



PECOS Internet Procurement Manager

Version 13.1

Invoicing and Settlement Guide

Release July 2014

Company Confidential

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1 Introduction and Overview

1.1 About This Manual

Not all users of PECOS will use the application for the same purpose. Some will only create requisitions; others will perform the task of approving whilst some may complete receipting or invoicing functions.

This manual has been produced to guide users who are responsible for the invoicing and settlement process in the procurement cycle within PECOS:

- Invoice Processing
- Financial Matching
- Invoice Approval and Settlement
- Order Closure

This manual **does not** cover the following topics, for which there is separate documentation:

- Creating and managing requisitions (refer to the User Manual)
- Processing Receipts and Returns (refer to the User Manual)
- The approval process (refer to the Approvers Guide)

Feedback

If you have any comments about this or any other PECOS document please inform your system administrator who will pass your comments onto Elcom Support.

1.2 About Elcom

Elcom Systems is a trading company of Elcom International Inc., a leading global provider of remotely-hosted automated procurement and electronic marketplace systems with over fifteen years experience in electronic commerce. Elcom offers the most cost-effective remotely-hosted eProcurement solution available today and with clients in the US and UK, provides purchasing solutions for the world's largest public sector eProcurement contract. For more information please contact <http://www.elcom.com>.

1.3 About PECOS

PECOS Internet Procurement Manager (PECOS.ipm) is a fully hosted 'cloud' solution that enables buying organisations of all sizes to automate their purchasing processes and leverage the benefits of eProcurement. PECOS is not installed directly within your organisation but resides in a remote data centre: as a PECOS user, the system is simply available from anywhere within your organisation from any desktop running a standard a web browser as well as from iPad, iPhone, Blackberry or Android.

PECOS is an easy to use and convenient application for ordering all maintenance, repair, and operations (MRO) items, goods and services your organisation needs to run its day-to-day business. PECOS provides a full-circle P2P solution: from ordering via electronic catalogues, through approval routing, to delivery and financial settlement. A wealth of information is captured and reported to support purchasing professionals for more effective management of strategic suppliers.

At the heart of PECOS is a best of breed workflow engine which manages transactions and approvals, and supports seamless interfaces into finance and ERP systems. Purchase information and General Ledgers can be updated in real time with easy reconciliation of commitments and spend at period end.

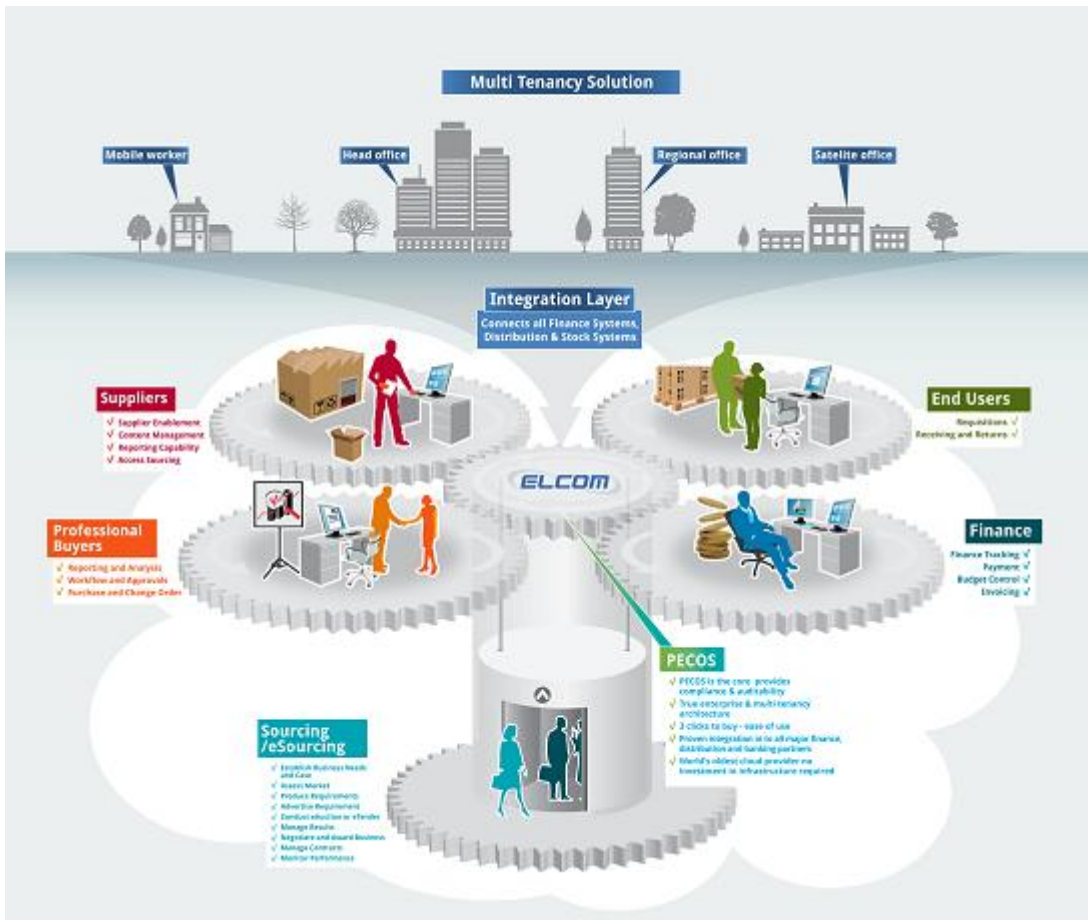
PECOS works for suppliers too. Suppliers can receive orders by multiple channels - from eMail and Fax to direct electronic XML interface with a supplier's Sales Order Processing System. Invoices can be processed through PECOS, or suppliers can submit electronic invoices directly for two or three-way matching and settlement.

1.3.1 Configuration and Business Rules

PECOS will be configured and customised for your organisation so that your approval process follows your business rules.

- The access that each user has to data such as catalogues and account codes as well as access to read other users orders and requisitions is restricted by individual User Profiles maintained by your System Administrator.
- The format and content of Requisitions is automated. PECOS will populate default data from user and supplier profiles to expedite the accurate completion of each order request. After selecting the items you wish to order, there may be no need to anything else other than click 'submit'!
- PECOS will automatically route requisitions and order requests to the individuals and managers (approvers) your organisation specifies. This approval routing cannot be by-passed by a requisitioner.
- PECOS can put time limits on approval steps and may contain 'escalations' to ensure that a document does not get stuck in the approval process.

- Purchase orders are automatically created and transmitted electronically to your suppliers after all the necessary approval steps have been completed.



1.4 Current Release

The current release of the application is version 13.1 which contains the following key new features and enhancements:

- **Price Quote**
- **Invoice Attachments**
- **Order Tolerance by Value**
- **Default Delivery Date**
- **HMRC Compliance for ERS**

Further information may be found in the appropriate section of this manual, other relevant PECOS documentation and also the Release Notes.

1.5 System Requirements

Details of required software, supported platforms and web browsers can be found in the current version of the **Supported Technology Guide for PECOS**.

Note that the recommended platform will greatly enhance performance. If you are in any doubt please speak to your local IT department.

2 Receiving, Invoicing and Settlement Process

2.1 Tasks

The various post requisition and order tasks performed during the receiving, invoicing and settlement process in PECOS are summarised below. You may not be responsible for all of these tasks and some of them may not be necessary for your business process.

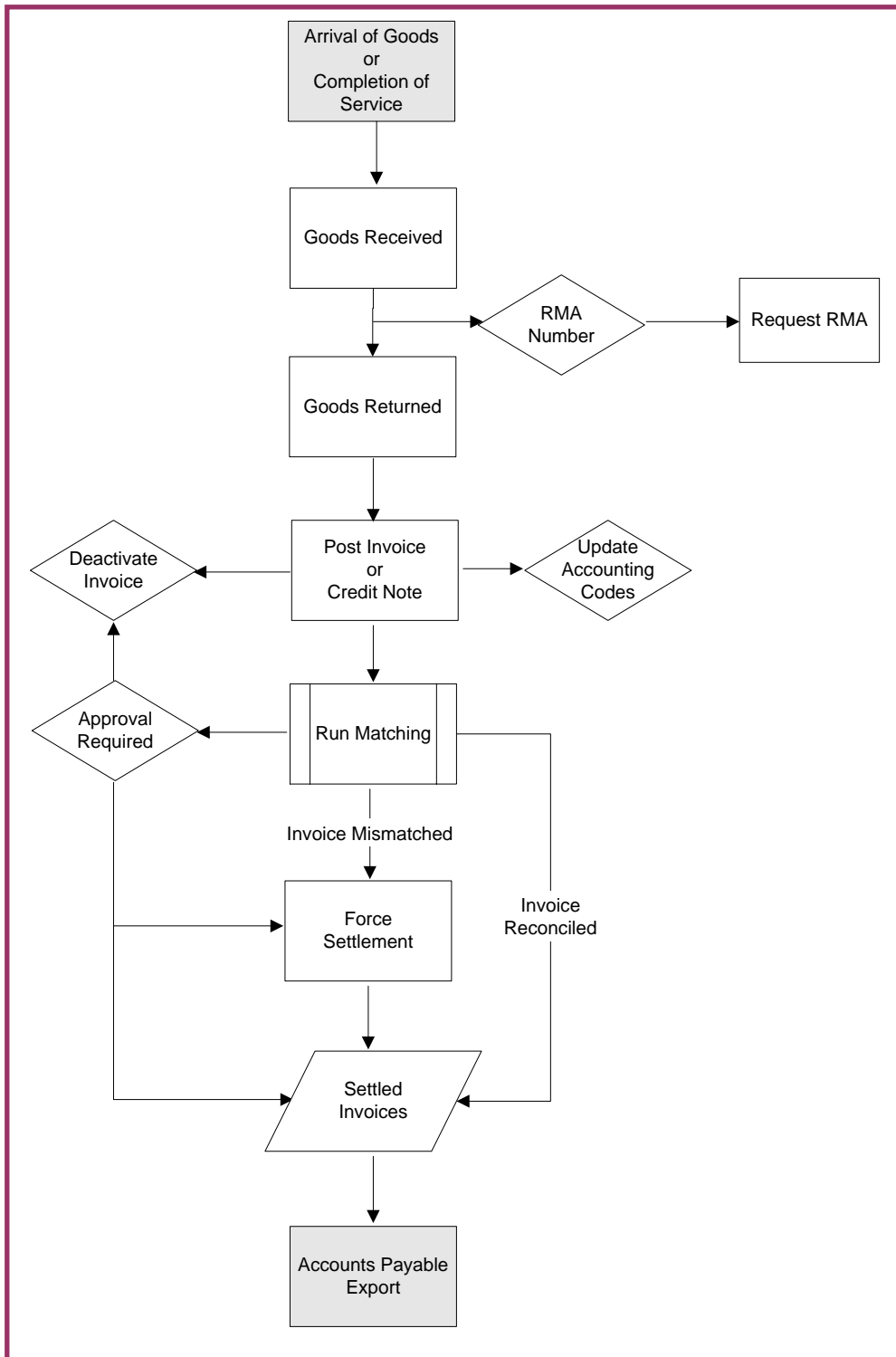
- **Receiving**
After the arrival of the goods or completion of the services ordered it is often the responsibility of the requisitioner to confirm receipt or completion. This is done by processing a receipt in the PECOS 'Receive Items' form. Sometimes it is the responsibility of central stores or your goods in department to process the receipt. It is possible to attach a copy of the GRN to the receipt record.
- **Returns**
Occasionally you will need to return items back to the supplier after they have been received. These can also be logged in PECOS in the 'Return Items' form. A returns number (RMA) can also be requested electronically if required.
- **Invoicing**
The next step in the process is to enter the supplier invoice after it is received. This is done easily in the PECOS invoice form, where credit notes can also be posted. The processing of invoices is often done centrally or by an accounts department.
- **eInvoicing**
PECOS is enabled to receive electronic invoices either directly from suppliers or via an integrated eMarketplace portal. Electronic invoicing negates the need for paper invoices to be manually entered. Invoices are received into PECOS electronically using cXML format.
- **Self Billing**
PECOS supports Evaluated Receipts Settlement (ERS) or Self Billing, when it is agreed that a supplier does not need to submit an invoice. An invoice is automatically generated when the receipt is entered.
- **Manual Invoicing**
PECOS can also be used for the processing of invoices and credit notes for which there is no purchase order created in PECOS. When an invoice is processed as a manual invoice it is not posted against a specific order and is not subject to the matching process. PECOS will automatically create a requisition and purchase order record for a manual invoice.
- **Matching**
The matching process is the term given to the financial matching of the original order to invoice information (the 2 way match) and receipt information (the 3 way match). Quantities and prices are compared to ensure that the invoices can be paid without query. The matching process is usually initiated by a system administrator or a senior member of the finance team.
- **Settlement and Approval**
During the settlement process any orders that mismatch (i.e. do not reconcile) during the matching process are put into a mismatch status for investigation and resolution. Invoice workflow is available for the routing and approval of these invoices where they can be 'force settled'. Invoices can also be deactivated and orders can be closed within the settlement process.
- **Accounts Payable Export**
All available settled data (reconciled and force settled invoices) is made available for exporting to your finance system for payment in the 'Accounts Payable (AP) Export' utility. The APExport is usually run by a system administrator or by the accounts department.

2.2 Notification Messages

The PECOS workflow generates eMail notification messages. Your workflow may have been configured to send an eMail to either yourself or any other person. For example, to confirm transmission of a purchase order, as a reminder to process the receipt of goods after they arrive or to advise that an invoice requires approval. These eMail messages will be sent to your organisational eMail system inbox using the eMail address held within your user profile. It is important to read these messages carefully, as they will contain important information that may require you to perform an action. The eMail will contain an html attachment that when double clicked will launch a PECOS Web Browser. Upon entering your user credentials in the sign on page, the order to which the eMail relates will open in an appropriate PECOS form.

2.3 Process Flow

Below is a simple flow diagram showing the procurement process after goods have been received.



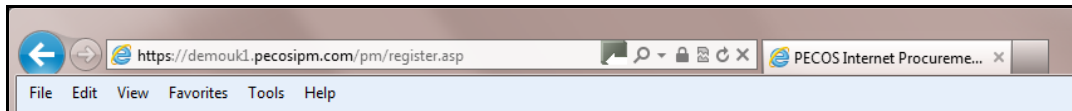
3 System Access and Security

3.1 Logging In

PECOS is a remotely hosted application which is accessed over the internet using a Web Browser. Your system administrator will supply you with your system's URL or site name.

The URL will usually be in the format: "myorganisation".pecosipm.com

1. To access the application open a Web Browser and enter your system's URL (site name) in the address bar and press enter on your keyboard.

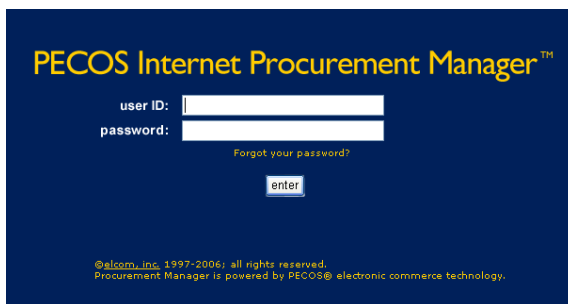


Browser bar

2. Alternatively, if you have created a link, select PECOS from:
 - a. Your **Favourites** or
 - b. Your **Links** bar or
 - c. A **Shortcut** on your desktop.

Contact your IT support personnel if you are unsure how to create any of these links. This is recommended for fast and accurate access to your PECOS site.

3. The PECOS **login page** will appear.



Login page

4. Click in the **User ID** field and type your User ID.
5. Press **Tab** or click in the **Password** field and enter your password. If you have forgotten your password it may be reset using the 'Forgot your password' link. Alternatively you must contact your system administrator to have it reset. See the **Security – Passwords** section below.
6. Click **Enter**. The **PECOS Home page** appears:

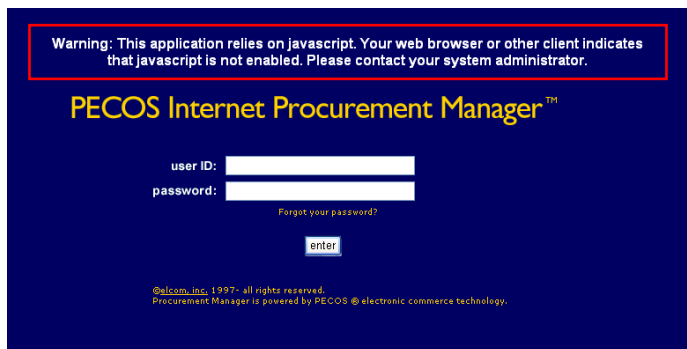


Home page

7. You have now entered **your** PECOS application.

JavaScript Warning

If JVM is not installed or Java Applets are not enabled on your web browser (see 'System Requirements' above) a warning message will be displayed on the login page. This issue will not prevent you logging in but it will adversely affect how some pages are displayed and how some features operate.



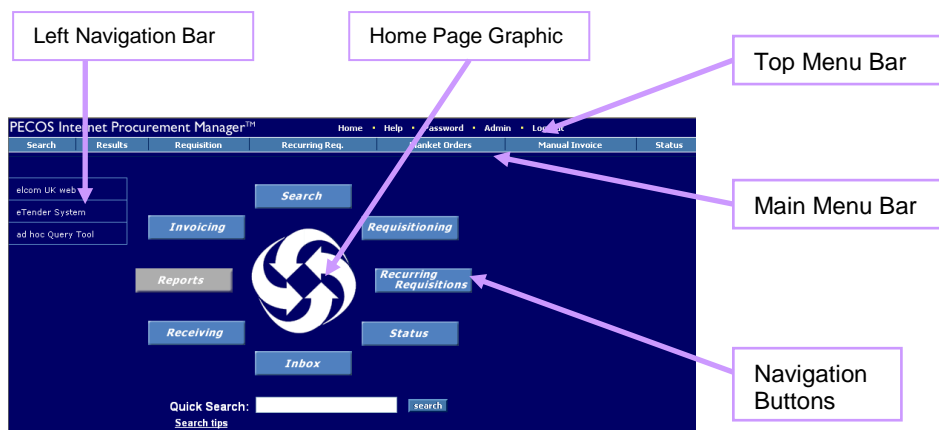
JavaScript warning message

It is recommended that the appropriate changes are made to your web browser settings or you seek advice from your system administrator.

3.2 Home Pages

3.2.1 Standard

The content of the standard default PECOS homepage is described below.



Home page displaying navigation options

Top Menu Bar

In all screens, the menu options along the **top menu bar** are visible. This menu bar is also visible irrespective of the home page view assigned to you.



Top menu bar

Home: Click here to return to your home page or workbench view from any menu option within PECOS.

Help: Click to open the online, context sensitive Help Files (see 'Using Online Help' below).

Password: Select this option to change your password and open the Change Your Password window (see 'Security-Passwords' below).

Admin: This option will only display if you have been given Administration rights. Click to navigate to the Administration Module.

Log Out: When you have completed all your tasks and wish to leave the application, click here to log out of PECOS. The sign on screen will display, from where you can close the web browser.

Main Menu Bar

In all screens, the menu options along the **main menu bar** are visible. These are your primary means of navigating through the application. Not all of the options listed below will display if you have not been granted user permissions by your system administrator.

This menu bar is visible irrespective of the home page view assigned to you.

An overview of the main menu options is given here, each of these menu options are explained in detail later in this manual.

Search: Opens the search page where supplier catalogues and web sites are displayed. Items are selected here and added to a requisition.

Results: Displays your last set of search results.

Requisition: Opens your current requisition: navigate to this screen at any time whilst the requisition is being created. This is where all financial and delivery editing activities are undertaken.

Recurring Requisition: Displays a list of 'template' or 'skeleton' requisitions that have been saved by you or any other user that has given you access permissions. Items can be selected and added to your current requisition.

Blanket Orders: Allows access to create and edit blanket orders or create blanket release orders, depending on your user permissions.

Status: Provides access to a search screen where current and historic requisitions and orders can be accessed. It is through the Status screen that access to receiving, returns, change orders and financial settlement is given.

Inbox: The inbox displays lists of requisitions and orders that require your attention as part of the approval or settlement process. Approvers will find all documents requiring their approval here and requisitioners will find any document that has been returned to them during the approval process and requires further action.

Reports: This option will display if you have been given access to the Actuate reporting tool.

Navigation Buttons

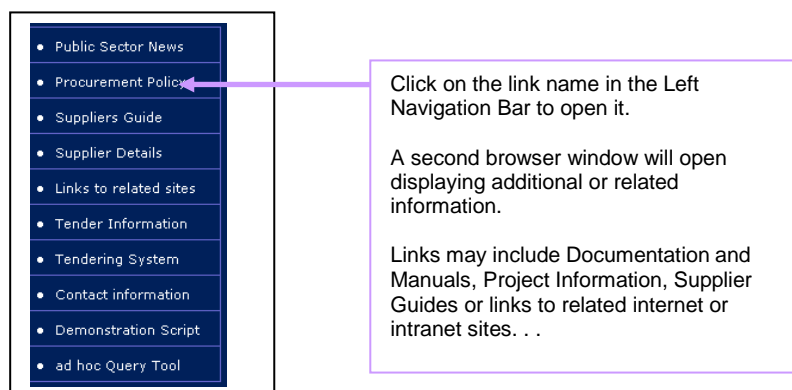
In the Standard Home Page the Navigation **buttons** in the centre of the home page can be used in the same way as Main Menu Bar to navigate to your required page.

If you see a button '**greyed out**' or cannot see a menu option this simply means that you have not been given access to this area of PECOS functionality. If additional access permissions are required please speak to your system administrator.

Left Navigation Bar / Bulletin Board

The left navigation bar (or bulletin board) contains links that will direct you to additional information. This additional information may take the form of a document, an external web site or an internal intranet page.

Note that the Links on the Left Navigational Bar will be configured specifically for your organisation.



Home Page Graphic

The image in the centre of the home page will be configured for your organisation and will usually be your organisation's logo.

3.2.2 Workbench

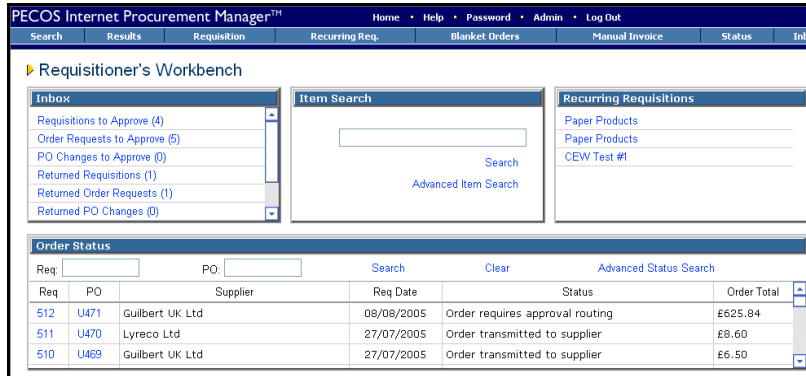
There is a choice of two **Workbenches** that can be set as your Home Page. Your System Administrator will have selected either the *Standard Home Page* (displayed in the 'Logging In' section above) or one of the *Workbench views* to be the default for you or your organisation. Speak to your System Administrator and enquire if you have the option to change it.

1. Requisitioner's Workbench

The Requisitioner's workbench is designed for regular PECOS requisitioners and contains framed links to the following areas:

- **Inbox:** containing links to all PECOS inboxes, informing you if there are any items that need to be reviewed (e.g. returned requisitions).
- **Item Search:** supports a quick search without the need to navigate to the search page.

- **Recurring Requisitions:** displays all recurring listings that you have access to and allows access direct to the recurring requisition detail screen.
- **Order Status:** displays all orders to which you have access that have been submitted in the past 30 days, up to a maximum of 20 orders. You can enter a search string to locate specific orders or requisitions.
- **Reports:** will only display if you are a member of a report group and have access to Actuate Reports.
- **Custom Links:** will display any hyperlinks that are contained in your standard homepage left navigation bar.

