supplier	120.00	LOG
<input type="checkbox"/>	<input type="checkbox"/>	CAFCASS1		15-Jun-2020	15-Jun-2020	OVERDUE	Supplier One	120.00	LOG
<input type="checkbox"/>	<input type="checkbox"/>	CAFCASS4		15-Jun-2020	15-Jun-2020	OVERDUE	Supplier One	120.00	LOG
<input type="checkbox"/>	<input type="checkbox"/>	TRAN REF REF REF		15-Jun-2020	15-Jun-2020	OVERDUE	Supplier One	120.00	LOG

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 screenshot displays the 'Held Invoices' interface. At the top, there's a header bar with 'S56L SUPPORT COMPANY' and a search bar. Below this, a table lists invoices. The table has columns: Currency, Total Count, Total Value, Non PO Count, Non PO value, PO Count, PO Value, and Status. Several invoices are selected, and the 'Match Items' button is visible at the top right of the list.

Currency	Total Count	Total Value	Non PO Count	Non PO value	PO Count	PO Value	Status
GBP	53	-43457.14	0	0.00	53	-43457.14	

All	Locked	Invoice No	Order	Invoice Date	Due Date	Overdue Status	Supplier	Value	Status
<input type="checkbox"/>	<input type="checkbox"/>	VALDBN-000002086	004732	02-Jun-2020	02-Jun-2020	OVERDUE	Supplier One	-60.00	HELD
<input type="checkbox"/>	<input type="checkbox"/>	VALDBN-000002128	004789	16-Jul-2020	16-Jul-2020	OVERDUE	Supplier One	-72.00	HELD
<input type="checkbox"/>	<input type="checkbox"/>	VALDBN-000002130	004790	16-Jul-2020	16-Jul-2020	OVERDUE	Supplier One	-48.00	HELD
<input type="checkbox"/>	<input type="checkbox"/>	TEST	005377	19-Apr-2021	19-Apr-2021	OVERDUE	Jess Sup	120.00	HELD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST	005318	19-Apr-2021	19-Apr-2021	OVERDUE	Jess Sup	240.00	HELD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST	005319	19-Apr-2021	19-Apr-2021	OVERDUE	Jess Sup	60.00	HELD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TOBB J	005455	21-Jun-2021	21-Jun-2021	OVERDUE	Supplier One	96.41	HELD
<input type="checkbox"/>	<input type="checkbox"/>	VALDBN-000002450	005455	21-Jun-2021	21-Jun-2021	OVERDUE	Supplier One	-96.41	HELD
<input type="checkbox"/>	<input type="checkbox"/>	INVOICE4	005666	17-Nov-2021	17-Nov-2021	OVERDUE	Daniel Supplier 10	1200.00	HELD
<input type="checkbox"/>	<input type="checkbox"/>	TEST WMCCRED	005771	11-Jan-2022	11-Jan-2022	OVERDUE	Supplier One	-4483.33	HELD

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

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Help GuidesQuick SearchHelpContactCompanyCaroline Buckland

Invoice Clearance Items

Return to ListNext Invoice

Summary / Invoices List / Invoice Clearance Items

Invoice Header

SupplierVanessa

Address

ReferenceINV-8158-2

Sysref4131

Type1

Status

Gross Amount0

CurrencyGBP

Transaction Date

Entry Date

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

Received ValueInvoice ValueReset Agreed ValueInstructionsUpdate

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></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></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

Status

Log

Transaction Type

All

Owner

PO number

Team

Dispute Code

DIC

Mismatch Code

Select Mismatch Code

Invoice Date

Select Date..

Due Date

Select Date..

Reset

Search

Invoices List

Q

Type to search...

📅

Select Date..

Clear

Toggle Column

▼

<input type="checkbox"/> 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	<div>⋮</div>
<input type="checkbox"/>	1905251		19-May-2025	18-Jun-2025	NOT DUE	ACME Supplies	240.00	LOG	ADVCB	<div>⋮</div>

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.

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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"/>	190525344122	010614	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 **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

ADVANCED FINANCIALS

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PO Invoice (PO012162121/1982)

Cancel Changes Actions

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,
Avonmire,
Rugby,
Warwickshire,
CV21 1EB

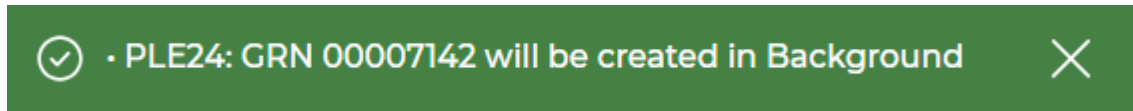
Enter Receipting Information

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		<input type="checkbox"/>

Clear All Receive Order Line

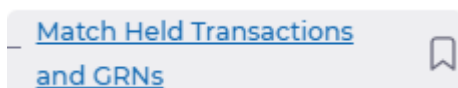
You will be taken back to the Invoice **Manager Workbench**. A message will be retrieved.



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.

The screenshot shows the 'PO Invoice (PO012162121/1982)' interface. On the right, an 'Actions' dropdown menu is open, with 'Amend Order' highlighted. The main form displays invoice details such as Supplier (ACME Supplies), Invoice Number (PO012162121), and various dates. The 'Amend Order' button is located at the bottom right of the interface.

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**.

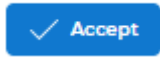
The screenshot shows the 'Amend Order : PO01216' interface. The 'Lines' tab is active, displaying a table with columns for Quantity, Price, and Item Value. The table contains one row with a quantity of 20.0000, a price of 10.00000, and an item value of 200.00. At the bottom right, there is a 'Submit Order Amendment' button.

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.