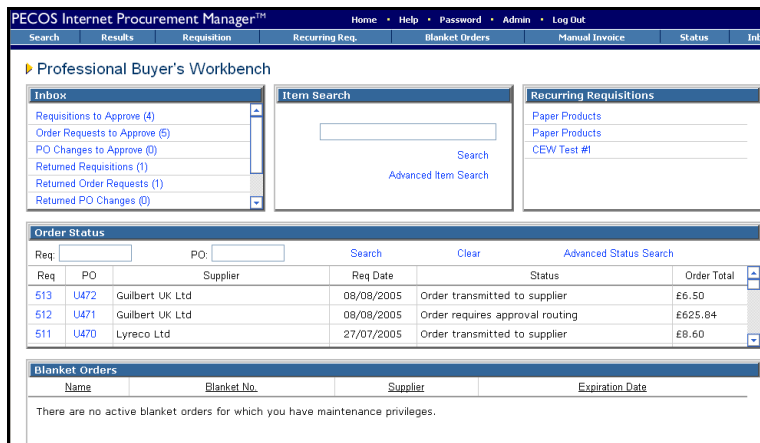


Requisitioner's workbench home page view

2. Professional Buyer's Workbench

The Professional Buyer's workbench is designed for purchasing professionals and contains framed links to give easy access to the following areas:

- **Inbox:** containing links to all PECOS inboxes, informing you if there are any items that need to be reviewed (e.g. returned requisitions).
- **Item Search:** supports a quick search without the need to navigate to the search page.
- **Recurring Requisitions:** displays all recurring listings that you have access to and allows access direct to the recurring requisition detail screen.
- **Order Status:** displays all orders to which you have access that have been submitted in the past 30 days, up to a maximum of 20 orders. You can enter a search string to locate specific orders or requisitions.
- **Blanket Orders:** lists all blankets for which you have maintenance rights. Selecting a blanket order number will open the blanket order summary page. If you do not have rights to blanket orders the following message will be displayed: "There are no active blanket orders for which you have maintenance privileges".
- **Supplier Utilities:** contains a 'create supplier' link that takes you to the supplier profile page where supplier profiles can be created and maintained. Note that you must have the appropriate administrative privilege for this link to be displayed.
- **Reports:** will only display if you are a member of a report group and have access to Actuate Reports.
- **Custom Links:** will display any hyperlinks that are contained in your standard homepage left navigation bar.



Professional buyer's workbench home page view

Custom

As well as the standard default and workbench homepages, it is possible to create customised views which include linking your homepage to a web site.

Below is an example of a home page that has been linked to an alternate web site. Notice that it is simply an html page opened within the PECOS application: the main menu bars are displayed as normal.

If your organisation has changed the name of PECOS it will displayed here.

Customised homepage example

System Name

Your organisation may also have created a new name for PECOS. If so, the home page will display your organisation's bespoke name for the application in the top left hand corner, replacing the 'PECOS Internet Procurement Manager' logo.

3.3 Security - Passwords

PECOS has password security features that your system administrator can configure. These password security features include:

- Requiring a minimum password length.
- Requiring that passwords contain both numbers and letters.
- Requiring that passwords be changed at first login.
- Requiring that passwords expire after a specific period of time.
- Ensuring that you cannot reuse old passwords.
- System generated and eMailed passwords. (i.e. not set to be the same as your user id)

Please check with your system administrator if you have any questions about your organisation's password restrictions.

When you use PECOS for the first time, the system may require you to change your default password. You can also change your password manually, at any time.

Elcom recommends the use of 'strong' passwords that are changed regularly. Use a combination of numbers and letters (irrespective of the rules created for you) and avoid using words that may be easy for others to guess. Do not write down your password, do not disclose it to other users or store it on your PC. If you think someone else knows your password change it immediately.

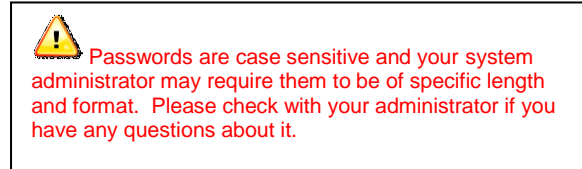
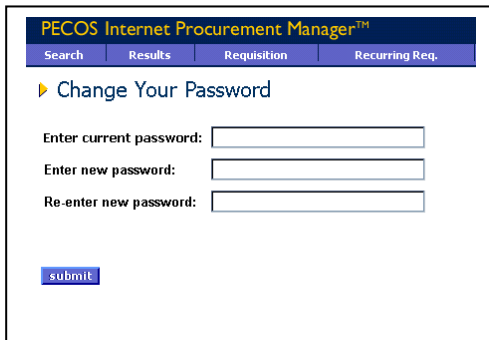


You do not have to wait for your password to expire before you change it.

You do not only have to format your password according to system defined rules: you may choose your own additional formatting to make your password stronger.

Change Your Password

1. After Logging into PECOS, click **Password** on the top menu bar. The **Change Your Password** page appears:



Change password page

2. Type your current password in the **Enter current password:** field.
3. Type your new password in the **Enter new password:** field and then again in the **Re-enter new password:** field.
4. Click the **Submit** button.

If you are changing your password because PECOS has **forced** you to, the application will present a **back** button for you to return to the login page where you will need to enter your new user credentials. PECOS will also prompt you a number of days before your password is due to expire.

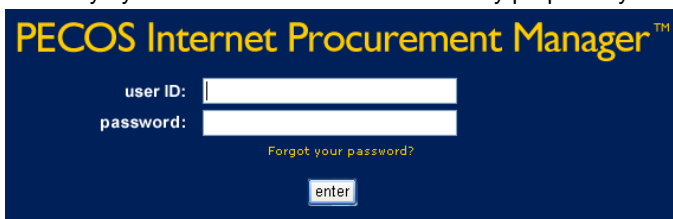
Lock-outs

If you enter your password incorrectly **three** times whilst logging into PECOS your user account will become **locked**. Your password can be reset in one of two ways:

- a) You will need to contact your system administrator to have your password re-set. Depending upon your organisation's password rules, your new password will either be reset to be the same as your user id or a system generated password will be emailed to you.
- b) Click '**Forgot your password?**' on the home page. This option can only be used if your organisation's password rules are set to be system generated. See 'Forgotten Passwords' below for further details.

Forgotten Passwords

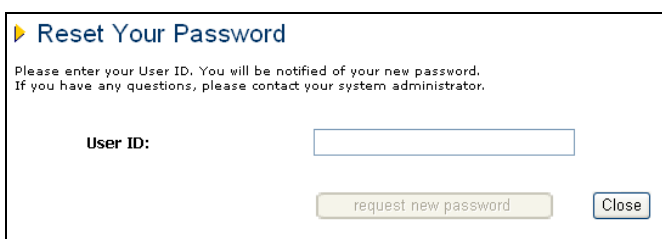
If you become locked out and have forgotten your password, it is possible to reset it without recourse to contacting your system administrator. This means of password reset is only available to users who are not also administrators. For security reasons a system administrator will still need to have their password reset manually by another administrator. For security purposes you will be emailed a system generated password.



Forgot your password link on the login screen

The steps required to change a password from the login screen are shown below.

1. Click '**Forgot your password?**' on the login page. The 'Reset Your Password' window will open:



Reset your password window

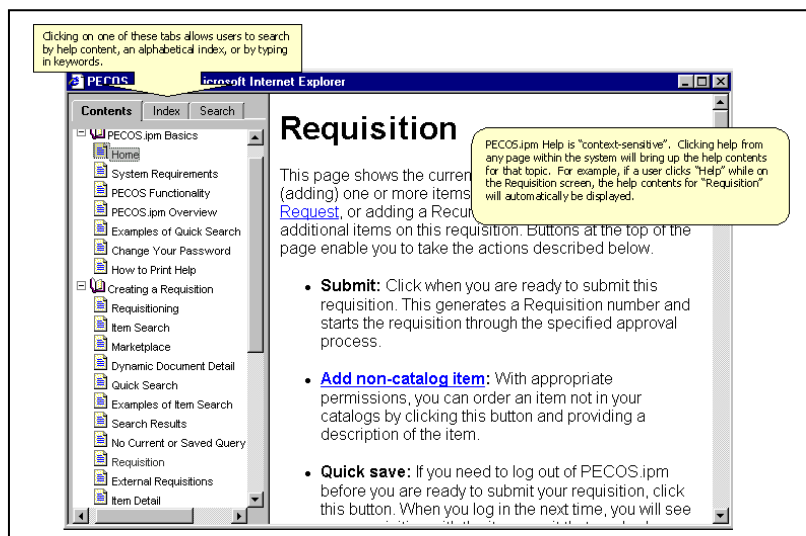
2. Enter your User ID and click the '**request new password**' button. PECOS will validate the user id.

A confirmation message will be displayed informing you that your password has been reset. The reset password will be eMailed to you using the email address in your user profile.

If PECOS is unable to reset your password a message will be displayed informing you of this: "Your password could not be reset. Please contact your Administrator." This will occur if your organisation does not have the appropriate configuration or the user requesting the password reset is an administrator.

3.4 Using Online Help

1. Access the online Help by clicking **Help** on the top menu bar.
A secondary window opens on top of the PECOS application displaying the help content for the topic you are looking for. PECOS help is "context sensitive". This means that the appropriate help is displayed for the part of the application you are using.
2. You can search through the help files by using the **Contents**, **Index**, or **Search** tabs located in the left window pane:



The help window

- **Contents** allow you to search for help by topic
 - **Index** allows you to search for help topics alphabetically
 - **Search** allows you to search for help by typing in keywords
3. Once you have located the topic you are looking for, make a selection by clicking on that topic when your cursor turns into a hand over each link. *The section content with that title will appear in the right hand window.*
 4. Click any of the [blue links](#) within the help text to navigate to related topics.
 5. Click the **X** in the top right corner of the **Help** window to close it when you have finished.

3.5 Logging Out

For security reasons, please log out whenever you have finished ordering.

To logout of PECOS click **Log Out** located on the top menu bar of the Home Page.

*The initial **Login Page** reappears when you have logged out successfully.*

After logging out you can close down your browser window by clicking the **X** in the top right hand corner.

Time Outs

PECOS may also be configured to automatically log you out after a period of inactivity. This is a security feature that ensures that the application is not inadvertently left open whilst you are away from your computer. It is recommended that you always log out of PECOS when you are away from your desk.

3.6 WCAG Compliance

All procurement pages are enhanced according to WCAG 2.0 (Level A) guidelines for people with disabilities.

4. Finding Orders

All post requisition submission and post approval activities are performed against a purchase order number. This section describes how to find a purchase order using the **Workbench** home page and **Status Search** screen and defines the activities available through each.

4.1 Overview

After submitting a requisition, PECOS will either route the entire requisition for approval or create one or more purchase orders (based on the number of suppliers in the requisition) and route them for approval. This routing is determined by the approval rules associated to your user profile. Whilst your requisitions or orders are pending approval, a requisition and order status screen allows you to check on their current location and status. After approval, purchase orders are transmitted electronically to suppliers.

After your goods or services have been delivered or performed, receipting, returns and invoices will need to be processed. Access to these PECOS functions is allowed either through the **purchase order status summary** screen or through the **Status Search Results** screen.

The full list of actions that are performed in these status screens are listed here:

- Requisition Status Review
- Order Status Review
- View Purchase Order
- Requisition and Order Copying
- Receipting
- Returns
- Invoice Posting
- Invoice Approval Status Review
- Financial Settlement
- Order Closure

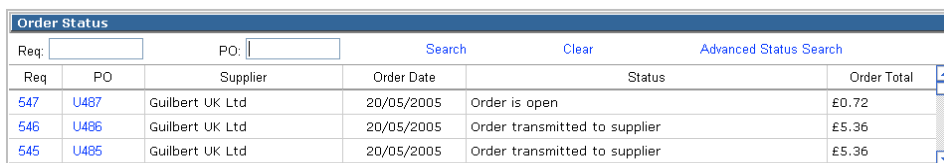
Not all users will be able to access all of these activities. Your user profile and organisational assignment will dictate what activities you have permission to perform and what level of your organisation you can perform them in.

Each of these actions can be accessed in on two ways:

- **Workbench:** Open the Status Summary screen for a single requisition or purchase order by searching for it in the Order Status panel.
- **Status screen:** Open the Status Search screen via the main menu bar to select a single or range of documents based on defined search criteria.

4.2 Workbench

From the workbench home page the **Status Summary** screen can be opened for an individual requisition or purchase order.



Req	PO	Supplier	Order Date	Status	Order Total
547	U487	Guilbert UK Ltd	20/05/2005	Order is open	£0.72
546	U486	Guilbert UK Ltd	20/05/2005	Order transmitted to supplier	£5.36
545	U485	Guilbert UK Ltd	20/05/2005	Order transmitted to supplier	£5.36

Order status search panel in the workbench home page

To find a specific Requisition:

1. Enter a requisition number in the **'Req:'** box and click **Search**.
2. Click on the Requisition number to open the **Requisition Status Summary** page.
3. The following activities are available:
 - **Review:** Review the document content, current requisition status and audit trail.
 - **Financial Tracking:** Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed.
 - **Copy:** Click on the **copy button** to copy the content of this requisition into your current requisition. Only items will be copied, no other document formatting.
 - **Back:** Click the **back button** to return to the workbench screen.

To find a specific Purchase Order:

1. Enter an order number in the **'PO:'** box and click **Search**.
2. Click on the Order number to open the **Purchase Order Status Summary** page.

3. Depending on the status of the order, the following activities are available:
 - **Review:** Review the document content, current order status and audit trail.
 - **Financial Tracking:** Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed.
 - **Copy:** Click on the **copy button** to copy the content of this order into your current requisition. Only items will be copied, no other document formatting.
 - **Receive Items:** A receive button will only appear for an order if its status is at least 'order transmitted to supplier'. If an order is still pending approval and therefore not yet transmitted to the supplier a receipting action cannot be performed. Click on the **receive button** to open the **Receive Items** page.
 - **Log Returns:** Click on the **return items button** to open the **return items page** to enter returns and request an RMA.
 - **Create a Change Order:** Click on the **change PO button** to create a purchase order change in the **Purchase Order Change** screen.
 - **Cancel the order:** Click on the **cancel PO button** to cancel the purchase order. You must enter a cancellation reason in the comments / feedback box.
 - **View the Purchase Order:** To see a copy of the purchase order, click the **view PO button**. The purchase order will open in a separate window. This button will only be available after approval and order transmission.
 - **Create Invoice:** Click on the **create invoice button** to open the invoice entry screen. This button will display only after approval is complete and the order has been transmitted to the supplier.
 - **Settle:** Click 'settle' to obtain access to the **Settlement Resolution** screen where force settlement and invoice closure can be performed.
 - **Back:** Returns you to the Workbench homepage.

To conduct an Advanced Search:

If you wish to undertake a more advanced search, click on the **Advanced Status Search** link to open the Status Search screen. This screen is explained below.

4.3 Status Search Screen

The status search screen allows you to enter different search criteria to find your requisitions and purchase orders. This is a more powerful means of searching for a document in PECOS. To open the status screen click **Status** in the **top menu bar**:

The screenshot shows the 'Status Search' interface with the following sections:

- Search by Number:** Includes input fields for Purchase Order, Requisition, Delivery Note, RMA, Invoice, and Cheque No.
- Search by Parameters:**
 - Requisitioned by:** Radio buttons for 'Yourself' (selected) and 'User' (with a user lookup button), and an option for 'All Users in Organisational Units' with dropdowns for Organisation, Division, department, Group, and Team.
 - Information:** Fields for Order Status, Receipt Status, Item Number, Supplier, Invoice Settlement Status, Order Settlement Status, and Payment Method.
 - Date:** Radio buttons for 'Order Date' (selected) and 'Requested Delivery Date', with a 'Date Range' section for 'Today' and a date range from 01/01/2008 to 26/11/2008.

Status search screen

There are several ways of searching for your documents. The fields are defined here:

4.3.1 Search by Number

- **Purchase Order:** Enter the order number, or a partial order number for the order you wish to find. All orders **that contain your search criteria** will be displayed. Searching by number overrides all other search criteria. This field is alphanumeric and therefore it is possible to enter an order prefix or partial value for an order prefix.

- **Requisition:** Enter the **exact** requisition number for the requisition you wish to find. PECOS will return all the orders that relate to the requisition number entered.
- **Delivery Note/GRN (Packing Slip):** Enter the exact delivery note reference that was entered in the receive items screen to locate all orders for which the reference was used.
- **RMA:** Enter the **exact** return material authorisation (RMA) number to find all orders that have returns logged under this number. The RMA must have been entered in the requisite column in the return items screen.
- **Invoice:** To conduct a search using invoice or credit note reference numbers, enter the **exact** number in the Invoice box. All orders that contain this invoice reference number will be displayed.
- **Cheque Number:** If a remittance interface is being used you may search for orders that have been paid by entering the payment reference in the 'Cheque No:' box.

If data is entered in any Search by Number field, PECOS will ignore any data entered in any subsequent field and search only for documents that match the criteria entered.

4.3.2 Search by Parameter

PECOS will use the following parametric search criteria when the numerical search fields have been left empty. Number and Parameter fields cannot be used together.

- **Requisitioned By:** Choose *one of* the following criteria to refine your search by user profile. Click the relevant radio button.
 - **Yourself** – Search for *your own* requisitions only.
 - **User** – Search for the requisitions of a named user. Click on the *user lookup* button to select a user profile. You will see a list of users within the organisational level(s) you have been granted permission to see.
 - **Organisational Unit** – Search for all users within an organisational level. Use the drop down boxes to select an organisation level by selecting hierarchically from left to right. As each parent selection is made the child level will automatically populate for your next selection.
- **Information** Complete **any combination** of the following fields.
 - **Item Number** – Enter an item number. PECOS will return all requisitions and orders that contain the item number entered.
 - **Supplier** – Either enter the **exact** name of the supplier or click on the **supplier lookup** button to search and select a supplier.

In the Supplier Lookup screen enter a partial value to refine your search for a supplier name and optionally select a supplier type from the drop down selection box. Your search results will be limited to all suppliers that contain your search criteria.

PECOS will display all active and deactivated suppliers for selection: deactivated supplier history is available for viewing and maintenance.

- **Order Status** – Choose one of the order statuses from the drop down box. Your search results will be limited to all orders and requisitions that currently match the status selected.
 - **Invoice Settlement Status** – Choose one of the invoice settlement statuses from the drop down box. Your search results will be limited to all orders and requisitions that contain invoices currently matching the settlement status (as displayed in the settlement resolution screen) selected.
 - **Order Settlement Status** – Choose one of the order settlement statuses from the drop down box. Your search results will be limited to all orders and requisitions that contain documents with an Invoice Status (as displayed on the status search results screen) matching the status selected.
 - **Receipt Status** – Choose one of the receipt statuses from the drop down box. Your search results will be limited to all orders and requisitions that match the status selected.
 - **Payment Method** – The default is 'All'. Optionally you may select either 'Invoice' or 'Procurement Card' to refine your search.
- **Date:** Searching is available by **Order Date** or **Requested Delivery Date**.

Date type selection

- **Order Date** (Default) – Select this radio button to search for all documents with defined *Requisition Creation* date(s) (date range defined below).
- **Requested Delivery Date** – Select this radio button to search for all documents with defined *Requested Delivery* date(s) (date range defined below).

After choosing the type of date, select *one of* the following radio buttons to define the period for which the date search is to be limited.

Today **Date Range:** [Clear date](#) to: [Clear date](#)

Date range selection

- **Today** – Only requisitions containing the chosen date type which match *today's* date will be selected.
- **Date Range** – All requisitions falling within the chosen date range will be selected. Use the calendar buttons to open a pop up calendar for choosing a 'from' date (the first date) and 'to' date (the second date). The 'to' date will default to today's date and the search will be inclusive of the dates selected.

search When you have finished entering your search criteria click on the **search** button at the top or bottom of the page.

PECOS will find all the requisitions and orders that match your criteria and display them in the **Status Search Results** page. See the section below for an explanation of search results.

If no documents match your search criteria **No orders found** will be displayed at the top of the status search screen.

4.4 Status Search Results

This section explains the contents of the Status Search Results page and the links that appear on it. The links and number of activities (actions) that can be performed from this page will depend upon your **user profile privileges**. If you are unable to access any of the tasks listed here and need to do so, please speak to your system administrator who will amend your user profile.

Results are displayed, 20 lines per page and sorted in requisition number order by order date

PECOS Internet Procurement Manager™																																																																																																																																											
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<p>▶ Status Search Results ...showing results 1 through 20</p> <p>Click on the requisition or order number to view more detail. Click on Actions for order-specific maintenance: R = Receive, I = Invoice, S = Settle.</p> <p>back next page run matching</p> <table border="1"> <thead> <tr> <th>Req No.</th> <th>PO No.</th> <th>Supplier</th> <th>Order Date</th> <th>Delivered to</th> <th>Order Total</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Order Status</td> <td>Receipt Status</td> <td></td> <td></td> <td>Invoice Status</td> <td></td> <td></td> </tr> <tr> <td>442</td> <td>U405</td> <td>Northern Lighting</td> <td>04/07/2005</td> <td>David Smith</td> <td>£53.75</td> <td>R I</td> </tr> <tr> <td colspan="2">Order transmitted to supplier</td> <td>No items received</td> <td></td> <td>No invoices received</td> <td></td> <td></td> </tr> <tr> <td>441</td> <td>U404</td> <td>Northern Lighting</td> <td>04/07/2005</td> <td>David Smith</td> <td>£61.25</td> <td>R I</td> </tr> <tr> <td colspan="2">Order transmitted to supplier</td> <td>No items received</td> <td></td> <td>No invoices received</td> <td></td> <td></td> </tr> <tr> <td>440</td> <td>U403</td> <td>Guilbert UK Ltd</td> <td>04/07/2005</td> <td>David Smith</td> <td>£5.80</td> <td>R I S</td> </tr> <tr> <td colspan="2">Order is open</td> <td>One or more items have been over-received</td> <td></td> <td>No invoices received</td> <td></td> <td></td> </tr> <tr> <td>439</td> <td>U400</td> <td>Lyreco Ltd</td> <td>04/07/2005</td> <td>David Smith</td> <td>£4.88</td> <td>R I S</td> </tr> <tr> <td colspan="2">Order is open</td> <td>No items received</td> <td></td> <td>The order has been partially invoiced</td> <td></td> <td></td> </tr> <tr> <td>438</td> <td>U401</td> <td>Northern Lighting</td> <td>04/07/2005</td> <td>David Smith</td> <td>£3,960.00</td> <td></td> </tr> <tr> <td colspan="2">Order requires approval routing</td> <td>No items received</td> <td></td> <td>No invoices received</td> <td></td> <td></td> </tr> <tr> <td>437</td> <td></td> <td>Guilbert UK Ltd</td> <td>04/07/2005</td> <td>David Smith</td> <td>£0.00</td> <td></td> </tr> <tr> <td colspan="2">Requisition requires approval routing</td> <td>No items received</td> <td></td> <td>No invoices received</td> <td></td> <td></td> </tr> <tr> <td>436</td> <td>U402</td> <td>Guilbert UK Ltd</td> <td>04/07/2005</td> <td>David Smith</td> <td>£603.74</td> <td>R I S</td> </tr> <tr> <td colspan="2">Order is open</td> <td>All items have been fully received</td> <td></td> <td>Pending initial match</td> <td></td> <td></td> </tr> <tr> <td>435</td> <td>U399</td> <td>Northern Lighting</td> <td>04/07/2005</td> <td>David Smith</td> <td>£197.10</td> <td>R I S</td> </tr> <tr> <td colspan="2">Order is open</td> <td>One or more items have been partially received</td> <td></td> <td>No invoices received</td> <td></td> <td></td> </tr> <tr> <td>434</td> <td>U398</td> <td>Northern Lighting</td> <td>04/07/2005</td> <td>David Smith</td> <td>£115.00</td> <td>R I S</td> </tr> </tbody> </table>							Req No.	PO No.	Supplier	Order Date	Delivered to	Order Total	Actions	Order Status	Receipt Status			Invoice Status			442	U405	Northern Lighting	04/07/2005	David Smith	£53.75	R I	Order transmitted to supplier		No items received		No invoices received			441	U404	Northern Lighting	04/07/2005	David Smith	£61.25	R I	Order transmitted to supplier		No items received		No invoices received			440	U403	Guilbert UK Ltd	04/07/2005	David Smith	£5.80	R I S	Order is open		One or more items have been over-received		No invoices received			439	U400	Lyreco Ltd	04/07/2005	David Smith	£4.88	R I S	Order is open		No items received		The order has been partially invoiced			438	U401	Northern Lighting	04/07/2005	David Smith	£3,960.00		Order requires approval routing		No items received		No invoices received			437		Guilbert UK Ltd	04/07/2005	David Smith	£0.00		Requisition requires approval routing		No items received		No invoices received			436	U402	Guilbert UK Ltd	04/07/2005	David Smith	£603.74	R I S	Order is open		All items have been fully received		Pending initial match			435	U399	Northern Lighting	04/07/2005	David Smith	£197.10	R I S	Order is open		One or more items have been partially received		No invoices received			434	U398	Northern Lighting	04/07/2005	David Smith	£115.00	R I S
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Status search results page

back Click on the **back** button to return to the Status search page.

next page Click on the next page button to open the next page of search results. Each page will contain 20 lines of results.

run matching Click on the **run matching** button to **perform financial matching** for all orders based on your user profile organisation order access permission. Not all users may see this button.

Statuses

There are three statuses available that describe the **current position** of the order: order status, receipt status and invoice status. They will vary according to the order's position in the procurement cycle and the stages of document processing. Statuses are described in detail in the section below called Document Statuses.

Delivered To

This is the name of the person to whom delivery is to be made. It is not necessarily the name of the requisitioner but the name of the person entered in the 'Delivery Name' field in the order's delivery and invoicing screen.

4.4.1 Requisition Number

Click on the requisition number to open the **Requisition Status Summary** page. This summary page displays all the information relating to the **entire** requisition split by supplier. A **copy** button can be accessed from within this page.

copy Clicking copy will copy all the line items in the old requisition into your current requisition and be added to any existing items. Note the following:

- Items will retain financial tracking and commodity code formatting
- Items will NOT retain any comments and attachments
- Non-Catalogue items can be copied
- Requisitions that contain Punch-out items or items from an External Marketplace CANNOT be copied.

4.4.2 PO Number

Click on the purchase order number to view the **Purchase Order Status Summary** page. This summary page displays all the information relating to the purchase order, including the order audit trail and, depending on the status of the order and your user privileges, a number of additional functions may also be displayed.

PO Number	Requisition No.	PO Type	Current Status	Ordered by	Est. Tax	Est. Price
U403	440	Standard	Order is open	David Smith	£0.00	£0.00









Supplier	Delivery	Delivery Date Requested	FOB/Freight Terms	Carrier/Delivery Method	Payment Method
Guilbert UK Ltd UK Generic Supplier Ellisworth, UK United Kingdom 1	David Smith Acer Trading Estate 45 New Road Slough, Berkshire SL6 9YS United Kingdom		Not Selected / Collect	Supplier Truck / Dedicated Truck	Invoice

Time Stamp	Action	User	Addit
04/07/2005 15:25 GMT	Order has been over received	David Smith	- Correct I
04/07/2005 15:22 GMT	Order transmitted to supplier		Emailed to
04/07/2005 15:22 GMT	Pending transmission		

Purchase order status summary screen

The available functions, accessed through the buttons at the top of the page, are detailed below.

- **copy** Clicking copy will copy all the line items in this order into your current requisition and be added to any existing items. Note the following:
 - Items will retain financial tracking and commodity code formatting
 - Items will NOT retain any comments and attachments
 - Non-Catalogue items can be copied
 - Orders that contain Punch-out items or items from an External Marketplace cannot be copied.
- **return items** Click on the **return items** button to open the **return items** page to enter returns and request an RMA number. Items can be returned as soon as the order has been transmitted to the supplier: receipting does not have to be performed first.

-  The receipt button will only appear for an order if its status is at least 'order transmitted to supplier'. If an order is still pending approval and therefore not yet transmitted to the supplier a receipting action cannot be performed. Click on the **receipt button** to open the **receive items** page.
-  Click on the **change PO button** to create a purchase order change in the **purchase order change** page.
-  Click on the **cancel PO button** to cancel the purchase order. You must enter a cancellation reason in the comments box.
-  To see a copy of the purchase order, click the **view PO button**. The purchase order will open in a separate window.
-  Click on the **create invoice button** to open the invoice entry screen. This button will display only after approval is complete and the order has been transmitted to the supplier.
-  Click the **settle button** to obtain access to the **settlement resolution** page where matching, force settlement and invoice closure can be performed.
-  Returns you to the status search results screen.
-  Click on the financial tracking icon to open the **Financial Tracking Information** page where financial tracking details can be reviewed. Note that editing cannot be performed in this screen.



Line	Item Number	Description	Financial Tracking Code	Percent	Amount
1	189257	Everyday Filing Cabinet - 3 Drawer - Goose Grey	100-UK Training Company 2000-Finance 55386-Furniture 00-None	100%	E62.99
2	181522	Premier Toner Cartridge HP/Canon Series II/III/110/EP5-SX	100-UK Training Company 3000-Procurement 45871-Office Supplies 00-None	25%	E21.44
			100-UK Training Company 1000-Personnel 45871-Office Supplies 00-None	25%	E21.44
			100-UK Training Company 5000-Sales 45871-Office Supplies 00-None	50%	E42.88

Financial tracking information page

4.4.3 Order Numbering

Purchase orders may have a prefix to represent your organisation or a department within your organisation. The following **order numbering conventions** are used by PECOS:

- Single number with no numerical suffix: (e.g. PO123) represents a **standard** or **original blanket** (contract) order.
- One numerical suffix: (e.g. PO123-001) represents a **blanket order release**. The number of releases is represented by the numeric value of the suffix. The suffix will automatically increment as the number of releases increases.
- Two numerical suffixes: (e.g. PO123-000-001) represents a **change** order. The number of change orders created and sent to the supplier is represented by the numeric value of the second suffix. The suffix will automatically increment as the number of changes increases.

Note that a blanket release may also be changed. For example PO123-002-003 is the third change to the second blanket release.

4.4.4 Actions



Receive

A receive icon will only appear for an order if its status is at least 'order transmitted to supplier'. If a requisition or order is still pending approval and an order not yet been sent to the supplier, a receipting action cannot be performed. Click on the receive icon to open the **Receive Items** page where receipting activity can be performed and receipt history viewed.



Invoice

An invoice icon will only appear for an order if its status is at least 'order transmitted to supplier'. If a requisition or order is pending approval and an order has not yet been sent to the supplier an invoice cannot

be posted. Click on the invoice icon to open the **Invoice Entry** page to process invoices and credit notes and review the invoice document history.

Settle

A settle icon will appear for an order once it has been transmitted and its status updated to 'Order transmitted to supplier'. If a requisition or order is pending approval and an order has not yet been sent to the supplier, it is assumed that an invoice has not yet been received and financial matching cannot yet be run. Click on the settle icon to open the **Settlement Resolution** page. The Invoice, Close Order, Run Matching and AP Inquiry screens can all be accessed from this page. Force settlement and invoice deactivation can be performed on any invoice that is not in settlement approval.

Your user permissions will determine if you can see the Receive, Invoice or Settle links on the Status Search Results page.

4.5 PO View and Print

The **view PO** function enables you to **view and print** a copy of the purchase order that was sent to the supplier.




In order to access the purchase order, the order status must be at least "Order transmitted to supplier". No purchase order is available for viewing until your requisition and/or orders have been fully approved and transmitted.

Initial **order transmission** is performed electronically by one of five methods chosen by your supplier:

- eMail
- Secure eMail
- Fax
- XML
- EDI

Note therefore, that when an order is viewed or printed within the view PO screen it will be notated with the words: * **Confirming Order – Do Not Duplicate** *. These words would not have been attached to the original order but appear on all copies and re-prints to ensure that goods and services are not duplicated by the recipient of a copy document. The order is viewed as a PDF document that is read using Adobe Acrobat Reader. The order is viewed in the same way when opened in PECOS and you must have a copy of Adobe Reader available to you locally (contact your local IT Department for more information on Adobe Acrobat).

To access the view PO screen follow these steps.

1. Click **Status** on the top menu. The **Status Search** page opens.
2. Enter appropriate search criteria to find the order you wish to view and click the search button. The **Status Search Results** page opens.
3. Click the **purchase order number** of the order you want to view. The **Purchase Order Status Summary** page opens.
4.  Click on the **view PO** button at the top of the page.
The purchase order will open as a .pdf file in a separate window:
5.  The order can be **printed** by clicking on the print icon in the application toolbar.
6.  A **copy** of the order can be saved by clicking on the save icon in the application toolbar.

(Note that the ability to copy and save purchase orders will depend on the version of Adobe software you have installed.)

7. To **close** the order click on the close button **X** in the top right hand corner of the window.

PURCHASE ORDER: PO2634

* Confirming Order - Do Not Duplicate *

Buyer Eloom Systems Ltd 349 Edinburgh Avenue Slough Berkshire SL1 1TU	Date: 17-Oct-2003 Date Requested: 24-Oct-2003	Bill to Eloom Systems Ltd 349 Edinburgh Avenue Slough, Berkshire SL1 1TU
Supplier Fresh Foods Ltd Cookham House 45 High Street Dundee, Tayside TY87 9UY Fax: 011448704673267	Order Contact Name: Mike Watson Phone: 01753 444555 Fax: 01753 444777 mike.watson@elcom.com	Delivery Mike Watson 2nd Floor Room X68 Eloom Systems Ltd Commerce House 349 Edinburgh Avenue Slough, Berkshire SL1 4TU

Delivery Information

Order Type:	Diret Ship
Carrier:	Best Way -Normal Delivery
FOB - Freight Terms:	Delivered -Allowed

Payment Information

Customer Number:	9876
Payment Terms:	Net 30

Comments Order Comment: Please note that the warehouse is closed on Thursday 23rd October

External order level comments here

Line	Item No	Manufacturer No	UoM	Qty	Unit Price	Extended Amt
1	2030		EA	10	£0.12	£1.20
	Fresh Milk					
2	79930		BX	30	£0.25	£7.50
	Carrots					
3	6678		BX	25	£0.30	£7.50
	Cabbages					
4	27864		BX	47	£0.32	£15.04
	Potatoes (Maris piper or equivalent reds only)					
Total Extended Amount:						£31.24

External line level comments here

Example of a standard purchase order

Order Configuration

The purchase order template will be customised for your organisation:

- Your organisations logo will appear in the top left hand corner.
- Your standard terms and conditions of supply will appear at the foot of the order.
- VAT codes may optionally display at line level.
- Estimated VAT amounts may appear at line level and in summary at the foot of the invoice.
- A box for the physical signature of a senior manager may optionally be displayed at the bottom of the order.
- Other customisations, as may have been requested by your organisation.

5 Document Statuses

5.1 Order Status

The following statuses relate to the overall position of the purchase order and are independent of receipting and invoicing activities. They are displayed in the Status Search Results and Order Status Summary screens.

- **Quick saved requisition:** A user has a partially completed requisition that has been quick saved. A requisition number has not yet been allocated and the document has not been submitted to the approval process.
- **Requisition requires approval routing:** The requisition is still in the approval process. No orders have yet been raised or transmitted.
- **Requisition requires approval routing – Quote in progress:** The requisition is in the approval process but it is temporarily locked because a Price Quote is in progress. When the Price Quote is complete the requisition will be unlocked. No orders have yet been raised or transmitted.
- **Order requires approval routing:** The requisition either does not require approval or has completed the approval process and a purchase order number has been allocated. The order is still in the approval process and has not yet been transmitted to the supplier.
- **Requisition returned to sender:** The approver has returned this requisition to the requisitioner as unapproved. It requires further action by the requisitioner.
- **Order request returned to requisitioner:** The approver has returned this order to the requisitioner as unapproved. It requires further action by the requisitioner.
- **Pending transmission:** The order is fully approved and about to be transmitted to the supplier. Orders will not reside at this status for very long.
- **Order transmitted to supplier:** The requisition and order have completed the approval process and the purchase order has been sent electronically to the supplier. Further processing (for example receipting or invoicing) can now take place.
- **Order is Open:** The order has been transmitted to the supplier and post transmission activities have been processed. Receipting, invoicing and settlement activities are present: navigate to the audit trail to view details. An order will remain open unless it is purposefully closed: this is often the final order status for most purchase orders.
- **Requisition cancelled:** This requisition has been cancelled by either the requisitioner or an approver. An order has not been raised and no further activities are permitted.
- **Order has been cancelled:** This order has been cancelled either during the approval process or after transmission. If an order is cancelled after transmission a PO Change will be created. No further activities are permitted. Cancelled orders can be copied.
- **Order manually closed:** This order has been permanently closed. All invoices have been settled and provided to Accounts Payable. No further activity is allowed on this order. Closed orders can only be copied and viewed, they cannot be re-opened.
- **Order closed by AP:** This order has been temporarily closed by your Accounts Payable department. No further activity is allowed on this order until it is re-opened.
- **Order has been superseded by a PO change:** A Change Order linked to this Order is in place. This status is visible only within an original order that has been superseded.
- **Automatic requisition for manual invoice:** This is a dummy requisition that has been automatically generated as a place holder for a manual invoice.
- **Transmission failure:** PECOS has attempted to fax the purchase order to the supplier (4 attempts) but the transmission has ended in failure. Please see the audit trail for additional information.

5.2 Receipt Status

The following statuses relate to receipting activity and are displayed in the Status Search Results screen.

- **Receipt not required (initial status)*:** This is the default initial receipt status. Receipting is not expected or required for three-way matching. No receipting has yet been performed against this order.
- **One or more items have been partially received:** One or more receipts have been processed but not all items on the order have been received.
- **All items have been fully received:** One or more receipts have been processed resulting in all items on the order being received.
- **One or more items have been over received:** One or more receipts have been processed resulting in one or more items on the order being over received.

* The initial receipt status displayed upon transmission of the purchase order can be dynamically defined by your system administrator. Therefore, if three way matching is required, the status 'Receipt not required' might be over-ridden locally to ensure that a more appropriate status is displayed.

5.3 Invoice Status

The following invoice statuses are displayed on the Status Search Results screen and are independent of order and receipt statuses. These statuses are also defined as the '**Order Settlement Status**' in the status search screen parameters:

- **No invoices received:** No invoices have yet been processed against this order.
- **Pending initial match:** One or more invoices have been processed or received but financial matching has not yet been run.
- **One or more invoices are mismatched:** Invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. The order is partially invoiced: not all order lines have been invoiced. Invoices may have been sent for settlement approval and will remain mismatched until a senior manager force settles the matching exception(s).
- **Fully invoiced – one or more invoices are mismatched:** Invoices have been posted and matched against this order and one or more has had an exception raised by the matching process. The order is fully invoiced: all order lines have been invoiced. Invoices may be in settlement approval and will remain mismatched until a senior manager force settles the matching exception(s). Alternatively, invoices may have been settled and processed to accounts payable.
- **The order has been partially invoiced:** All invoices that have been posted have been matched, approved and settled. Not all items on the order have been fully invoiced with the same quantities that were on the original purchase order. Invoices may have been settled and processed to accounts payable.
- **The order has been fully invoiced:** All invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced with a quantity that matches the original order quantity. Invoices may have been settled and processed to accounts payable.

Discontinued Statuses:

- **The order has been over-invoiced:** All invoices that have been posted have been matched, approved and settled. All items on the order have been invoiced and some have invoice quantities that are greater than the original order quantities. This status is no longer used and has been replaced by 'Fully invoiced-one or more invoices are mismatched'.
- **One or more invoices have been paid:** Invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to the finance system for payment. Some items on the order have not yet been invoiced: invoicing is not yet complete. This status is no longer used: the invoice status is not updated after the running of the AP Export.
- **The order has been fully invoiced and paid:** All invoices have been posted, matched, approved and settled. The APExport has run and transferred one or more invoices to the finance system for payment resulting in all items on the order being invoiced. Invoicing is complete. This status is no longer used: the invoice status is not updated after the running of the AP Export.

5.4 Invoice Settlement Status

The following settlement statuses are displayed for each invoice on the Settlement Resolution and the Settlement Approval Summary screens. These statuses are provided to give an indication of the current matching and settlement processing stage of individual invoices. A purchase order may have multiple invoices, each containing different settlement statuses.

- **Received – unprocessed:** The invoice has been received or processed but the matching program has not yet been run.
- **Invoice requires approval routing:** The invoice has been processed and matched. An invoice settlement plan exists that requires the invoice to be approved and the invoice is currently awaiting action from an approver. Note that this status will display in the Settlement Resolution screen but the actual post matched status (example: exception or mismatch) will appear in the Settlement Approval Summary screen.
- **Exception - Full match pending receipt:** (Note that three-way matching is being used by the order). The invoice has been matched and an invoice exception recognised: at least one line on the invoice contains a quantity that is greater than the receipt quantity for the line. Full receipting or force settlement is required in order for this invoice to be paid.
- **Exception - Order tolerance exceeded:** The invoice has been matched and an invoice exception recognised: at least one line on the invoice contains a price that is greater or less than the order price. Force Settlement is required in order for this invoice to be paid.
- **Mismatch between order and invoice (for non tolerance errors):** The invoice has been matched and an invoice exception recognised: at least one line on the invoice contains a quantity greater than the net

order quantity (original order quantity less returns). Force Settlement is required in order for this invoice to be paid.

- **Exception - VAT tolerance exceeded:** The invoice has been matched and an invoice exception recognised. The total VAT entered on the invoice as 'Supplier VAT' exceeds the amount of system generated 'Calculated VAT' by more than the VAT tolerance. Force Settlement is required in order for this invoice to be paid.
- **Reconciled:** The invoice has been matched and there are no exceptions. This invoice can be paid and will be included on the next APEXport.
- **Reconciled - pending full invoicing:** The invoice has been matched and there are no exceptions. The supplier has been configured to NOT allow 'Partial Delivery Payment' and therefore PECOS has identified that the invoice quantity is less than the order quantity. This invoice cannot therefore be paid until all invoices have been received for this order and the total invoice quantities equal the net order quantity. This invoice will not be included in the APEXport until all invoices for this order have been received and reconciled, when all invoices have been sent together.
- **Force settled:** The invoice has been matched and an exception identified but this has been approved by the running of the Force Settlement program. This invoice can be paid and will either be included in the next APEXport (if the invoice is not in approval routing) or is in settlement workflow awaiting approval.
- **Processed to accounts payable:** The invoice has completed matching, approval and settlement and was formerly on a status of either 'Reconciled' or 'Force Settled'. It has been transferred on an APEXport batch for payment and is therefore marked as 'Paid'. No further settlement processing can be undertaken on this invoice: it cannot be edited or deactivated.
- **Deactivated:** The invoice has been deactivated during the settlement process and no longer requires approval or settlement. This invoice should not be paid and will not be included in an APEXport.
- **Returned to invoicer:** The invoice has been returned to the invoicer (the user who created the invoice) during the approval process. The invoice will reside in the invoicers' inbox until it is edited and reprocessed.
- **Returned to requisitioner:** The invoice has been returned to the requisitioner (the user who created the invoice) during the approval process. The invoice will reside in the requisitioner's inbox until the original purchase order has been changed and/or reprocessed.

5.5 Return Status

The following return statuses are used in the Purchase Order Status Summary screen:

- **No returns:** no items have been returned on this purchase order.
- **One or more returns:** one or more items have been returned on this order.

6 Invoice Processing

6.1 Overview

This section refers to the manual entry of invoices against **requisitioned items** for which there is a purchase order in PECOS. For the processing of manual (ad-hoc) invoices please refer to Section 8.

Once receipting has taken place the next stage in the procurement process is the processing of a supplier invoice. Only after posting the invoice can goods or services that have been purchased, be settled and paid. The invoice may also contain Tax amounts (e.g. VAT) that must be accounted for and paid.

The role of invoice entry is often performed centrally by your accounts payable department. You will need to be given the appropriate access permissions by your system administrator before you can view or enter invoice information.

6.1.1 Processing Options

An invoice can be received from the supplier either through an automated batch upload (by cXML or EDI), through the Elcom eInvoicing module, or on paper. This section explains how a paper invoice is posted manually into PECOS using the pre-populated invoice template.

6.1.2 Invoice Attachments

Invoice processing in PECOS allows organisations to manually attach and save a copy of the original invoice and any supporting documents against the invoice record. It also enables an electronic interface to automatically send and store a 'hard copy' of the invoice and any supporting attachments.

The attached copies will become the file copy and any paper copies can optionally be destroyed or archived. Benefits of invoice attachments include:

- Space saving – paper invoices and associated documents do not need to be stored;
- Filing efficiency – associated documents are stored in the same place;
- Physical security – electronically held invoice copies are more secure from accident or malicious damage;
- Electronic security – electronically held invoices are additionally protected by backup and disaster recovery policy;
- Retrieval – electronically stored invoices can be very easily searched and retrieved;
- Accessibility – electronically stored invoices are more easily accessible by more people;
- Dispute Resolution – one of the benefits of improved retrieval and accessibility is that invoice disputes can be resolved in a more efficient manner.

The attachment feature additionally allows a URL to be saved as the attachment record thereby eliminating the need to upload a physical attachment to PECOS and storing a link to an external file. Attachments can be stored locally or on a 3rd party eInvoice solution.

6.2 Invoice Entry

The invoice entry section follows logical steps that should be followed for each invoice that is entered. Not all of the proceeding steps will require input and some fields can optionally be added (e.g. user defined fields) or removed (e.g. delivery charges) for your organisation.

This section is further broken down into sub-sections to enable you to understand each task within the invoice entry process:

- 1) Open the Invoice Form
- 2) Enter Invoice Attachment Details
- 3) Enter Header and Additional Information
- 4) Recalculation of Invoice Totals
- 5) Check and Update Line Details
- 6) Enter and Check Tax
- 7) Delivery Charges
- 8) Add Additional Line Items and Discounts
- 9) Check and Update Financial Tracking
- 10) Create the Invoice
- 11) Errors and Troubleshooting

6.2.1 Opening the Invoice Form

Step 1: Navigate to the order for which you want to process an invoice.

There are two ways to search for your order:

- a) Through the **Workbench** homepage
- b) **Status** Menu

a) Workbench

i) From the Requisitioner's Workbench homepage navigate to the **Order Status** panel and enter your purchase order number into the 'PO' box and click **Search**. (You can also enter the requisition number in the 'Req' box). The list of orders displayed will be refined.

Order Status						
Req:	<input type="text"/>	PO:	<input type="text"/>	Search	Clear	Advanced Status Search
Req	PO	Supplier	Req Date	Status	Order Total	
468	U429	Northern Lighting	13/07/2005	Order transmitted to supplier	£127.75	
467	U428	Lyreco Ltd	13/07/2005	Order is open	£8.34	
466	U427	Guilbert UK Ltd	13/07/2005	Order is open	£20.00	

Order status panel in the workbench homepage


ii) Click on the [order number](#) to open the **Purchase Order Status Summary** page.

iii)  Click on the **create invoice** button to open the **invoice entry** page.

b) Status Menu

i) Click on the **Status** option in the main menu to open the **Status Search** page.

ii) Use the search options to identify the order for which you want to process an invoice. (Refer to the section above for an explanation of how to use the status search page.)

iii)  Click on the invoice icon in the 'Actions' column to open the **invoice entry** page.

PECOS Internet Procurement Manager™						
Home • Help • Password • Admin • Log Out						
Search	Results	Requisition	Recurring Req.	Blanket Orders	Manual Invoice	Status
<p>► Status Search Results ...showing results 1 through 20</p> <p>Click on the requisition or order number to view more detail. Click on Actions for order-specific maintenance: R = Receive, I = Invoice, S = Settle.</p> <p>back next page run matching</p>						
Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Actions
469	U430	60 North Recycling Ltd	13/07/2005	David Smith	£2.00	R I S
Order Status		Receipt Status		Invoice Status		
Order transmitted to supplier		No items received		No invoices received		
468	U429	Northern Lighting	13/07/2005	David Smith	£127.75	R I S
Order transmitted to supplier		No items received		No invoices received		
467	U428	Lyreco Ltd	13/07/2005	David Smith	£8.34	R I S
Order is open		One or more items have been partially received		No invoices received		
466	U427	Guilbert UK Ltd	13/07/2005	David Smith	£20.00	R I S
Order is open		One or more items have been partially received		No invoices received		
465	U426	Guilbert UK Ltd	12/07/2005	David Smith	£0.00	R I S
Order is open		No items received		Pending initial match		


Click on the invoice icon to open the invoice entry form.

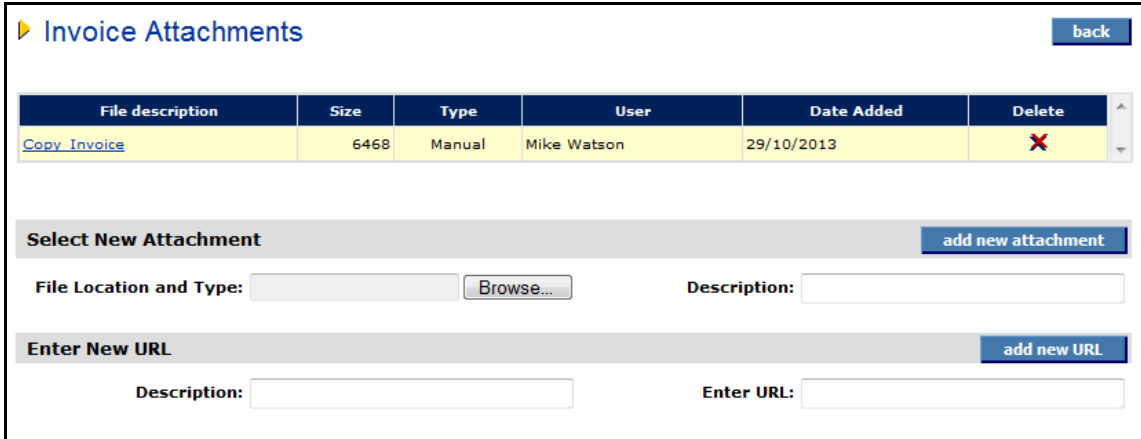
Status search results page

The Invoice Form

- The Invoice Entry form is pre-populated with the information contained on the purchase order and requires minimal data input. There is no need to re-key information as it is defaulted from the Purchase Order.
- Clearly labelled buttons allow for easy navigation and document completion.
- After entering an invoice number and date (PECOS cannot default these since it has no way of knowing the information!), check that the detail on the paper invoice received matches that on the PECOS invoice form.
- You can review item details, unit pricing and line level comments.
- Click on the item number to drill into the 'Item Detail' page (use the back button on your browser to return to the Invoice Entry form).
- Click on the order values to invoke currency conversions (if used).
- The Order Extended Price (Ord Ext Price) is the item quantity multiplied by the Order Unit Price for each line.
- Financial Tracking codes can be checked and updated by clicking on the Financial Tracking icon.
- VAT treatments can easily be updated. System calculated VAT amounts will be automatically recalculated.
- Any previous invoices quantities and prices are also displayed in this form.

6.2.2 Invoice Attachments

 Clicking the Invoice Attachment icon in the invoice header will open the Invoice Attachment screen. You must ensure that attachments are entered first to avoid losing other invoice data that may have already been entered.



File description	Size	Type	User	Date Added	Delete
Copy Invoice	6468	Manual	Mike Watson	29/10/2013	

Select New Attachment [add new attachment](#)

File Location and Type: [Browse...](#) Description:

Enter New URL [add new URL](#)

Description: Enter URL:

Invoice attachments screen

You are able to select and add:

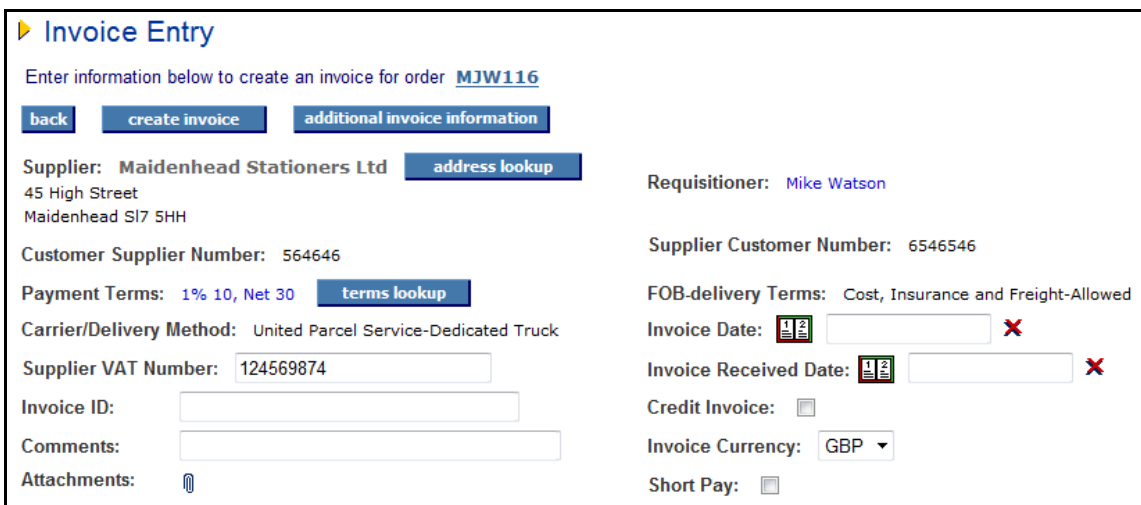
- A **document attachment**. Click the 'Browse' button and select your attachment: text, MS™ Office and PDF documents are all allowed. Zip and executable files are not. Next enter a description and click the 'ad new attachment' button. The attachment will be uploaded and appear in the attachments table at the top of the screen.
- A **URL**. When documents are stored externally (on a local intranet or supplier internet site) a URL can be saved as an attachment. You must enter a logical description and URL. Note that the URL must start with http://.

After upload, attachments can be downloaded or deleted from the attachments table at the top of the page. Each attachment will display as 'Manual', indicating that it has been manually uploaded and will also display a file size and date added.

To open and download click on the file description and to delete click the delete icon.

6.2.3 Header Information

You must enter invoice header information from the paper invoice received from the supplier. The only mandatory items of information that must be entered are the **invoice number (ID)** and **invoice date**.



Invoice Entry

Enter information below to create an invoice for order [MJW116](#)

[back](#) [create invoice](#) [additional invoice information](#)

Supplier: **Maidenhead Stationers Ltd** [address lookup](#)
 45 High Street
 Maidenhead SL7 5HH

Customer Supplier Number: 564646

Supplier: **Requisitioner: Mike Watson**

Supplier Customer Number: 6546546

Payment Terms: **1% 10, Net 30** [terms lookup](#)

FOB-delivery Terms: Cost, Insurance and Freight-Allowed

Carrier/Delivery Method: United Parcel Service-Dedicated Truck

Supplier VAT Number:

Invoice Date:

Invoice Received Date:

Invoice ID:

Credit Invoice:

Comments:

Invoice Currency: **GBP** ▼

Attachments:

Short Pay:

Invoice entry form showing header information

Step 1: Invoice ID (mandatory). The invoice number is mandatory and must be entered from the supplier invoice. It will not default since PECOS cannot know the supplier's invoice reference.

- It is validated against all other invoices for the same supplier to prevent the same invoice being entered more than once.
- The field is alpha-numeric, is case tolerant and supports the following special characters: / \ . , - _ ()

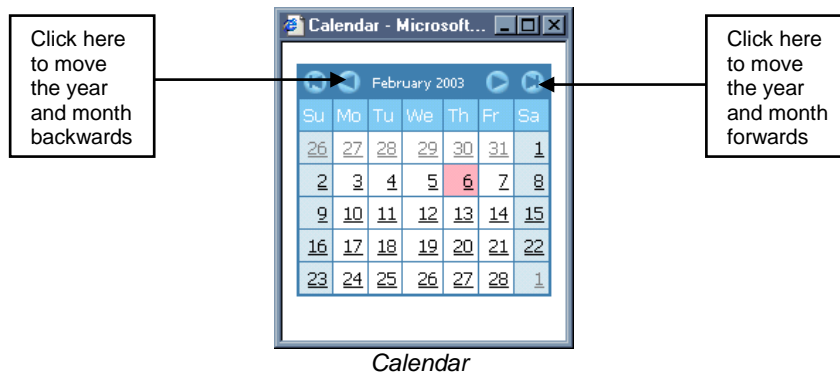
If the invoice id is omitted, a warning message will display when the create invoice button is clicked. An invoice cannot be saved without completing this field.

Step 2: Invoice Date (mandatory). Enter the invoice date from the supplier invoice. It will not default since PECOS cannot know the actual invoice date.



Click on the calendar icon to enter the date

When the Windows Calendar opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it. The calendar will close and the date selected will populate the Invoice Date field.



✗ Click on the red cross to clear a date which has been selected. Alternatively, to change an existing date, click on the calendar icon once more and select an alternative. The original date will be replaced.

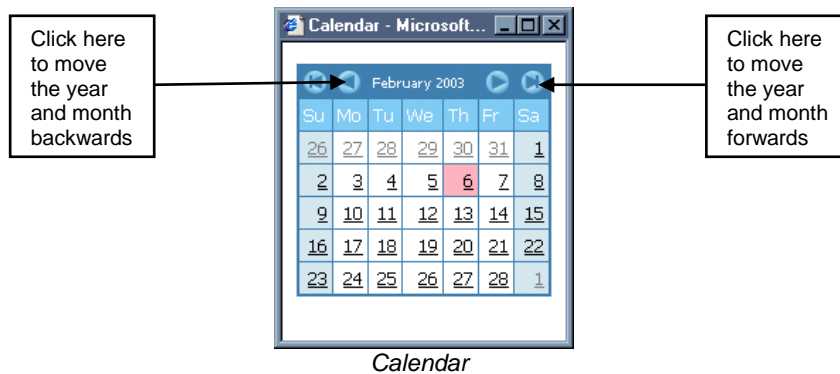
If the invoice date is omitted, a warning message will display when the create invoice button is clicked. An invoice cannot be saved without completing this field.

Step3: Invoice Received Date (mandatory if used). An Invoice Received Date may be available if it has been implemented by your system administrator and if so, its completion is mandatory. Enter the date of receipt of the invoice. If the entry of an invoice received date is not required by your organisation, this field will not display.



Click on the calendar icon to enter the date

When the Windows Calendar opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it. The calendar will close and the date selected will populate the Invoice Date field.



✗ Click on the red cross to clear a date which has been selected. Alternatively, to change an existing date, click on the calendar icon once more and select an alternative. The original date will be replaced.

If the invoice received date is omitted, a warning message will display when the create invoice button is clicked. When implemented, an invoice cannot be saved without completing this field.

Step 4: Remittance Address. **address lookup** Click on the **address lookup** button to open the Address Lookup page.

Changing header defaults will only affect THIS invoice and will not update supplier defaults or affect future invoices.

Remittance address lookup screen

- Use the address search tool to identify and refine your address search results. Leave the search box empty to search for all available remittance addresses for this supplier.
- Click the search button to display all available remittance addresses for this supplier.
- Click to select the address and return to the invoice entry screen.
- The remittance address will display under the supplier name in the invoice entry form.

Step 5: Payment Terms. **terms lookup** Click on the **terms lookup** button to open a pop up window for the selection of alternative payment terms for this invoice.

Available terms pop up window

- All available terms for this supplier will display in the pop up window.
- Click to select and change payment terms for this invoice.
- Payment terms will be passed on the APEXport to your finance system.

If the *terms lookup* button does not appear, you have not been granted permission to change supplier terms.

Step 6: Supplier VAT Number. The supplier VAT number might be defaulted if it has been entered in the supplier profile. If not it can be entered from the supplier invoice if required. This field is not mandatory and may be left blank.

Step 7: Comments. Optional comments can be entered in the comments field if required. The text entered will appear in the audit trail, and is retained in the previous invoice details.

Step 8: Credit Invoice. If you are entering an invoice this check box must be left empty. This will need to be checked ONLY if you are entering a credit note. (see the following section for credit note entry)

Step 9: Invoice Currency. The invoice currency will default to your supplier's default currency and will only need to be changed if you have multi-currency implemented and the invoice received is in a different currency to the default.

Step 10: Short Pay: Check this box if you wish to pay an amount **other than the invoice total**. When this box is checked, an amount can be entered in the 'Payment Amount' box at the foot of the invoice. This amount appears on the APEXport and is therefore passed to your finance system to indicate a partial payment amount for this invoice.

Step 11: Additional Invoice Information (optionally mandatory): **additional invoice information**

Click the additional invoice information button to open a sub window for the completion of all available **invoice document user fields**. These are invoice field extensions added by your system administrator to capture required or relevant information for your organisation. Some of these fields will be pre-populated with a default and some may be mandatory and will require completion before the invoice is created.

Additional Invoice Information

* Asterisks indicate required fields

Hold Invoice:

Hold Reason:

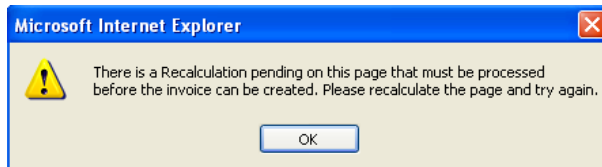
Invoice Code:

Additional invoice information entry box

6.2.4 Recalculation

The invoice lines and invoice total will either dynamically update or require recalculation to be performed. Your system administrator will optionally select recalculation.

- **Dynamic Update.** Each time a quantity or price field is changed in the invoice form, upon exiting (tabbing or clicking out of) the edited field, the invoice will automatically refresh and update all totals that are dependant upon the value changed. It is necessary therefore, where recalculation is implemented, to change each field separately and wait for the screen to dynamically refresh.
- **Recalculate.** If a recalculate button appears at the top and bottom of the invoice body, the invoice form will not automatically recalculate after changes to quantity and price fields. After completing line level edits or entering delivery or VAT charges, click on the recalculate button: the lines, calculated VAT and invoice totals will update. It is necessary to recalculate all edits before creating the invoice. Failure to do so will result in the following error message being displayed:



Recalculation pending error message

Click 'OK' to close the message and click the 'recalculate' button before re-attempting to save the invoice.

6.2.5 Line Details

You must check and update all line item details and ensure that they match the invoice received from the supplier.

Invoice Qty		PO Line No.	Inv Item No.	Invoice Item Description		Inv Unit Price		Line VAT
Order Qty	Ord Item No.		Mfr No.	Order Item Description	Ord Unit Price	Ord Ext Price		
Prev Inv Qty	Mfr Name	Internal Comments		Prev Inv Ext				
4	54004S	1	54004S	Standard GLS Lamps 240V BC [Pearl 60W] *** Sold in Packs of 25	3.25	/PK	2.28	
4	54004S		54004S	Standard GLS Lamps 240V BC [Pearl 60W] *** Sold in Packs of 25	£3.25/PK	£13.00		
0	SLI		None		£0.00		Standard	
15	5002	2	5002	Starter Switches [Starter Switch for 12"15"18"21"] *** Sold in Packs of 10	1.25	/PK	3.28	
15	5002		5002	Starter Switches [Starter Switch for 12"15"18"21"] *** Sold in Packs of 10	£1.25/PK	£18.75		
0	Philips		None		£0.00		Standard	
24	71022S	3	71022S	Spot Lamps [R63 60 W ES] *** Sold in Packs of 10	4.00	/PK	16.80	
24	71022S		71022S	Spot Lamps [R63 60 W ES] *** Sold in Packs of 10	£4.00/PK	£96.00		
0	SLI		None		£0.00		Standard	
0					0.00	EA		

Invoice entry form showing quantity and price information

If there are any discrepancies in item quantity or price between the supplier invoice and the PECOS invoice form these can be adjusted by over-typing the defaulted data with the correct information. **PECOS must be changed to reflect the actual supplier invoice information.**

Step 1: Invoice Quantity. This is an editable quantity that will be defaulted for you. The default value will need to be changed if the invoice quantity on the supplier invoice is different.

The **default invoice quantity** is calculated as the difference between the Order Quantity and the Previous Invoice Quantity. The **invoice order quantity** is calculated as the net of the order, receipt and return quantities: the order quantity will be increased by over receipts and reduced by returns.

- **Decimals.** The quantity will support a decimal of up to six decimal places. Note that decimal quantities must be enabled for your site.
- It can be easily changed by overtyping it.
- **Recalculation** may be required if the invoice quantity is changed.
- The quantity cannot be reduced to less than zero.
- **Previous Invoice Quantity (display only).** The figure displayed is the quantity for which invoices have previously been saved. See the bottom of the invoice screen for invoice history details.

Step 2: Item Number. The item number defaults from the original purchase order and is editable. Check that you have been invoiced for the correct goods or service.

Step 3: Item Description. The item description defaults from the original purchase order and is editable. Check that you have been invoiced for the correct goods or service.

Step 4: Unit Price. The unit price will default from the original purchase order (i.e. the catalogue price). If the price charged on the supplier invoice is different it will need to be changed in the PECOS invoice form before creation.

- It is easily changed by overtyping it.
- **Recalculation** may be required if the invoice price is changed.
- The price should not be reduced to less than zero.

Step 5: Unit of Measure. The unit of measure defaults from the original purchase order (i.e. catalogue) but is editable. The maximum length is 6 alpha-numeric characters.

6.2.6 Taxation

If Taxes (e.g. VAT) have been implemented in your system, each line item on the invoice will be assigned a **Tax Treatment**. The tax code assigned to each item is defaulted, based on the following system configuration settings:

- The organisation default setting.
- The product classification (e.g. UNSPSC) code associated with the item.
- Any Tax default set in a business rule group of the requisitioner.

The Tax amount charged on each line will be calculated using this treatment code and the sum of these line totals displayed at the bottom of the invoice as 'Calculated Tax'. This amount is 'system generated' and used for reconciliation purposes only.

There is a box for you to enter **actual Tax** from the supplier invoice, and it is this value that is used to calculate the invoice total. Any discrepancy between Calculated and Supplier (Actual) Tax is recorded and will create an invoice matching exception.

Invoice Level Accounting in Effect						
Invoice Qty	PO Line No.	Inv Item No.	Invoice Item Description	Inv Unit Price		Line VAT
Order Qty	Order Item No.	Mfr No.	Order Item Description	Ord Unit Price	Ord Ext Price	
Prev Inv Qty		Mfr Name	Internal Comments	Prev Inv Ext		
5	1	54004S	Standard GLS Lamps 240V BC [Pearl 60W] *** Sold in Packs of 25	3.25	EA	2.84
6		54004S	Standard GLS Lamps 240V BC [Pearl 60W] *** Sold in Packs of 25	£3.25/PK		£13.00
1		SLI	None	£3.25		Standard
15	2	5002	Starter Switches [Starter Switch for 12"16"18"21"] *** Sold in Packs of 10	1.25	PK	3.28
15		5002	Starter Switches [Starter Switch for 12"15"18"21"] *** Sold in Packs of 10	£1.25/PK		£18.75
0		Philips	None	£0.00		Standard
24	3	71022S	Spot Lamps [R63 60 W ES] *** Sold in Packs of 10	4.00	PK	16.80
24		71022S	Spot Lamps [R63 60 W ES] *** Sold in Packs of 10	£4.00/PK		£96.00
0		SLI	None	£0.00		Standard
0				0.00	EA	
add		(Item number)	(Item description)			

Already Invoiced This Invoice		
Delivery:	£0.00	0.00
Calculated VAT:	£0.57	£22.92
Supplier VAT:	£0.57	0.00
Total:	£3.82	131.00
Short Pay:	£3.82	131.00

Invoice entry form showing VAT tax information

Step 1: Update line level Tax Treatments

PECOS uses the defaulted Tax treatment to calculate the line level Tax amounts. If there is a significant discrepancy between the Calculated Tax (sum of the calculated line amounts) and the Supplier Tax totals displayed on the supplier invoice it is likely that one or more lines have the wrong Tax Treatment associated to them.

Line VAT	
£62.40	Standard 20%
£0.00	Zero 0%

Where necessary change the Tax Treatment if a line is different from the supplier invoice.

- Check the invoice lines and change the line Tax by clicking in the drop down list box and selecting the correct Tax Treatment.
- If required, recalculate the invoice to update the Calculated Tax total. The Calculated Tax and Supplier Tax totals can once more be compared for accuracy.

It is important that the line level Tax Treatments are correct as this Tax code is passed through to your finance system for Tax accounting purposes.

Step 2: Supplier Tax

Enter the total amount of Tax charged on the supplier invoice in the **'Supplier VAT:'** total box. Calculated Tax is system generated (total line level amounts) and displayed for information purposes only: it does not form part of the invoice total. The invoice total displayed at the foot of the invoice form will not include any Tax until supplier Tax is input.

	Already Invoiced	Amount This Invoice
Delivery:	£0.00	0.00
Calculated VAT:	£0.57	£22.92
Supplier VAT:	£0.57	0.00
Total:	£3.82	131.00
Short Pay:	£3.82	131.00

Enter the Tax total from the supplier invoice here.

Invoice total without Supplier VAT

Step 3: Reconcile

After entering supplier Tax and recalculating the invoice, the two amounts displayed for Tax should reconcile and the PECOS invoice total should agree to the supplier invoice total (unless there are delivery charges yet to input). If they do not agree, investigate and if necessary take corrective action.

	Already Invoiced	Amount This Invoice
Delivery:	£0.00	0.00
Calculated VAT:	£0.57	£22.92
Supplier VAT:	£0.57	22.92
Total:	£3.82	153.92
Short Pay:	£3.82	153.92

The Invoice total now includes supplier Tax. Any difference between Calculated and Supplier Tax will simply be recorded as a rounding error.

Invoice total with Supplier VAT

Tax Discrepancies

- A discrepancy between Calculated and Supplier Tax may be due to a line item being coded to an incorrect Tax Treatment.
- A discrepancy between Calculated and Supplier Tax may also be due to a small rounding difference. Such discrepancies are valid.
- A Tax difference between Supplier and Calculated Tax is recorded by PECOS as a rounding error and displayed in the invoice detail screen. Rounding errors are also processed onto the APEXport for recording in your financial management system.
- If a rounding error is outside organisationally set tolerances, the error will create a matching exception and the invoice will require settlement.
- Tax matching tolerance exceptions might also be selected as criteria for invoice settlement workflow approval.

Note that PECOS will use the Tax Treatments that were stored against the original purchase order. Therefore in the event that available Tax Treatments are changed by your system administrator between order creation and invoice entry, the Treatments displayed initially in the invoice form may be invalid, since they will default to those saved on the initial order.

6.2.7 Delivery Charges

The separate accounting for delivery charges can optionally be removed for your organisation. If this is the case the Delivery field will not appear in the invoice entry screen.

Step 1: Enter Delivery Charge

If there are delivery or carriage charges on the supplier invoice they must be added to the invoice by entering the value in the 'Delivery' box at the foot of the invoice.

	Already Invoiced	Amount This Invoice
Delivery:	£0.00	0.00
Calculated VAT:	£0.57	£22.92
Supplier VAT:	£0.57	22.92
Total:	£3.82	153.92
Short Pay:	£3.82	153.92

Optionally enter any supplier delivery or carriage charges that are not entered as line items here.

Delivery field at foot of invoice

If delivery charges are already included in line totals or are displayed as a line item in the PECOS invoice form, they will not need to be added separately. Only additional delivery charges not already included on the original purchase order need be entered here.

Step 2: Recalculate the invoice to add the delivery charge to the invoice total.

After entering VAT and Delivery charges, the PECOS invoice total should agree to the total displayed on the supplier invoice. If it does not re-check all values, adjust and recalculate. The invoice should not be created in PECOS until all totals agree.

6.2.8 Additional Line items and Discounts

Occasionally there are line items on the supplier invoice that were not on the original purchase order and therefore do not appear by default on the PECOS invoice entry template.

0	Carlsberg	None	£0.00	Standard Rate VAT (17.5%)
add	(Item number)	(Item description)	0.00/EA	

	Already Invoiced	Amount This Invoice
Delivery:	£0.00	0.00


Additional line entry

These items can be simply added by entering the details in the additional information line at the bottom of the Invoice.

Step 1: Enter additional line information.

Enter the following details:

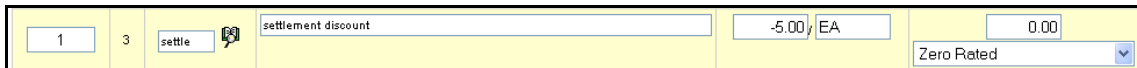
- Quantity (mandatory) – up to 99,999 and supports up to six decimal places.
- Item number (mandatory) – alpha-numeric text field.
- Item description (mandatory)
- Unit price (optional) – overwrite the £0.00 to enter a value
- VAT Treatment (mandatory) – choose from the drop down list selection.

Step 2:  When you have entered the item details, click the 'add' button to add this line to the invoice. Note that a line cannot be deleted. If you have added a line in error change the item quantity to zero.

Discounts

You may also use the 'add additional line item' feature to enter **volume or purchase discount** information.

- To enter a discount simply **enter the unit price as a negative** value by prefixing it with a '-'. Enter an item number and item description as usual.
- Select an appropriate Tax Treatment. Note that the Tax amount will be a negative value if the unit price is a negative value.
- PECOS will deduct this value from the invoice total.
- You cannot enter the quantity as a negative value.



The screenshot shows a form for adding a line item. The 'Quantity' field contains '1', the 'Item No.' field contains '3', and the 'Description' field contains 'settle'. The 'Unit Price' field contains '-5.00', and the 'Tax Treatment' dropdown is set to 'Zero Rated'. The 'Tax Amount' field shows '0.00'.

Entering a discount into the additional line field

It is advisable to contact your finance department prior to applying any cash or early settlement discounts to ascertain your organisation's current accounting policy.

Matching

Since additional lines added to an invoice are not present on the original purchase order, PECOS will create a mismatch after the matching program has been run. Additional lines will always require force settlement.

6.2.9 Financial Tracking Information

Financial tracking information can be checked or amended during the invoice entry process.

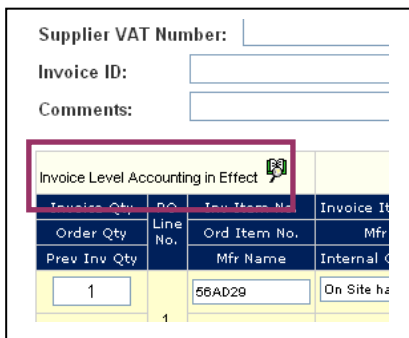


Wherever you see the Financial Tracking Icon you can open a Financial Tracking Maintenance page. Changes can be undertaken at either invoice header or line level and also to Tax and Delivery charges.

Any changes are optional since the invoice will already contain default financial tracking codes derived from the requisitioner's user profile, procurement card or product category code assignments. These codes will also have been checked during the approval process.

6.2.9.1 Review / Update Header Accounting

To make a financial tracking change that will affect **all lines** on the invoice and overwrite any existing default coding click on the Invoice Header financial tracking icon in the top line of the invoice form.



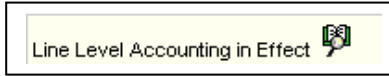
The screenshot shows the 'Supplier VAT Number', 'Invoice ID', and 'Comments' fields. Below these is a table for 'Invoice Level Accounting in Effect'. The table has columns for 'Invoice Qty', 'PO', 'Inv Item No', and 'Invoice It'. The first row shows '1' in the 'Invoice Qty' column and '56AD29' in the 'Mfr Name' column.

The invoice will already have default account codes attached to it. Only make changes if necessary.

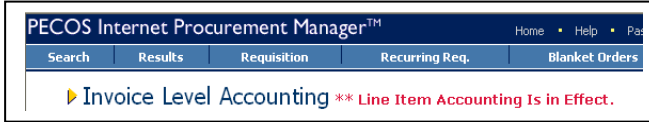
Invoice Header accounting

This icon will indicate one of two types of accounting that is already in effect.

1) Line Level Accounting

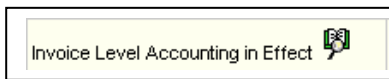


If 'Line Level Accounting' is in effect, the requisitioner has made changes to the default account codes at line level. If you make changes at header level this line level coding will be lost.



When you open the Invoice level Accounting page, PECOS will display a warning that "Line Item Accounting Is In Effect".

2) Invoice Level Accounting



If 'Invoice Level Accounting' is in effect, the requisitioner has not made changes to their default account codes at line level. All lines on the invoice will be coded to the same invoice level default.



When you open the Invoice level Accounting page, PECOS will display a warning that "Header Accounting Is In Effect".

Edit Accounting

The 'Invoice Level Accounting' page allows you to maintain or split financial tracking assignment for the invoice total. To make changes follow the steps below.

Item No.	Manufacturer	Item Description	Qty	Unit Price	Ext. Price
45990	Carlsberg	Cola	4	£2.48	£9.92
45986	Carlsberg	Sparkling Water	6	£2.90	£17.40
45982	Carlsberg	Tomato Juice	10	£3.10	£31.00

Accounting Method: Training

Company	Cost Centre	Expense Account	Project Code	%	£
100	3000	45871	00	100.0	
					0

Invoice level accounting changes screen

Step 1: You can choose an alternative **Accounting Method** from the drop down box if you have access to more than one method.

Step 2: If you wish to **split the invoice total** across different account code combinations (e.g. cost centres or expense areas) define either a percentage split or value split in the right hand column of the accounting box. Click on the '%' radio button to view by percentage, or the '£' radio button to view by value.

Step 3: Overtyping the default line value and tabbing out of the box for PECOS to calculate a balancing value on the next line.

Here the default percentage value '100' has been changed to '40'. As we tab from this field, the next line defaults to '60'. The next step is to select and add the account codes for this line.

Accounting split viewed by percentage

Step 4: To **select a code** choose a segment value from the drop down box under the required segment. You may change one or all the segment values if you wish.

The accounting segment values you see will be only those you have been given access to through your user profile.

Choosing a different expense code segment value

Step 5: When you have chosen your accounting value change(s) click on the 'Add Code' button to update your chosen line in the accounting split box.

- The line that is updated is defined by the radio button indicator to the left of the line.
- Alternatively, if you know the account code to be used it can be typed directly into the accounting split box instead of choosing a value from the segment drop down boxes. PECOS will validate your entry for a valid accounting value.
- The invoice total can be split across an unlimited number of account code combinations. Simply change the '%' or '£' fields by overtyping an existing value. PECOS will add a new line containing the balancing value.

Country	Department	Expense Code	%	£
<input checked="" type="radio"/>	100	1080	2393	15
<input type="radio"/>	100	1040	2393	40
<input type="radio"/>	100	1020	2393	20
<input type="radio"/>	100	1060	2393	10
<input type="radio"/>				0

The accounting line splits will automatically add up to either the invoice total (£ selected) or 100% (% selected).

Invoice total split across 4 department codes

Step 6: When you have finished making changes click the button. Your changes will be saved and you will return to the Invoice Entry screen.

If you wish to leave the Invoice Level accounting form without updating financial tracking code values click the button. Your changes will not be saved and you will return to the Invoice Entry screen.

6.2.9.2 Review / Update Line Accounting

To make a financial tracking change that will affect **a single line** on the invoice and overtype any existing default coding, click on the 'Line Level Accounting' financial tracking icon in the 'Invoice Unit Price' box on the required invoice line.

Invoice Qty	PIQ Line No.	Inv Item No.	Invoice Item Description	Inv Unit Price	Line VAT
Order Qty	Ord Item No.	Mfr No.	Order Item Description	Ord Unit Price	Ord Ext Price
Prev Inv Qty	Mfr Name	Internal Comments	Prev Inv Ext		
3		45990	Coke	1.76 CA	0.92
4	1	45990	Coke	£1.76/CA	7.04
1		Carlsberg	None	£1.76	Standard Rate VAT (17.5%)
3		45998	Sparkling Water	2.90 CA	1.52
4	2	45998	Sparkling Water	£2.90/CA	£11.60
1		Carlsberg	None	£2.90	Standard Rate VAT (17.5%)
0				0.00 EA	

add (Item number) (Item description)

Already Invoiced This Invoice
Delivery: £0.00 0.00
Calculated VAT: £0.92 £2.44

- 1) If the requisitioner or an approver has previously updated and saved accounting detail at line level the invoice header will display "Line Level Accounting in Effect". (see section 9.2.9.1 above)

Line Level Accounting in Effect

PECOS Internet Procurement Manager™ Home • Help • Password

Search Results Requisition Recurring Req. Blanket Orders

Invoice Line Level Accounting ** Line Item Accounting Is in Effect.

When you open the Line level Accounting page, PECOS will display a warning that "Line Item Accounting Is In Effect".

- 2) If the requisitioner or an approver has NOT previously updated and saved accounting detail at line level the invoice will display "Invoice Level Accounting in Effect". All lines are therefore coded to the header level default account code combination.(see section 9.2.9.1 above)

Invoice Level Accounting in Effect

PECOS Internet Procurement Manager™ Home • Help • Password

Search Results Requisition Recurring Req. Blanket Orders

Invoice Line Level Accounting ** Header Accounting Is in Effect.

When you open the Line level Accounting page, PECOS will display a warning that "Header Accounting Is In Effect".

Each line value can be split across up to five different account code combinations. If more than five combination splits are required for your item(s) simply add additional lines for the item to the requisition and adjust quantities accordingly.



Follow the same procedure described above in 9.2.9.1 - Review / Update Header Accounting.

6.2.9.3 Update Tax Accounting

If you have entered a value for Supplier Tax (eg VAT) you may need to enter financial tracking codes for it.

- PECOS will assign the default account code setting of the person entering the invoice and not the default account code combination of the requisitioner or buy-for user.
- Note. It is the value you enter here, from the Supplier invoice that is accounted for in your finance system, NOT the system generated calculated Tax.
- Check your finance procedures to ascertain the correct accounting treatment for Tax in your organisation.

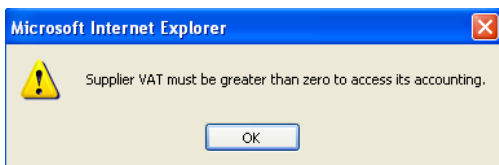
Step 1: Click on the Tax accounting financial tracking icon next to the Supplier Tax amount box to update the system assigned default codes.

	Already Invoiced	Amount This Invoice	
Delivery:	£0.00	0.00	
Calculated VAT:	£0.00	£3.50	
Supplier VAT:	£0.00	0.00	
Total:	£0.00	20.00	
Short Pay:	£0.00	20.00	

Click here to change Tax accounting.

Tax financial tracking button

A value must be entered before the Tax Accounting screen will open. If it is not the following error message will be displayed:



Null value tax error message

To continue, click 'OK', enter a Tax amount and click the financial tracking icon once more.

Step 2: In our example, here, UK VAT is implemented.

The 'VAT (Standard) Accounting' page will open where you can make changes to the financial tracking codes for VAT. Accounting can be split across up to five different account code combinations.

VAT Accounting screen

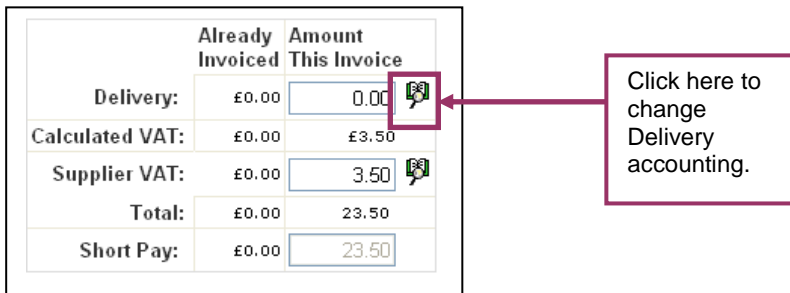
Step 3: To update codes, follow the same procedure described above in 9.2.9.1 - Review / Update Header Accounting.

6.2.9.4 Update Delivery Accounting

If you have entered a value for Delivery charges from the supplier invoice you may need to enter financial tracking codes for it.

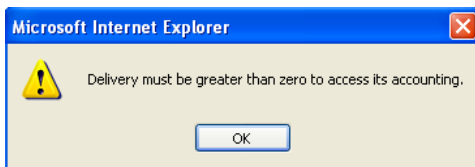
- PECOS will assign the default account code setting of the person entering the invoice and not the default account code combination of the requisitioner or buy-for.
- Check your finance procedures to ascertain the correct accounting treatment for Delivery Charges in your organisation.
- Note that delivery and carriage charges can also be added as an additional line item (see above). This will enable a Tax Treatment to be assigned to avoid a potential system calculated VAT variance.

Step 1: Click on the Delivery accounting financial tracking icon next to the Delivery amount box to update the system assigned default codes.



Delivery financial tracking button

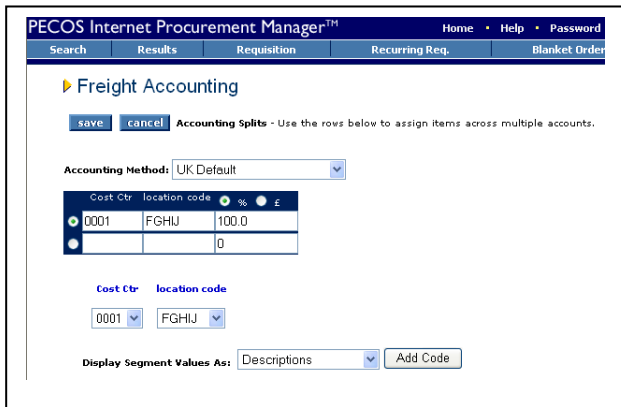
A value must be entered before the Delivery Accounting screen will open. If it is not the following error message will be displayed:



Null value delivery error message

To continue, click 'OK', enter a Delivery amount and click the financial tracking icon once more.

Step 2: The 'Delivery Accounting' page will open where you can make changes to the financial tracking codes for delivery charges.



Delivery accounting screen

Step 3: To update codes, follow the same procedure described above in 9.2.9.1 - Review / Update Header Accounting.

6.2.10 Create Invoice

When you have completed reviewing and updating the invoice information:

Step 1: Recalculate the invoice to update the invoice total (this will be either automatic or by clicking the recalculate button).

Step 2: Check the Tax totals and ensure that 'Calculated Tax' agrees to 'Supplier Tax'. A material difference will indicate that Tax treatments assigned at line level are incorrect.

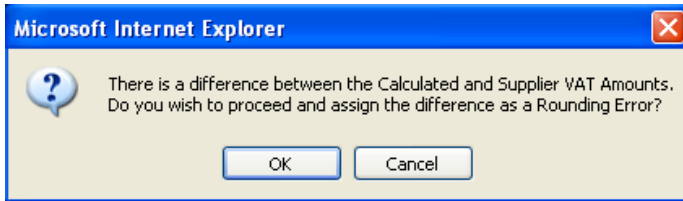
Step 3: Check that the invoice total in PECOS agrees to your supplier invoice total. If it does not you should re-check and make the necessary changes.

Step 4: Click on the **create invoice** button. If there are no errors or omissions an invoice confirmation screen will display:

Step 5: Click the 'close' button on the invoice confirmation screen. The invoice will be saved and PECOS will return you to the Status Search Results page.

6.2.10.1 VAT Difference

Where UK VAT is implemented, if the Calculated VAT and Supplier VAT totals do not agree the following warning message will appear:



VAT difference warning message

Note that the VAT difference box will appear irrespective of any VAT matching tolerances that are set. Matching tolerances do not prevent VAT rounding differences being created and logged for export on the APEXport.

Click OK to accept the difference:

- PECOS will display the difference as a rounding error and make it available to your finance system on the APEXport interface.
- The invoice comments box can be used to explain any other VAT differences that may not be due to rounding.

Click Cancel to return to Invoice Entry:

- The invoice will not be saved. Re-check your VAT Treatment assignment for all invoice lines, update, recalculate and review the VAT totals.

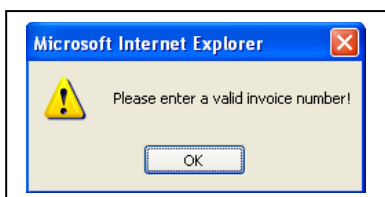
Invoices can be edited (for financial tracking codes) or cancelled (deactivated) at any stage up until it is transferred for payment to your finance system on the APEXport interface.

6.2.10.2 Statuses

- The order status remains on 'Order Open'.
- If the current invoice status is 'No invoices received', and matching has not been run for this order the invoice status will change to 'Pending initial match'.
- If the current invoice status is one of the post-matching or settlement statuses it will not change until matching is re-run.
- The order audit trail has been updated with the invoicing activity.

6.2.11 Invoice Errors and Troubleshooting

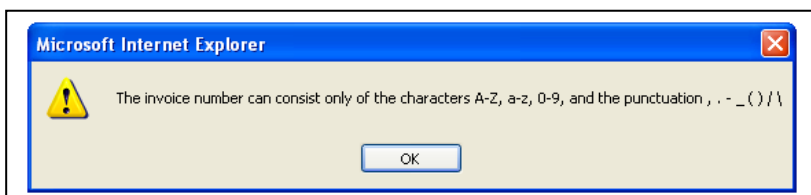
The following warning or error messages may be displayed from time to time preventing the successful creation of an invoice in PECOS. Note the reason and undertake appropriate corrective action.



Display: Pop up window

Problem: You have forgotten to enter the invoice number!

Correction: Click OK and enter the invoice number from the supplier invoice.



Display: Pop up window

Problem: The invoice number you have entered contains a character that is not valid!

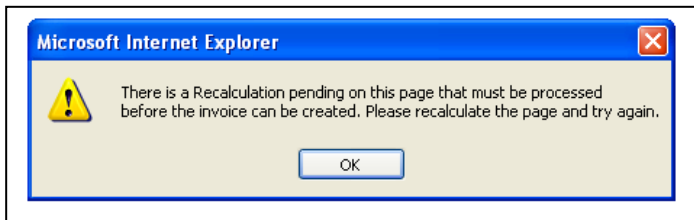
Correction: Click OK and remove the invalid character from the invoice number.



Display: Pop up window

Problem: You have forgotten to enter the invoice date!

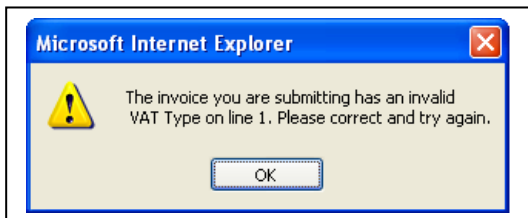
Correction: Enter the invoice date from the supplier invoice.



Display: Pop up window

Problem: You have updated values in the invoice form but not performed recalculation!

Correction: Click OK and click the 'recalculate' button to update the invoice total.



Display: Pop up window

Problem: An invoice line has not been allocated a VAT treatment code!

Correction: Click OK and select a VAT treatment code for the line indicated.



Display: Pop up window

Problem: You have not selected a VAT treatment code for the line being added!

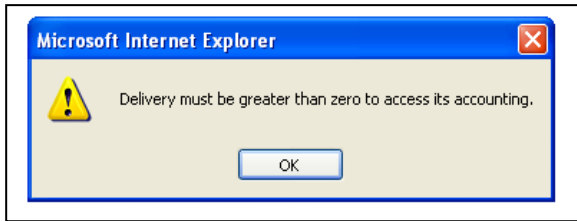
Correction: Click OK and select a VAT treatment code for the line before adding.



Display: Pop up window

Problem: You have not entered a description for the line being added!

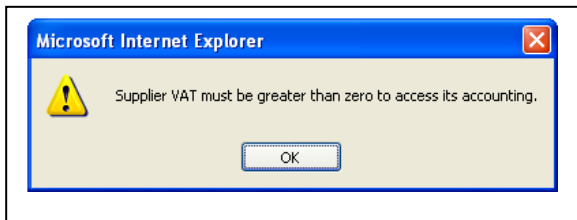
Correction: Click OK and enter a description for the line before adding.



Display: Pop up window

Problem: You are opening the delivery accounting page before entering a delivery amount!

Correction: Click OK and enter a delivery amount before editing delivery accounting.



Display: Pop up window

Problem: You are opening the VAT accounting page before entering a VAT amount!

Correction: Click OK and enter a VAT amount before editing VAT accounting.

Decimal quantities are not allowed.
The invoice was not saved.

Display: Text at the top of the page.

Problem: You have attempted to add a decimal quantity to the invoice where decimal quantities are not permitted by your organisation.

Correction: Enter an integer quantity for all invoice lines.

You must enter a quantity greater than zero

Display: Text at the top of the page.

Problem: You have attempted to add a line to the invoice with a zero or negative quantity.

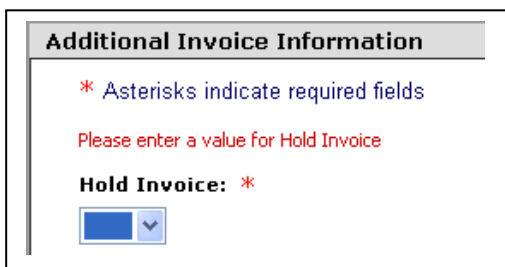
Correction: Re-enter additional line information, including a positive quantity.

Error saving the invoice.

Display: Text at the top of the page.

Problem: The invoice has no value.

Correction: Re-enter additional line information, including a positive quantity.



Display: Text within the additional invoice information window.

Problem: You have not entered mandatory additional information (e.g. here: hold invoice).

Correction: Enter data for the required field(s) indicated by an asterisk.

6.3 Credit Note Entry

Credit notes can also be processed in PECOS. The same procedure for entering invoices should be followed with one important exception.

Click the 'Credit Invoice' check box in the invoice header. PECOS will then process the document as a credit invoice.

Invoice entry page showing the credit invoice button

Follow the same steps for invoice entry above.

Quantities and Prices

Enter quantities and prices accurately for the items that are being credited. **Do not enter any values as negatives** and check your maths!

- If the quantity box contains a zero, a credit will not be calculated for the line, irrespective of the unit price:
(0 x £4.51 = £0)

0	1	JKRHPCS	Harry Potter and the Chamber of Secrets (Paperback)	4.51	EA	
50		JKRHPCS	Harry Potter and the Chamber of Secrets (Paperback)	£4.51/EA		£225.50
50		J.K. Rowling	None			£225.50

- A £10 credit at 20 pence per unit can be entered:
(50 x £0.20 = £10)

50	1	JKRHPCS	Harry Potter and the Chamber of Secrets (Paperback)	0.20	EA	
50		JKRHPCS	Harry Potter and the Chamber of Secrets (Paperback)	£4.51/EA		£225.50
50		J.K. Rowling	None			£225.50

- A £10 credit can also be entered in total:
(1 x £10 = £10)

1	1	JKRHPCS	Harry Potter and the Chamber of Secrets (Paperback)	10.00	EA	
50		JKRHPCS	Harry Potter and the Chamber of Secrets (Paperback)	£4.51/EA		£225.50
50		J.K. Rowling	None			£225.50

Note that PECOS will continue to default an invoice quantity based on the rules explained above.


- If a credit note is entered before all invoices have been processed the default quantities displayed by PECOS are those that relate to future expected invoices. It may therefore be necessary to reduce or remove some of these values.
- If a credit note is entered after all invoices have been processed it will be necessary to enter quantities for the items to be credited.

6.4 Invoice History

6.4.1 Review Invoices

Invoice and credit note details can be reviewed at any time

Step 1: Navigate to the Status Menu and search for the invoice that you wish to review. (See above)

Step 2:  Click on the Invoice icon link in the 'Actions' column. The Invoice Entry page will open.

Step 3: Scroll to the bottom of the Invoice Entry page where you will find details of all invoices and credit notes previously posted.

Component Invoices				
This PO has been invoiced previously with the following invoices:				
Date:	05/10/2005	Number:	QP/7656	Indicator: Received - unprocessed
Supplier VAT Number:	435466377			Type: DI
Comments:				
Qty	Item No.	Invoice Item Description	Unit Price	Ext. Price
4	180903	Premier Plastic Eraser P12	£0.07	£0.28
4	180366	Everyday Paper Clip Small Plain 21mm	£0.07	£0.28
4	180255	Everyday Paper Clip Large Plain 32mm	£0.08	£0.32
4	181653	Everyday 12" Clear Ruler	£0.09	£0.36
				Supplier VAT:
				Delivery:
				Invoice Totals:
				Payment Amount:
Date:	10/10/2005	Number:	QP/7758	Indicator: Received - unprocessed
Supplier VAT Number:	435466377			Type: DI
Comments:				
Qty	Item No.	Invoice Item Description	Unit Price	Ext. Price
4	180903	Premier Plastic Eraser P12	£0.07	£0.28
3	180366	Everyday Paper Clip Small Plain 21mm	£0.07	£0.21
4	180255	Everyday Paper Clip Large Plain 32mm	£0.08	£0.32
3	181653	Everyday 12" Clear Ruler	£0.09	£0.27
				Supplier VAT:
				Delivery:
				Invoice Totals:
				Payment Amount:

Component Invoice history detail on the invoice entry page

The Component Invoice section contains the following details:

- Date: The invoice document date.
- Number: The invoice document number. Click on the [invoice number](#) to open the invoice detail screen (see below).
- Indicator: Indicates the current invoice matching status.
- Type: Indicates the invoice type
 - 'CR' for credit notes
 - 'DI' for debit invoices
- Item Number: Click on an item number to drill down to the item detail page.
- Prices: If your system is configured for multi-currency, click on any price to open the Currency Conversion window.

6.4.2 Invoice Detail

To view additional invoice detail click on the invoice number in the component invoice section of the invoice entry screen.

Step 1: Navigate to the Status Menu and search for the invoice that you wish to review. (See above)

Step 2:  Click on the Invoice icon link in the 'Actions' column. The Invoice Entry page will open.

Step 3: Scroll to the bottom of the Invoice Entry page where you will find details of all invoices and credit notes previously posted.

Step 4: Click on an invoice number. The Invoice Detail page will open.

Date:	10/10/2005	Number:	QP/7758
Supplier VAT Number:	435466377		
Comments:			
Qty	Item No.	Invoice Item Description	

Click on the invoice number to open the invoice detail page.

Invoice number link

Step 5: Review invoice details.

Invoice Detail

back edit print invoice additional invoice information

Invoice No.	Invoice Type	PO	Invoice User	Delivery Address	Supplier	Invoice Date	Invoice Total	Invoice Status	Invoice Attachments
258369	DI	MJW115	Mike Watson	54 Waltham Road Maidenhead	Lyreco UK Limited	21/10/2013	£2,294.40	Reconciled	1. Copy Invoice 2. Time Sheet 3. GRN Detail
Comments:									

Additional Invoice Information

Field Name	Field Value

Invoice header detail

The invoice **header** section contains non editable invoice header information. In addition the following is displayed:

- **Edit.** If permitted click to open the invoice in edit mode (see below)
- **Print.** Click the 'print invoice' button to render a PDF of the invoice for printing.
- **Additional Invoice Information.** All document user fields will be displayed with any value that was entered at the time of invoice creation.
- **Attachments.** Click on an attachment link to open and display.

Header Level Accounting in Effect

Account Code - Percentage - Amount
100-3000-45871-00 - 100% - £1.24

Item No.	Item Description	Qty	Unit Price/UoM	Ext. Price	Calculated VAT
Item Account Info					
180603	Premier Plastic Eraser P12	4	£0.07/EA	£0.28	£0.05
180366	Everyday Paper Clip Small Plain 21mm	4	£0.07/BX	£0.28	£0.05
180255	Everyday Paper Clip Large Plain 32mm	4	£0.08/BX	£0.32	£0.06
181653	Everyday 12" Clear Ruler	4	£0.09/EA	£0.36	£0.06

Invoice line detail

The invoice **line** section contains the following details:

- **Accounting:** header or line level account codes will be displayed.
- **Item detail:** item numbers, item descriptions, order quantities and price details are displayed for each invoice line.
- **VAT:** calculated VAT is displayed for each line. These are the system generated VAT amounts that are used to check the supplier entered VAT total.


	Amount	Accounting
Delivery	£0.00	
Supplier VAT	£0.22	100-00 - 100% - £0.22
Calculated VAT	£0.22	
Rounding Error	£0.00	
Invoice Total	£1.46	
Payment Amount	£1.46	

Invoice summary detail

The invoice **summary** section at the foot of the line detail section contains the following information:

- **Delivery:** amount and accounting.
- **Supplier VAT:** the amount entered from the supplier invoice and any associated accounting. This is the VAT value that will be processed by your finance system.
- **Calculated VAT:** the sum of each line level calculated VAT which is calculated based on the VAT treatment of the item.

- **Rounding Error:** the mathematical difference between the supplier VAT (actual) and calculated VAT (expected). This difference is used to determine VAT invoice matching exceptions and is posted to the APEXport.
- **Invoice Total:** the sum of
 - Line level extended prices
 - Delivery
 - Supplier VAT
- **Payment Amount:** this will be the same as the invoice total unless an override partial payment value was entered at the time of invoice posting.

Step 6: When you have finished reviewing invoice details click on the  button to return to the invoice entry page. From the Invoice Entry Page click the back button to return to the Status Results page.

6.5 Invoice Editing

Invoices can be edited:

- After posting or receipt and prior to matching.
- After matching as long as no approval routing is required.
- After reconciliation but before payment.

Invoices cannot be edited:


- During approval workflow: the settlement status is 'Invoice requires approval routing'.
- After being force settled: the settlement status is 'Force settled'.
- After being paid (processed on the APEXport): the settlement status is 'Processed to accounts payable'.
- After being 'Deactivated'.

Invoices can be edited by all users with appropriate permissions through the **Invoice Detail** screen by clicking on an **invoice id**. The invoice id can be accessed through:

- The Settlement Resolution Screen
- The Component Invoices section of the Invoice Entry screen
- The Settlement Approval Summary screen (by approvers during settlement workflow)
- The Returned Invoices screen (by an invoker during settlement workflow)

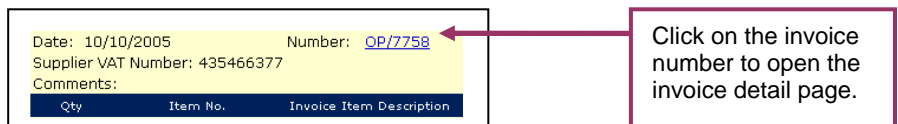
The following steps describe how an invoice can be edited through the Invoice Entry screen.

Step 1: Navigate to the Status Menu and search for the invoice that you wish to edit.

Step 2:  Click on the Invoice icon link in the 'Actions' column. The Invoice Entry page will open.


Step 3: Scroll to the bottom of the Invoice Entry page where you will find details of all invoices and credit notes previously posted.

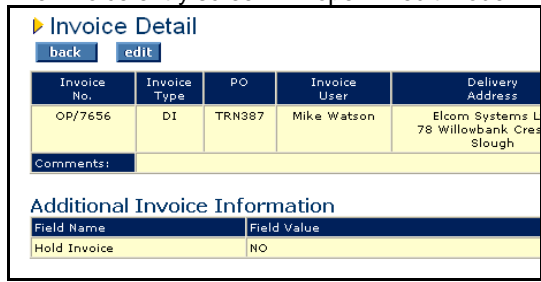
Step 4: Click on an invoice number. The Invoice Detail page will open.



The screenshot shows a yellow box containing invoice details: Date: 10/10/2005, Number: [OP/7758](#), Supplier VAT Number: 435466377, and Comments. Below this is a table header with columns: Qty, Item No., and Invoice Item Description. A red callout box on the right says "Click on the invoice number to open the invoice detail page." with an arrow pointing to the "OP/7758" link.

Invoice number link

Step 5: After reviewing the invoice detail, click on the  button at the top of the page. The invoice entry screen will open in edit mode.



The screenshot shows the "Invoice Detail" page. At the top left, there are "back" and "edit" buttons. Below them is a table with columns: Invoice No., Invoice Type, PO, Invoice User, and Delivery Address. The data row shows: OP/7656, DI, TRN387, Mike Watson, and Elcom Systems L... 78 Willowbank, Cres Slough. Below the table is a "Comments:" field. Further down is a section titled "Additional Invoice Information" with a table: Field Name (Hold Invoice) and Field Value (NO).

Edit button on invoice detail page

Step 6: Undertake editing tasks.

All invoice fields, *with the exception of the invoice number* can be edited.

Edit Invoice
 Make necessary changes to this invoice for order [TRN387](#)

[back](#) [save invoice](#) [additional invoice information](#) [recalculate](#)

Supplier: Guilbert UK LTD [address lookup](#)
 10 Oceana Way
 Norwood, MA 02062

Requisitioner: Mike Watson

Customer Supplier Number: 485996

Supplier Customer Number: P98675

Payment Terms: Not Selected-Not Selected

Carrier/Delivery Method: Not Selected-Not Selected

FOB-freight Terms: Not Selected-Not Selected

Supplier VAT Number:

Invoice Date:

Invoice ID:

Credit Invoice:

Comments:

Invoice Currency:

Short Pay:

Invoice Level Accounting in Effect

Invoice Qty	PO Line No.	Inv Item No.	Invoice Item Description	Inv Unit Price		Line VAT
Order Qty	Ord Item No.	Mfr No.	Order Item Description	Ord Unit Price	Ord Ext Price	
Prev Inv Qty	Mfr Name	Internal Comments	Prev Inv Ext			
4	1	<input type="text" value="180603"/>	<input type="text" value="Premier Plastic Eraser P12"/>	<input type="text" value="0.07"/>	<input type="text" value="EA"/>	<input type="text" value="0.05"/>
8		<input type="text" value="180603"/>	<input type="text" value="Premier Plastic Eraser P12"/>	<input type="text" value="£0.07/EA"/>	<input type="text" value="£0.28"/>	<input type="text" value="Standard Rate"/>
8		Guilbert	None	<input type="text" value="£0.56"/>		
4	2	<input type="text" value="180366"/>	<input type="text" value="Everyday Paper Clip Small Plain 21mm"/>	<input type="text" value="0.07"/>	<input type="text" value="BX"/>	<input type="text" value="0.05"/>
8		<input type="text" value="180366"/>	<input type="text" value="Everyday Paper Clip Small Plain 21mm"/>	<input type="text" value="£0.07/BX"/>	<input type="text" value="£0.28"/>	<input type="text" value="Standard Rate"/>
7		Guilbert	None	<input type="text" value="£0.49"/>		
4		<input type="text" value="180255"/>	<input type="text" value="Everyday Paper Clip Large Plain 32mm"/>	<input type="text" value="0.08"/>	<input type="text" value="BX"/>	<input type="text" value="0.06"/>

Edit invoice screen

Step 7: After editing tasks are complete, click on the [recalculate](#) button (if recalculation is required) and check the invoice total.

If recalculation is not required the invoice will automatically recalculate as you tab out of the edited field.

Step 8: To save changes to the invoice, click on the [save invoice](#) button. The invoice confirmation screen will display.

Step 9: Click close on the invoice confirmation screen to return to the Invoice Detail screen.

6.5.1 Deleting Lines

Please note that it is not possible to delete an invoice line during invoice editing. A quantity can be reduced to 0 however.

7 Manual Invoicing

Not all purchase orders created in organisations are raised in PECOS and not all invoices and credit notes received can be processed against a purchase order.

Manual Invoicing allows the user to enter an invoice into PECOS without linking it to an order, thereby enabling 'free' or 'ad-hoc' invoices and credits to be posted into PECOS alongside those for goods and services ordered through PECOS.

Separate user permissions are available to allow users to process invoices against PECOS purchase orders and 'Manual Invoices'. It may therefore be the case that a user will have permission to process either one or both types of invoice.

7.1 Process

Manual invoices are processed in the same way that a 'procurement' invoice is processed. The primary difference is that rather than being processed against an existing PECOS purchase order, a manual invoice is processed against a selected supplier. A requisition number and purchase order number is automatically generated for audit, processing and interface purposes.

Matching is undertaken in order to progress the document through the invoice approval and settlement process. The same settlement approval plan is used for the approval of manual invoices as for procurement invoices (criteria are available for differentiation) although force settlement will never be necessary due to the absence of mismatched order and receipt data.

7.2 Invoice Entry

To process a manual invoice follow these steps.

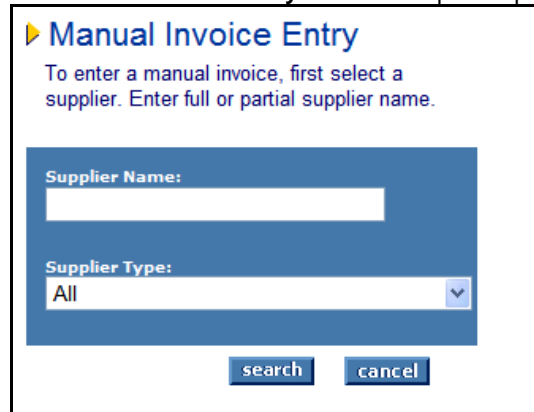
7.2.1 Header Information

Step 1: Click on the **Manual Invoice** option on the main menu bar:



Main menu bar showing manual invoice option


The **Manual Invoice Entry** screen will open displaying a Supplier Search box:

The image shows a screenshot of the 'Manual Invoice Entry' screen. At the top, there is a blue header with a yellow arrow icon and the text 'Manual Invoice Entry'. Below the header, there is a blue box containing the text: 'To enter a manual invoice, first select a supplier. Enter full or partial supplier name.' Below this text is a search form with two fields: 'Supplier Name:' followed by a white text input box, and 'Supplier Type:' followed by a dropdown menu showing 'All'. At the bottom of the form are two buttons: 'search' and 'cancel'.

Supplier search box in manual invoice screen

Step 2: Search for the supplier for whom you wish to post a manual invoice.

- Leave the 'Supplier Name:' box empty to search for all suppliers. Note that PECOS will display only the first 100 suppliers alphabetically if there are more than 100 suppliers.
- Enter a partial or full supplier name in the 'Supplier Name:' box to refine your search. This search is not case or text sensitive and will use your criteria to wildcard the search.
- Optionally select a supplier type from the drop down selection box to further refine your search.

Step 3:  Click on the select button to open an invoice entry form for this supplier.

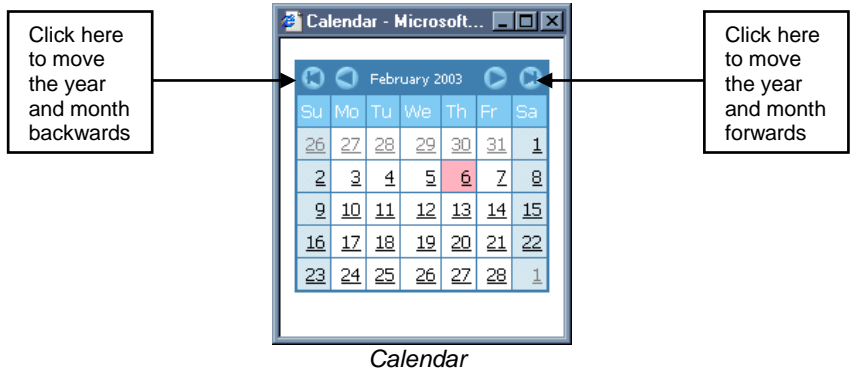
Invoice Received Date (mandatory if used)

Enter the date the invoice was received. If the entry of an invoice received date is not required by your organisation, this field will not display. If it is displayed completion is mandatory.



Click on the calendar icon to enter the date

When the Windows Calendar opens it can be incremented and decremented by month and year by clicking on the arrows in the header bar. To select a date, click on it. The calendar will close and the date selected will populate the Invoice Date field.



X Click on the red cross to clear a date which has been selected. Alternatively, to change an existing date, click on the calendar icon once more and select an alternative. The original date will be replaced.

Remittance Address. **address lookup** Click on the **address lookup** button to open the **Address Lookup** page.



Changing header defaults will only affect THIS invoice and will not update supplier defaults or affect future invoices.

Remittance address lookup screen

- Use the address search tool to identify and refine your address search results. Leave the search box empty to search for all available remittance addresses for this supplier.
- Click the search button to display all available remittance addresses for this supplier.
- Click to select the address and return to the invoice entry screen.
- The remittance address will display under the supplier name in the invoice entry form.

Payment Terms. **terms lookup** Click on the **terms lookup** button to open a pop up window for the selection of alternative payment terms for this invoice.

- All available terms for this supplier will display in a pop up window.
- Click to select and change payment terms for this invoice.
- Payment terms will be passed on the APEXport to your finance system.

Supplier VAT Number. The supplier VAT number might be defaulted if it has been entered in the supplier profile. If not it can be entered from the supplier invoice if required. This field is not mandatory and may be left blank.

Comments. Optional comments can be entered in the comments field if required. The text entered will appear in the audit trail, and is retained in the previous invoice details.

Requisitioner. **user lookup** The requisitioner’s name will default to your name (i.e. the person entering the invoice). The invoice approver will have an option to return this invoice to either the invoicer or the requisitioner during settlement workflow.

Click on the **user lookup** button to assign a different user as the requisitioner. A user search page will open.

User search

Enter a partial user name or User ID to refine your search and click the search button to find all users who match your search criteria:

Select	User Name	User ID
	David Noakes	dnoakes
	David Smith	ukuser

User search results

Click to select the user and return to the invoice entry screen.

Credit Invoice. If you are entering an invoice this check box must be left empty. This will need to be checked ONLY if you are entering a credit note, (see the following section for credit note entry).


Invoice Currency. The invoice currency will default to your supplier’s default currency and will only need to be changed if you have multi-currency implemented and the invoice received is in a different currency to your default.

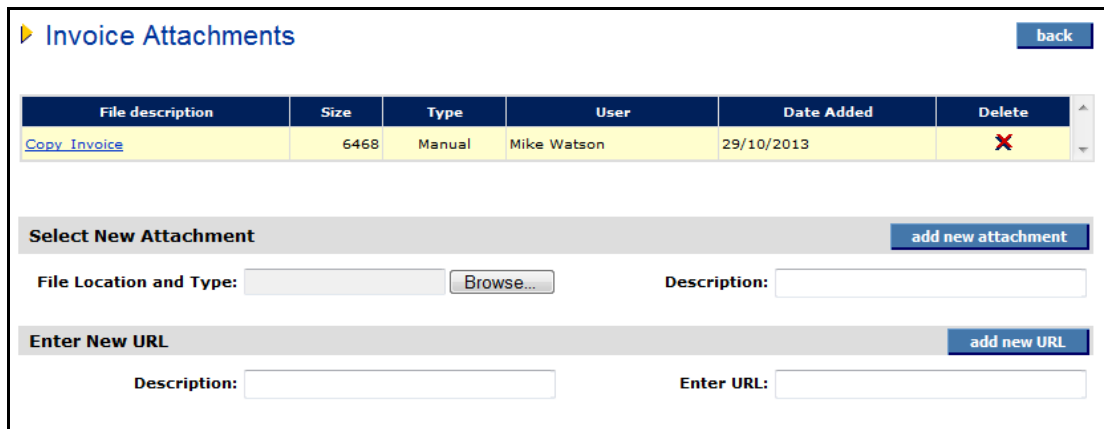
Short Pay: Check this box if you wish to pay an amount **other than the invoice total**. When this box is checked, an amount can be entered in the ‘Payment Amount’ box at the foot of the invoice. This amount appears on the APExport and is therefore passed to your finance system to indicate a partial payment amount for this invoice.

Additional Invoice Information (optional or mandatory): **additional invoice information** Click the **additional invoice information** button to open a sub window for the completion of all available **invoice document user fields**. These are invoice field extensions added by your system administrator to capture required or relevant information for your organisation. Some of these fields will be pre-populated with a default and some may be mandatory and will require completion before the invoice is created.

Additional invoice information entry box

7.2.2 Invoice Attachments

 Clicking the Invoice Attachment icon in the invoice header will open the Invoice Attachment screen. You must ensure that attachments are entered first to avoid losing other invoice data that may have already been entered.



Invoice attachments screen

You are able to select and add:

- A **document attachment**. Click the 'Browse' button and select your attachment: text, MS™ Office and PDF documents are all allowed. Zip and executable files are not. Next enter a description and click the 'add new attachment' button. The attachment will be uploaded and appear in the attachments table at the top of the screen.
- A **URL**. When documents are stored externally (on a local intranet or supplier internet site) a URL can be saved as an attachment. You must enter a logical description and URL. Note that the URL must start with http://.

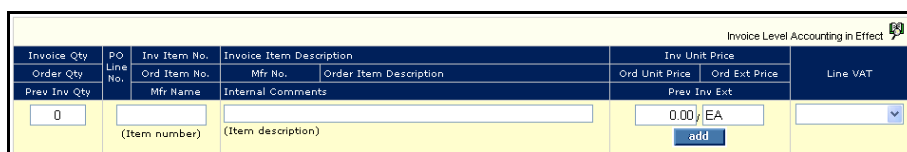
After upload, attachments can be downloaded or deleted from the attachments table at the top of the page. Each attachment will display as 'Manual', indicating that it has been manually uploaded and will also display a file size and date added.

To open and download click on the file description and to delete click the delete icon.

7.2.3 Line Details

Step 1: Enter Invoice Line details.


Since there is no purchase order in PECOS, against which the manual invoice is posted, there is no default line item data. All line details must be entered:



Manual invoice line entry field

Complete the following fields:

- Quantity (mandatory) – up to 99,999 and supports up to six decimal places.
- Item number (mandatory) – alpha-numeric text field.
- Item description (mandatory).
- Unit price (optional) – overtype the £0.00 to enter a value.
- Unit of Measure – enter any unit of measure. This is not a validated field.
- VAT Treatment (mandatory) – choose from the drop down list selection.


 Click the 'add' button to add this line to the invoice. Repeat step 5 to add further invoice lines.

Step 2: Click the **recalculate** button at the top of the screen (if recalculation is in use – see above)

Step 3: Optionally enter any **delivery charges** in the 'Delivery:' field. Note that the delivery field may not display if your organisation requires delivery charges to be added as a line item on the invoice.

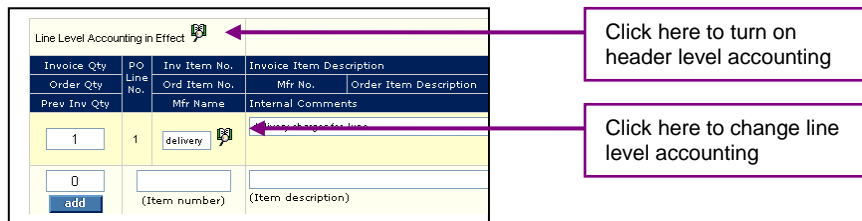
Step 4: Enter **Supplier VAT** from the supplier's invoice into the 'Supplier VAT:' field.

7.2.4 Edit Accounting

The invoice will automatically be allocated your default account code combination.  Click on the financial tracking icons to edit these account code assignments.

Step 1: Update Line Accounting. Line level accounting will be in effect and the financial tracking codes assigned to each line will be those of the person entering the manual invoice. Click on the financial tracking icon at line level (next to the item number) to change accounting for an individual line.

Step 2: Edit Header Accounting. To turn header level accounting on and change the financial tracking codes for all lines on the invoice click on the icon in the invoice detail header: 'Line level accounting in effect' will display.

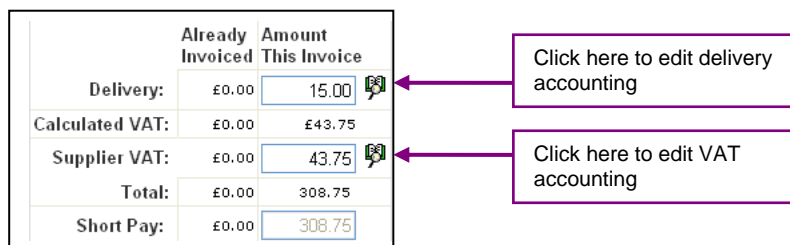


The screenshot shows the invoice header with a 'Line Level Accounting in Effect' icon. Below it is a table with columns: Invoice Qty, PO Line No., Inv Item No., Invoice Item Description, Order Qty, Ord Item No., Mfr No., Order Item Description, Prev Inv Qty, Mfr Name, and Internal Comments. A callout points to the 'Line Level Accounting in Effect' icon with the text 'Click here to turn on header level accounting'. Another callout points to the 'delivery' icon next to the item number '1' with the text 'Click here to change line level accounting'.

Accounting icons

Step 3: Edit Delivery Accounting. Financial tracking cannot be edited unless a delivery amount has been entered. The initial accounting assigned will be the default code combination of the user entering the invoice and can be changed by clicking on the financial tracking icon next to the 'Delivery:' field.

Step 4: Edit VAT Accounting. Financial tracking cannot be edited unless a Supplier VAT amount has been entered. The initial accounting assignment will be the default code combination of the person entering the invoice and can be changed by clicking on the financial tracking icon next to the 'Supplier VAT:' field.



The screenshot shows a summary table with columns: Field, Already Invoiced, and Amount This Invoice. The rows are: Delivery: (£0.00, 15.00), Calculated VAT: (£0.00, £43.75), Supplier VAT: (£0.00, 43.75), Total: (£0.00, 308.75), and Short Pay: (£0.00, 308.75). Callouts point to the accounting icons next to 'Delivery:' and 'Supplier VAT:' with the text 'Click here to edit delivery accounting' and 'Click here to edit VAT accounting' respectively.

	Already Invoiced	Amount This Invoice
Delivery:	£0.00	15.00
Calculated VAT:	£0.00	£43.75
Supplier VAT:	£0.00	43.75
Total:	£0.00	308.75
Short Pay:	£0.00	308.75

Delivery and VAT accounting


7.2.5 Create Invoice

When you have completed reviewing and updating the invoice information:

Step 1: Recalculate the invoice to update the invoice total (this will be either automatic or by clicking the recalculate button).

Step 2: Check the VAT totals and ensure that 'Calculated VAT' agrees with 'Supplier VAT'. A material difference will indicate that VAT treatments assigned at line level are incorrect.

Step 3: Check that the invoice total in PECOS agrees to your supplier invoice total. If it does not you should re-check and make the necessary changes.

Step 4: Click on the  button. If there are no errors or omissions an invoice confirmation screen will display:



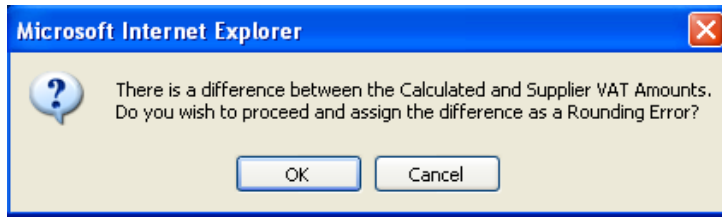
The screenshot shows the 'PECOS Internet Procurement Man' header with tabs for Search, Results, and Requisition. Below is a section titled 'Invoice Confirmation' with the message: 'Your invoice was successfully entered. Press the Close button to continue working.' and a 'close' button.

Invoice confirmation screen

Step 5: Click the 'close' button on the invoice confirmation screen. The invoice will be saved and PECOS will return you to the Home page.

VAT Difference

If the Calculated VAT and Supplier VAT totals do not agree the following warning message will appear:



VAT difference warning message

Note that the VAT difference box will appear irrespective of any VAT matching tolerances that are set. Matching tolerances do not prevent VAT rounding differences being created and logged for export on the APEXport.

Click OK to accept the difference:

- PECOS will display the difference as a rounding error and make it available to your finance system on the APEXport interface.
- The invoice comments box can be used to explain any other VAT differences that may not be due to rounding.

Click Cancel to return to Invoice Entry:

- The invoice will not be saved. Re-check your VAT Treatment assignment for all invoice lines, update, recalculate and review the VAT totals.

Invoices can be edited (for financial tracking codes) or cancelled (deactivated) at any stage up until it is transferred for payment to your finance system on the APEXport interface.

7.3 Approval

Manual invoices will follow the same invoice settlement approval plan as all other invoices processed against PECOS purchase orders. Your system administrator might have included separate criteria to ensure that manual invoices are approved differently or additionally. Upon their creation, PECOS will **automatically match manual invoices** and therefore approval routing – where necessary – will be performed immediately.

7.4 Matching and Settlement

7.4.1 Matching

Manual invoices do not require matching. There is no purchase order or receipt records against which matching can be performed.

7.4.2 Statuses and Audit Trail

After creation of the manual invoice the following initial statuses will be displayed.

- **Order Status:** 'Automatic requisition for manual invoice'.
- **Receipt Status:** 'Receipt not required'. Note that receipting activity is not permitted against manual invoices.
- **Invoice Status:** 'The order has been fully invoiced'. Note that no invoicing activity is permitted against manual invoices.
- **Invoice Settlement Status:** 'Reconciled'. If subject to settlement workflow however, the status 'Invoice requires approval routing' will display.
- **Order Audit Trail:** The audit trail will be updated with the creation of the manual invoice and will display the manual invoice number.

7.4.3 Settlement


The initial status of 'Reconciled' allows the manual invoice to be processed onto the APEXport and paid. Manual invoices do not require any further settlement tasks (criteria exist in the invoice settlement approval plan to enable manual invoices to be excluded). After the APEXport interface has transferred the invoice to your finance system the invoice and order statuses will update as normal.

7.5 Editing

Manual invoices can be edited after they have been created, either through the **Status Search** screen or, if routed for approval, through the **Approval Inbox**.

7.5.1 Status Search


Step 1: Navigate to the Status Search screen and enter criteria to identify the manual invoice to be edited.

Step 2: In the Status Search Results screen click on the  settle icon. The Settlement Resolution screen will open.

▶ **Status Search Results** ...showing results 1 through 20

Click on the requisition or order number to view more detail.
Click on Actions for order-specific maintenance: R = Receive, I = Invoice, S = Settle.

[back](#) [next page](#) [run matching](#)

Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Actions
Order Status		Receipt Status		Invoice Status		
503	TRN537	Bloomsbury Publishing	11/10/2005	Mike Watson	£250.00	
Automatic requisition for manual invoice		Receipt not required		The order has been fully invoiced		

Status search results screen

Step 3: In the Settlement Resolution screen click on the invoice number to open the Invoice Detail screen.

▶ **Settlement Resolution**

[back](#) [AP Inquiry](#)

Order Summary

Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
TRN537	Mike Watson	Bloomsbury Publishing	11/10/2005	£250.00	0%	Order closed by AP

Invoice

Invoice Number	Type	Date	Total Amt.	Tax	Delivery	Status	actions
OP5678	DI	10/10/2005	£293.75	£43.75	£0.00	Reconciled	
Totals:			£293.75	£43.75	£0.00		

Settlement resolution screen

Step 4: In the Invoice Detail screen click on the  **edit** button to open the invoice entry screen in edit mode.

▶ **Invoice Detail**

[back](#) [edit](#)

Invoice No.	Invoice Type	PO	Invoice User
OP5678	DI	TRN537	Mike Watson

Comments:

Additional Invoice Information

Invoice detail screen – edit button

Step 5: Undertake editing tasks.

All invoice fields, **with the following exceptions** can be edited:

- Invoice Number
- Item Number
- Item Description
- Manufacturer Number
- Manufacturer Name
- Internal and External Comments

Step 6: After editing tasks are complete, click on the  **recalculate** button and check the invoice total.

Step 7: To save changes to the invoice, click on the  **save invoice** button. The invoice confirmation screen will display.


Step 8: Click close in the invoice confirmation screen to return to the Invoice Detail screen where you can return to the Settlement Resolution screen.

7.5.2 Approval Inbox

Step 1: Navigate to the Inbox.

Step 2: Click 'Invoices to Approve'.

Step 3: In the Your Invoices to Approve screen click on the invoice number to open the Settlement Approval Summary screen.


Step 4: In the Settlement Approval Summary screen click on the  button to open the Edit Invoice screen.

Step 5: Undertake editing tasks.

All invoice fields, **with the following exceptions** can be edited:

- Invoice Number
- Item Number
- Item Description
- Manufacturer Number
- Manufacturer Name
- Internal and External Comments

Step 6: After editing tasks are complete, click on the  button and check the invoice total.

Step 7: To save changes to the invoice, click on the  button.

8 Evaluated Receipt Settlement

Evaluated Receipts Settlement (ERS) is the term used in PECOS for **Self Invoicing** or **Self Billing**. Some suppliers do not always issue invoices and therefore an invoice can be generated internally for accounting and payment purposes. Invoices are automatically generated when receipts are processed.

Within the UK, HMRC (“HM Revenue & Customs”) defines the rules required to operate a self-billing regime between a buyer and a supplier. Failure to do this may mean that the buyer may not be allowed to recover their input tax. The ERS functionality in PECOS ensures that the self-billing process is compliant with HMRC regulations, thereby allowing customers to increase their scope of implementation and leverage the efficiency savings that are derived from approved self-billing agreements.

8.1 Receipting Procedure

Step 1: Navigate to the Status Search screen and search for the order for which you wish to create a receipt and automated invoice. (see previous section for using the status search screen.)

Step 2: Click on the receive link to open the Receive Items screen.

Notice that a message is displayed at the top of the screen warning that the supplier is self billing:

“This is a Self Billing supplier. Completing the receipt will generate an electronic invoice. Please review that the data is correct before proceeding.”

Receipt Detail								
Delivery Note Number		Date Received			Receipt Status & Actions			
<input type="text"/>		<input type="text"/>			Correct Item Received <input type="button" value="receive all"/>			
Line Item No.	Item No.	Mfr No.	Manufacturer	Supplier	Qty	Amt	Received to Date	
Item Description					Est Gross	Item Status & Actions		
1	unknown			ERS Supplies Ltd	500		214	
			item 1				0	
							Correct Item Received <input type="button" value=""/>	
2	unknown			ERS Supplies Ltd	600		160	
			Item 2				0	
							Correct Item Received <input type="button" value=""/>	
							Amount This Receipt VAT (Supplier): <input type="text" value="0.00"/>	

Receipt detail section for self billing supplier

Step 3: In the Receipt Detail section enter a number into the **Delivery Note Number** field. This value is mandatory and will become the invoice number prefix. Note that this number must be **unique** within each purchase order number. A system generated suffix will form the remainder of the invoice number. For example, if the value 468 is entered, the invoice number will be in the format ‘468-5823’, where 5823 is randomly system allocated.

Step 4: Enter a **Receipt Date**. The receipt date is mandatory and will become the invoice date.

Step 5: Optionally select a **Receipt Status**.

Step 6: Select the **Receipt Attachments** icon to optionally enter receipting comments and attachments.

Step 7: Enter **quantities** into the ‘Qty to receive’ column for each line. Enter each line value separately and tab outside the field to update the form to update and calculate VAT. Note that line item details, unit of measure and prices cannot be edited.

Step 8: As quantities are entered the amount of **VAT** is calculated based on the VAT treatments associated to each order line and will automatically display. This value will appear as the **Supplier VAT** on the self billed invoice and will be added to the final payment amount.

Optionally this VAT value can be overridden and if so there will be a rounding difference displayed when the invoice is matched. It is recommended that rather than changing VAT during receipt that a change order is processed to correct the VAT treatments. This will ensure that the VAT summary on the invoice reconciles to the supplier total.

Step 9: Optionally enter a **delivery** charge of available. This will appear as the delivery amount on the invoice and will be added to the invoice total.

Step 10: Click the ‘save receipt’ button to save the receipt and create a system generated invoice.

8.2 ERS Invoice Content

Suppliers who are self billing are setup as 'ERS Enabled' and will always have an invoice automatically generated upon the posting of a receipt. The posting of invoices (debit and credit) through the invoice entry screen is still allowed.

Note that credit notes are not automatically generated upon the posting of a return.

Automated invoices are created using the following data:

Header Detail:

- **Invoice Number:** Concatenation of the packing slip number and a system generated number.
- **Invoice Date:** The receipt date.
- **Supplier VAT Number:** As provided by the supplier profile.

Invoice Totals:

- **Subtotal:** The sum of all line extended prices.
- **Delivery:** The amount entered for Delivery at the time of receipt.
- **VAT Total (Supplier VAT):** The amount saved at the point of receipt. This will be the same as the calculated VAT summary unless it was manually overridden.
- **Total:** The sum of the subtotal, Delivery and VAT.
- **Payment Amount:** As Total (Payment Amount cannot be overridden for ERS invoices).

Line Details:

- **Quantities:** Being the quantity receipted.
- **Prices:** These will be identical to the original purchase order and are not editable.
- **VAT Line Detail:** Calculated automatically according to the tax treatment assigned to the order line.
- **VAT Summary:** A summary of the line calculated VAT amounts by each VAT treatment.
- **Accounting:** Financial tracking codes are not editable during the processing of a receipt. The codes saved on the invoice for posting to the AP Export will be those that were assigned to the original requisition, as altered during approval editing.
- **Comments:** Cannot be entered.

PECOS.ipm		INVOICE:7777-51150							
Buyer 54 Waltham Road Maidenhead SL6 4JJ	Invoice Date 02-Oct-2013	Payment Terms Net 30	Invoice to 54 Waltham Road Maidenhead SL6 4JJ						
Supplier ERS Supplies Ltd 122 Lower Main Street Basingstoke RG12 8PP	Purchase Order MJW114	Delivery Best Way Normal Delivery	Deliver to Mike Watson 54 Waltham Road Maidenhead SL6 4JJ						
Supplier VAT No:123456789									
Subtotal £5.00	Delivery £0.00	VAT £1.00	Total £6.00	Payment Amount £6.00					
REF: SELF BILLING - THE VAT SHOWN IS YOUR OUTPUT TAX DUE TO HMRC									
Line	Item No	UoM	Qty Inv.	Qty Ord.	Unit Price	Code	Rate	VAT	Extended Price
1	2568	EA	250	500	£0.02	STD3	20%	£1.00	£5.00
500, 8mm x 2mm micro fixings									
VAT Summary									
Code	Description	Rate	Net Value	Tax					
STD3	Standard 20%	20%	£5.00	£1.00					

Example ERS invoice template

It is possible to configure the Invoice Settlement workflow to send a copy of the self billed invoice to the supplier. The invoice template used for all ERS suppliers has the following text automatically inserted: "Ref Self Billing: The VAT shown is your output tax dues to HMRC".

8.3 Settlement

Automated invoices generated for ERS suppliers must be matched and settled in the same way as all other invoices. Matching and settlement is not automated. (Please refer to the main settlement section later in this manual for more details about the settlement process.)

8.4 Invoice Management

Automated invoices generated for ERS suppliers can be viewed and managed in the same way as invoices entered through the invoice entry form.

- Click on the [invoice](#) link in the status search results screen to open the invoice entry screen to view the invoice details.
- Click on the invoice number hyperlink at the foot of the invoice entry screen to open the Invoice Detail screen where financial tracking codes can be viewed and edited.

9 Settlement

Settlement describes all post invoicing activities. The settlement activities in PECOS include the following functions:

- Invoice Approval
- Financial Matching
- Invoice Approval
- Force Settlement (resolution of mismatches)
- Invoice Deactivation
- Order Closure

9.1 Settlement User Roles

Access to settlement functionality is governed by user profile options. A user who has access to invoice processing need not necessarily be given access to matching and settlement activities and vice versa.

The following settlement user profiles are available and will define the tasks that each user is able to perform:

- **Invoicer.** Access only to:
 - Invoice entry (via the invoice icon on the status search results screen and invoice button on the purchase order status summary screen)
 - Invoice detail screen and financial tracking editing
- **Invoicer with remittance address.** Access only to:
 - Invoice entry (via the invoice icon on the status search results screen and invoice button on the purchase order status summary screen)
 - Invoice detail screen and financial tracking editing
 - Ability to select a remittance address for all invoices
- **Manual Invoicing.** Access only to:
 - Manual invoicing (via a main menu option)
- **Settlement.** Access only to:
 - Settlement Resolution screen (via the settlement icon in the status search results screen)
 - Invoice Detail screen (via the invoice id on the settlement resolution screen)
 - Run financial matching (via a button on the status search results screen and a button on the settlement resolution screen)
 - Invoice deactivation
 - Close Orders
 - AP inquiry and Close in AP
- **Settlement with Force Settlement.** Access only to:
 - Settlement Resolution screen (via the settlement icon in the status search results screen)
 - Run financial matching (via a button on the status search results screen and a button on the settlement resolution screen)
 - Invoice deactivation
 - Close Orders
 - AP inquiry and close in AP
 - Force settlement

Any combination of these user profile roles can be granted.

9.2 Invoice Settlement Approval

Invoice Settlement Approval plans exist for the routing and approval of all invoice documents and may optionally be implemented in your organisation. These plans will be configured by your system administrator in a similar way to requisition and purchase order approval plans, to ensure that invoices and credit notes are approved according to your organisation's procedural requirements.

Invoices will be routed AFTER financial matching (see below) and the approval route will often be determined by the settlement status of the invoice: for example invoices with a matching exception may require approval routing and those that are reconciled may not.

Invoices will be sent for Invoice Settlement Approval each time there is a change to the invoice settlement status. For example, if an invoice is edited it will require to be matched once more: after matching the invoice will be returned to the settlement workflow and may require additional approval based on the invoice's new settlement status.

Invoice approvers may have the ability, based on pre-defined configuration and depending on their role within the financial approval process, to: edit, force settle, return and deactivate invoices. It is possible to attach documents (e.g. a scanned copy of an original invoice) to the invoice record and these are always available to approvers to view.

9.3 Financial Matching

The matching process is a financial function (Comp-810) performed to ascertain whether or not an invoice is approved for payment. PECOS automatically compares quantities and prices and depending upon certain tolerances, assigns a settlement 'status' to each invoice document. A reconciled status is assigned where there are no matching differences and an exception status is assigned where there are matching discrepancies. Only reconciled invoices and 'approved' exceptions will be passed on the APEXport interface for payment.

9.3.1 Pre Matching

Before any receipting, invoice processing and matching has taken place the following initial statuses are assigned to each purchase order:

Order Status = Order transmitted to supplier

Invoice Status = No invoices received

Invoice Settlement Status = n/a

After invoices have been processed but before matching has been run the following statuses will be assigned to each purchase order:

Order Status = Order is open

Invoice Status = Pending initial match

Invoice Settlement Status = Received - unprocessed

9.3.2 Matching Options

A matching program compares all invoices posted, with their respective purchase order and receipt information **at line level** – literally matching values. There are two types of matching:

- The **two-way** match (default) compares:
 1. Purchase order price with Invoice price and
 2. Purchase order quantities with Invoice quantities
- The **three-way** match compares:
 1. Purchase order price with Invoice price and
 2. Purchase order quantities with Invoice quantities and
 3. Invoice quantities and Receipt quantities

9.3.3 Matching Rules

For the **Order Quantity**, PECOS matches the original purchase order quantity.

For the **Order Price**, PECOS matches the original purchase order price. (Note that there is no netting of credit note values.)

For the **Invoice Quantity**, PECOS matches a **Net Invoice Quantity** calculated as: Invoiced to date quantity less Credited to date quantity.

For the **Receipt Quantity**, PECOS matches a **Net Receipt Quantity** calculated as: Received to date quantity less Returned to date quantity. If the matched item uses Amount Based settlement, the net receipt is calculated as the received to date amount less the returned to date amount.

The two-way match will be performed by default. A three-way match will be performed if any of the following configurations is present:

1. Receipting is implemented in the approval plan used to route and approve either the requisition or the purchase order.
2. The supplier profile is set to require three-way matching (overriding the approval plan).
3. One of the items in the purchase order is set to 'Receipt Required'.

The settlement screen will not be accessible until either receipting or invoicing has been performed. Matching will only be performed after invoices have been entered (even if the matching button is displayed) but can optionally be run before receipts have been completed.

Following the matching comparison the settlement status indicator is updated and PECOS will assign a 'mismatch' if there are discrepancies. Mismatches are resolved using the Settlement Resolution page where '**force settlement**' is run to approve any matching discrepancies (see below). Only invoices with a '**reconciled**' or '**force settled**' status are available for exporting to your financial systems for payment.

Matching tolerances can be set to ensure certain matching differences, which are within acceptable limits, do not lead to mismatches and force settlement. Tolerances are set at the Line item level and also for VAT values. Tolerances are explained in detail below.

9.3.4 Returns

Return quantities are netted against receipt quantities for financial matching purposes. For example if a quantity of 14 is received and 3 items are logged in PECOS as returned, for any reason, a net receipt quantity of 11 is used as the quantity matched against the invoice quantity for 3-way matching.

If returns are processed for over-shipment or duplicated delivery you must be aware of the affect on 3-way financial matching. It may be necessary in order to avoid mismatches, to ensure that returned items are receipted. It is important that the net total of receipts and returns represents the quantity of items physically received and available for invoicing.

For example: 10 items are ordered and 12 items are delivered. 10 items are kept and 2 returned to the supplier. To ensure that financial matching is accurate two options are available (please refer to your organisation's policies and procedures for the appropriate processing):

- Receive 10 items and do not log the return of 2
- Receive 12 items and log the return of 2

It is recommended that ALL received items are processed and ALL returned items are processed to maintain an accurate audit trail.

9.3.5 Order Matching Tolerance

A matching tolerance between the order and invoice value can be set in two ways:

1. **Organisational Default** – (In Company Settings / Financial Settlement) to affect ALL invoices for ALL suppliers.
2. **Supplier Default** – (in the supplier profile) to affect ALL invoices for an individual supplier.

The order tolerance will allow a percentage and/or a value mismatch between an invoice line item extended value and an order line item extended value without placing the invoice on a matching exception.

- When a percentage tolerance only is set, the matching process uses the tolerance percentage to match the order line value **above or below** the invoice line value.
Example: If a 4% tolerance is set.
An invoice line item between £96 and £104 will correctly match to an order line item for £100 because it is within 4% upper and lower boundary difference.
However an invoice line for £95.99 and less or £104.01 or more will mismatch because it is outside the 4% difference.
- When a value tolerance only is set, the matching process uses the tolerance amount to match the order line value **above or below** the invoice line value.
Example: If a value of £1.50 is set as a value matching tolerance and the extended price for an item is £15.00. If the invoice extended price is:
£13.49 and below = lower bound is outside of tolerance and will mismatch for price
£16.51 and above = upper bound is outside of tolerance and will mismatch for price
Between £13.50 and £16.50 = within tolerance and will match OK for price
- If both a Percentage and Value tolerance is set, the system will apply the **lower** of the two after calculating the difference.
Example: A value of £0.50 (i.e. 50 pence) is set as a value matching tolerance and a percentage of 5% is set as a percentage matching tolerance.
If an order contains a line for 5 units @ £15.20 each and an invoice is received for 4 units @ £15.30 each = £61.20:
The adjusted extended price for the order to be used for matching tolerance purposes (based on the quantity invoiced) is 4 x £15.20 = £60.80
The percentage tolerance is calculated at +/- £3.06 (being 5% x £60.80).
Therefore the tolerance to be used will be the lower of £0.50 and £3.06: which is £0.50.
There the invoice will not be mismatched because the actual difference between the order extended price and invoice extended price £0.40 (i.e. £61.20 less £60.80) which is within tolerance of £0.50.
- The default tolerances are 0% and £0.00 at both organisation and supplier level requiring perfect matches between invoice and order prices.
- Any supplier default will override any organisation default.
- The matching tolerance cannot be over-riden or changed during the settlement process.
- Please speak to your system administrator or refer to your financial policy to determine the tolerance set for your organisation.

9.3.6 VAT Matching Tolerance

A VAT matching tolerance can be set as a Company Setting for your organisation in the administration module (there is no supplier override setting).

The tolerance will allow either a percentage or value mismatch between Calculated and Supplier VAT values without placing an invoice on a matching exception.

- The matching process uses a percentage or value entered by your administrator, to match the Calculated VAT value **above or below** the supplier entered VAT value.
- The default tolerances are 0% and £0.00, requiring a perfect match between the two VAT values.
- The matching tolerance cannot be over-riden or changed during the settlement process.
- Please speak to your system administrator to determine the VAT tolerance set for your organisation.


Note that a VAT matching tolerance will not prevent an invoice being processed that contains a VAT difference. The VAT difference will be recorded by PECOS as a rounding error and be made available on the APEX utility. The tolerance will only affect the post matching settlement status of the invoice for matching and approval purposes.

VAT tolerances are usually set to small values to prevent the need to force settle genuine rounding differences.

9.3.7 Run Matching – Single Order

The following section explains the steps involved in running the matching process for invoices for a **single order**. The matching program is run from the settlement resolution screen which will become available after either receipts or invoices have been processed. Note that the settlement resolution screen and matching buttons might be available before invoices have been posted but no matching activity will run.

Step 1: Navigate to the Status Search screen and enter criteria to find the order for which you wish to perform matching. (See previous section)

Step 2: Click on the settle icon  in the 'Actions' column for the purchase order you wish to run matching for.




Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Actions
7298	ZSC6677	GV Multi-Media	19/07/2005	Mike Watson	£140.00	Re I S

Status search results page showing settle icon

Alternatively you can search and click on your order number in the Order Status panel of the Requisitioner's Workbench to access the Purchase Order Status Summary screen. From the Purchase Order Status Summary screen click on the 'settle' button to open the Settlement Resolution screen.

Step 3: The Settlement Resolution page will open detailing the following purchase order information:

- **Order Summary** – including any financial settlement matching tolerance set and the current order status.
- **Invoice Details** – detailing all currently entered invoices with their current settlement matching status.
- **Order / Invoice Comparison** – detailing original order information, open (unpaid/ not processed to accounts payable) invoice information and paid (processed to accounts payable) invoice details.
- **Settlement Audit** – provides an audit log of all invoice processing.
- **Order Audit** – provides a summary of the order audit trail similar to the one found on the purchase order status summary screen.

Step 4: Click on the  button. PECOS will run the matching program for this order.

Step 5: When the matching program has completed the message "PO/invoice matching completed" will be displayed at the top of the page.

If the matching button is not displayed the following conditions may be the cause:

- Invoices have not yet been entered.
- Matching has already been run.
- No additional invoices have been entered since previously running the matching program.

Step 6: The invoice status and actions, order status, and audit trails will update. If mismatches are found, the invoice information section of the Order/Invoice Comparison table will highlight mismatched data in **red**. Any mismatch should be investigated and must be resolved by force settlement before the invoice can be paid. (see the following section for force settlement options).

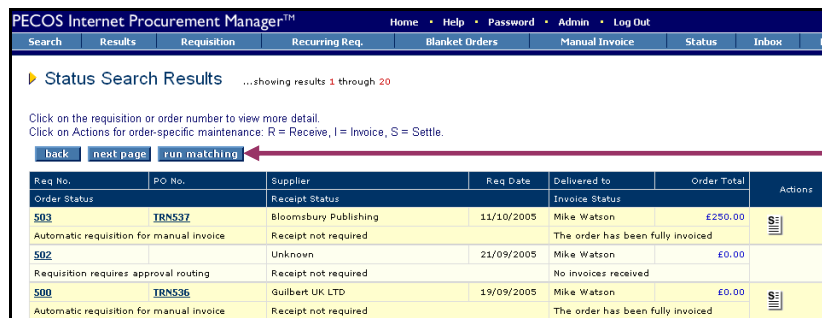
Step 7: Additional invoices. Note that the matching program can only run after invoices have been entered but can be run more than once if there is un-matched invoice activity (i.e. additional receipts or invoices entered since the program was previously run).

9.3.8 Run Matching – Multiple Orders

The following section explains the steps involved in running the matching process for all orders within a user's organisation. You must have user administration rights to perform this task.

Step 1: Navigate to the Status Search menu. Enter criteria to display the status and order tasks results screen.

Step 2: From the Status Search Results page click the **run matching** button at the top of the page.

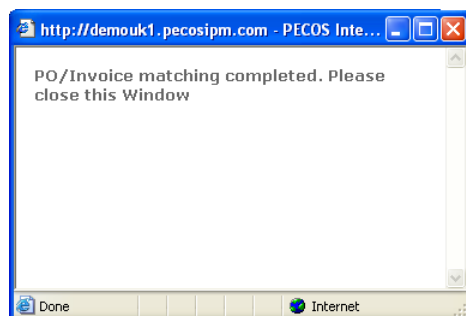


To run matching for all available orders within your organisation.

Run matching from status and order task results

Clicking the 'Run Matching' button from the Status Search Results screen will run the matching program for **all orders** that are at an appropriate status within your organisation. (Note that it is not just the orders returned in the status search results which are matched.) Orders will be matched irrespective of a user's order access permission or administration organisation permissions: any administrator is able to run matching on a Company level.

The matching program does not take long to run but will be affected by the volume of orders available for matching. A window will open whilst the matching program runs. Wait and close it when prompted to do so.



Matching program window

Step 3: When the matching program has completed and the message window closed, you must **refresh** the Settlement Resolution or Status Search Results screen to view updated order statuses.

Step 4: Invoice Statuses (on the Status Search Results screen) and Invoice Matching Statuses (on the Settlement Resolution screen) should be reviewed for matching exceptions (i.e. mismatches). Identification of orders containing invoices with mismatch statuses can easily be achieved using the Invoice Settlement Status and Order Settlement Status selection boxes in the Status Search screen.

The screenshot shows a web interface for 'Status Search'. It has two main sections: 'Search by Number' and 'Search by Parameters'. The 'Search by Parameters' section includes options for 'Requisitioned by' (Yourself, User, All Users in Organizational Units) and various organizational filters (Company, Division, Department, Group, Level6). The 'Information' section, highlighted with a red box, contains dropdown menus for 'Order Status', 'Invoice Settlement Status', 'Receipt Status', and 'Order Settlement Status'. There are also input fields for 'Purchase Order', 'Packing Slip', 'Invoice', 'Requisition', 'RMA', and 'Check No.', along with a 'Supplier' field and a 'Date' range selector.

Status search screen showing settlement search options

9.3.9 Run Matching – Automation

In many organisations the matching program runs automatically, often overnight. The Comp810 program is set as an automated process and called without the need be run manually through the PECOS user interface. The automation of the matching program is often synchronised with the automatic running of the Accounts Payable Export to enhance the efficiency of the payment process.

9.3.10 Run Matching – Additional Processing

The Matching program can be run as many times as is necessary for each purchase order. After each run, where relevant, Order and Invoice statuses will change. Matching will need to be re-run after all invoice, credit and receipting activity to ensure that invoice statuses are updated. Running the matching program will have no affect on invoices that have been 'Processed to Accounts Payable'. Note that matching will not be available for running after returns (only) activity.

9.4 Post Matching Statuses

Following the matching process both the **Order Status** and **Invoice Statuses** will be updated depending on the results of the financial match.

- Invoices where **mismatches are not present** will acquire a **reconciled** status and are available for payment: they will be included in the next APEXport interface. (subject to supplier partial payment conditions being met)
- Invoices where **mismatches are present** will acquire a **mismatch** or **exception** status and will not be available for payment: and not therefore be included in the next APEXport interface.
- Irrespective of the post matching invoice settlement status, the invoice will be subject to **invoice settlement approval workflow**. Invoices may be sent for approval based on any criteria – not just settlement statuses.
- Any order on the order status of '**Closed in AP**', that has had orders matched, will be reopened.

The sections below discuss the possible post matching status combinations.

9.4.1 Matching Rules

A **matching program compares** each invoice with its respective purchase order and receipt information at **line** level. The two types of matching are listed below: your organisation will utilise either two or three way matching.

- The **two-way** match compares:
 - Purchase order price with Invoice price and
 - Purchase order quantities with Net Invoice quantities
- The **three-way** match compares:
 - Purchase order price with Invoice price and
 - Purchase order quantities with Net Invoice quantities and
 - Invoice quantities and Net Receipt quantities

The **Net quantities** used by the matching program are defined:

- **Net Invoice Quantity** = Invoiced to date quantity less Credited to date quantity.
- **Net Receipt Quantity** = Received to date quantity less Returned to date quantity.

9.4.2 Reconciled Invoices – No Approval Required

When there are no matching errors (a perfect match) the invoice settlement status is updated to 'Reconciled', the order status is updated to 'Open' and the invoice status will change to a partial or fully invoiced status.

The following criteria have to be satisfied, for each line of the purchase order in order for a reconciled matching status to be generated:

- The purchase order unit price values match exactly to the invoice unit price values, or are within optionally defined settlement tolerance.
- The net invoice quantity *is less than or equal to* the order quantity.
- If 3-way matching is used: the net quantity invoiced *is less than or equal to* the net quantity received.
- The PECOS Calculated VAT total matches the Supplier entered VAT total, or is within optionally defined VAT tolerances.

Reconciled matching combinations with their processing conditions are detailed below:

1. Order Status = Automatic requisition for manual invoice

Invoice Status = The order has been fully invoiced

Invoice Settlement Status = Reconciled

- This invoice is a manual invoice
- No matching has taken place
- The invoice will be passed for payment

2. Order Status = Order is open

Invoice Status = The order has been fully invoiced

Invoice Settlement Status = Reconciled

- The invoice quantity is equal to the order quantity for all lines. PECOS has reconciled the invoices and noted that no further invoices are expected.
- Where 3-way matching is used, the invoice quantity is also equal to the receipt quantity.
- The PECOS Calculated VAT total matches the Supplier entered VAT total, or is within VAT tolerances.
- The invoice WILL be passed for payment.

3. Order Status = Order is open

Invoice Status = The order has been partially invoiced

Invoice Settlement Status = Reconciled – pending full invoicing

- The invoice quantity is less than the order quantity for at least one line. PECOS has reconciled the invoices but noted that further invoices are required.
- Where 3-way matching is used, the invoice quantity may also be less than the receipt quantity. PECOS has reconciled the invoice but noted that further invoices are required.
- The PECOS Calculated VAT total matches the Supplier entered VAT total, or is within VAT tolerances.
- If the supplier does NOT accept Partial Delivery Payments, PECOS will not allow part invoices to be paid: the invoice WILL NOT be passed for payment until all invoices for this order are received and matched.
- If the supplier DOES accept Partial Delivery Payments, PECOS will allow the invoice(s) to be paid.

9.4.3 Reconciled Invoices – Approval Required

Where Invoice Settlement Approval plans are utilised and the invoice has been routed for approval, the following difference will be noticed from section 11.4.2 above. All other conditions remain the same.

Invoice Settlement Status = Invoice requires approval routing

- The invoice WILL NOT be passed for payment until it has been fully approved.

9.4.4 Mismatched Invoices – No Approval Required

Where there are matching errors (a mismatch) the invoice status is updated to 'One or more invoices are mismatched' and the invoice settlement status displays an appropriate exception. The order status will remain 'open' until the APEXport has been run. Mismatched scenarios with their processing conditions are detailed below:

1. Order Status = Order is open

Invoice Status = One ore more invoices are mismatched

Invoice Settlement Status = Mismatch between order and invoice (for non tolerance errors)

- An invoice line quantity is greater than its corresponding order line quantity.

- An additional line may have been added to the invoice that did not appear on the original purchase order.
- This invoice settlement status will show as a priority status over a receipt pending exception if this condition is also true.
- This invoice settlement status will show as a priority status over a VAT tolerance mismatch exception if this condition is also true.
- The invoice WILL NOT be passed for payment and requires Force Settlement.

2. **Order Status = Order is open**

Invoice Status = One ore more invoices are mismatched

Invoice Settlement Status = Exception - VAT tolerance exceeded

- The PECOS Calculated VAT total does not match the Supplier entered VAT total, or is outside VAT tolerances.
- This invoice settlement status will show as a priority status over a receipt pending exception if this condition is also true.
- The invoice WILL NOT be passed for payment and requires Force Settlement.

3. **Order Status = Order is open**

Invoice Status = One ore more invoices are mismatched

Invoice Settlement Status = Exception - order tolerance exceeded

- An invoice unit price line value does not match exactly to the original or change order purchase order unit price line value, or is not within settlement tolerance.
- This invoice settlement status will show as a priority status over a receipt pending exception if this condition is also true.
- This invoice settlement status will show as a priority status over an order/invoice quantity mismatch if this condition is also true.
- The invoice WILL NOT be passed for payment and requires Force Settlement.

4. **Order Status = Order is open**

Invoice Status = The order has been partially invoiced

Invoice Settlement Status = Exception – Full match pending receipt

- Three-way matching is used for this invoice.
- The receipt quantity for an invoice line item is less than the invoice quantity for the same line item.
- This invoice settlement status will only be displayed if there is no price or quantity exception – such exceptions will take priority if they are also valid for this invoice.
- The invoice WILL NOT be passed for payment and requires Force Settlement. Force Settlement is only allowed if the supplier is configured to accept Partial Delivery Payments.
- After receipting has been completed, matching can be re-run and the invoice settlement status may be updated. If the order is fully received the status will change to 'Reconciled' and force settlement will not be required.

9.4.5 Mismatched Invoices – Approval Required

Where Invoice Settlement Approval plans are utilised and the invoice has been routed for approval, the following difference will be noticed from section 11.4.4 above. All other conditions remain the same.

Invoice Settlement Status = Invoice requires approval routing

- In addition to the requirement for Force Settlement, all approval conditions must also be met before the invoice is passed for payment.

In order that the approver can make an informed decision on how to progress the invoice, the invoice settlement status displayed to the approver in the settlement approval summary screen, will be the exception status and not the approval routing status that is displayed in the settlement resolution screen.

9.4.6 Credit Notes

Netting of invoices is handled by always processing credits before debits. This insures that false over-invoicing situations are not generated. Credits are not matched to any particular debit invoice, but PECOS will compare the net invoicing to the original order. Unit prices for credits are handled the same way as for debit invoices. This means that an invoice with an incorrect unit price will still generate an order tolerance exception even if it has been credited and re-invoiced at the correct price. In this case the credit will also generate an order tolerance exception. For example, if we order quantity 10 at £1.00 and it is invoiced as quantity 10 at £1.10, this will generate a tolerance exception. If we then receive a credit note for a quantity 10

at £1.10 and a subsequent invoice for a quantity of 10 at £1.00, both the original invoice and the credit note will be considered out of tolerance, even though the net invoicing is correct.

Documents NOT in invoice settlement approval

PECOS will net credit note line item quantities with invoice line item quantities when matching is performed. An existing invoice with a settlement exception status will therefore be updated (when matching is re-run) if a credit note is subsequently processed which has quantities that net to equal purchase order quantities. Any document that has been sent for approval routing however, will not be included when matching is retrospectively performed: PECOS will not change the invoice settlement status of any existing document that is in the process of being approved.

Documents in invoice settlement approval

PECOS will net credit note line item quantities with invoice line item quantities when matching is performed. Any invoice that has been sent for approval settlement however will not be included in any retrospective matching process: PECOS will not change the invoice settlement status of any document that is in the process of being approved.

When invoice settlement approval is utilised and configured to route any quantity based invoice exception for approval, matching must be performed on any netting invoice and credit AT THE SAME TIME. In this way, PECOS will net the invoice and credit quantities together and place both documents on a reconciled status. If the invoice is matched before the credit note, it will be placed on an invoice settlement exception status and sent for approval. It will not be considered for netting when the credit is received and matched.

Other Credit Note matching rules:

- Credit note values are not netted with invoice values for matching purposes.
- After matching, credit notes which do not net with invoices for a perfect match are always placed on a 'Reconciled – pending full invoicing' status.

9.4.7 Matching Priority

Where an invoice contains more than one matching discrepancy (eg: both price and quantity) the price mismatch will take precedence over the quantity mismatch.

Invoice lines that have no corresponding order line are treated as quantity mismatches. The invoice settlement status will be: Mismatch between order and invoice (for non tolerance errors).

9.5 Force Settlement

Only reconciled invoices with no matching errors are available for exporting to your finance system for payment. Such invoices are described as 'Settled'. To accept matching exceptions and enable mismatched invoices to be paid, invoices need to be **force settled**. Force Settlement is therefore the act of approving an invoice that has failed your organisation's matching rules or is outside of predefined tolerances.

Force settlement will be required in a number of circumstances including:

- Approval of VAT rounding errors.
- Approval of invoices where invoiced quantities are greater than original order quantities (not corrected on a change order).
- Approval of price differences (not corrected on a change order).
- Approval of additional invoice line items (not corrected on a change order).
- Approval of discounts added as additional lines.
- Approval of net receipt discrepancies (not corrected through receipt editing or returns).
- Approval of credit notes that have not netted with invoices.

Force Settlement can be performed as part of the matching process in the Settlement Resolution screen or as part of an automated invoice settlement approval process. Invoice settlement plans allow invoices to be routed for approval based on requisition, order and invoice criteria as well as post matching invoice settlement status. It is possible therefore to ensure the correct segregation of duties between requisitioner, requisition approver, invoicer and invoice approver.

9.5.1 Identifying Mismatches – No Invoice Settlement Workflow

After the matching program has been run the status search results screen and settlement resolution screen will be updated, clearly showing the reasons for any matching exceptions.

This section explains what statuses are displayed when invoice settlement workflow is not used.

1. Status Search Results screen

The Invoice Status will be updated with one of the following:

- **One or more invoices are mismatched:** when all invoices have not yet been received against the purchase order.
- **Fully invoiced – one or more invoices are mismatched:** when all invoices have been processed (i.e. reconcile to order and receipt quantities) and matched against the order.

510	TRNS44	Carlsberg Brewing Ltd	11/10/2005	Mike Watson	£21.52	R I S
Order is open		No items received	One or more invoices are mismatched			

Settlement Resolution screen

Settlement Resolution

back create invoice close order AP inquiry

Order Summary

Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
TRNS42	Mike Watson	Carlsberg Brewing Ltd	11/10/2005	£21.52	0%	Order is open

Invoice

Invoice Number	Type	Date	Total Amt.	Tax	Delivery	Status	Actions
OP/675354	DI	10/10/2005	£30.32	£4.52	£0.00	Mismatch between order and invoice (for non tolerance errors)	force settle deactivate
Totals:			£30.32	£4.52	£0.00		

Order/Invoice Comparison

Order Information - GBP							Invoice Information - GBP				
Item No.	Mfr No.	Qty	Qty Rtn	Unit Price	Ext Price	Outstanding	Item No.	Qty	Unit Price	Ext Price	Invoice Number
45990		4	0	£2.48	£9.92		45990	5	£2.48	£12.40	OP/675354
45986		4	0	£2.90	£11.60		45986	4	£3.35	£13.40	OP/675354

Various ways of identifying mismatches in the Settlement Resolution Screen

Settlement resolution screen showing mismatch detail

- Under the 'action' column in the invoice detail section the action of **force settle** will be displayed.
- The Order/Invoice Comparison box will highlight in **red** any invoice quantity or price that has mismatched.

2. Audit Trail

Time Stamp	Action	User	Additional Comments
11/10/2005 19:10 GMT+01:00	Mismatch between order and invoice (for non tolerance errors)	Mike Watson	Invoice: OP/675354
11/10/2005 19:09 GMT+01:00	Invoice OP/675354 received	Mike Watson	OP/675354
11/10/2005 17:25 GMT+01:00	Order transmitted to supplier		Emailed to pecozmails@elcom.com
11/10/2005 17:24 GMT+01:00	Pending transmission		

Audit trail extract

The Order Audit Trail will contain details of the matching activity and resulting settlement status.

9.5.2 Identifying Mismatches – Invoice Settlement Workflow

After the matching program has been run the status search results screen and settlement resolution screen will be updated, clearly showing the reasons for any matching exceptions.

This section explains what statuses are displayed when invoice settlement workflow is used.

1. Status Search Results screen

The Invoice Status will be updated with one of the following:

- **One or more invoices are mismatched:** when all invoices have not yet been received against the purchase order.
- **Fully invoiced – one or more invoices are mismatched:** when all invoices have been processed and matched against the order.

Status Search Results ...showing results 1 through 1

Click on the requisition or order number to view more detail.
Click on Actions for order-specific maintenance: R = Receive, I = Invoice, S = Settle.

back run matching

Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Actions
514	TRNS48	Carlsberg Brewing Ltd	12/10/2005	Mike Watson	£50.00	R I S
Order is open		All items have been fully received	One or more invoices are mismatched			

Status search results screen

Settlement Resolution screen

▶ Settlement Resolution

back create invoice close order AP inquiry

Order Summary

Order No.	Requestioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
TRN548	Mike Watson	Carlsberg Brewing Ltd	12/10/2005	£50.80	0%	Order is open

Invoice

Invoice Number	Type	Date	Total Amt.	Tax	Delivery	Status	actions
OP/16574	DI	12/10/2005	£54.05	£8.05	£0.00	Invoice requires approval routing	
Totals:			£54.05	£8.05	£0.00		

Order/Invoice Comparison

Order Information - GBP							Invoice Information - GBP				
Item No.	Mfr No.	Qty	Qty Rtn	Unit Price	Ext Price	Outstanding	Item No.	Qty	Unit Price	Ext Price	Invoice Number
45981		6	0	£3.20	£19.20		45981	8	£3.20	£25.60	OP/16574
45982		6	0	£3.20	£19.20		45982	6	£3.40	£20.40	OP/16574
45989		4	0	£3.10	£12.40						

Status will identify when an invoice has been sent for settlement approval

Mismatched quantities will be identified.

Settlement resolution screen showing mismatch detail

- The invoice settlement status will identify when an invoice has been sent for settlement approval.
- The action of force settle is not available when an invoice has been sent for approval. Force settlement will usually be performed by the invoice approver.
- The Order/Invoice Comparison box will highlight in **red** any invoice quantity or price that has mismatched.

2. Audit Trail

Audit Trail

Time Stamp	Action	User	Additional Comments
12/10/2005 10:41 GMT+01:00	Invoice sent for approval	Mike Watson	OP/16574
12/10/2005 10:41 GMT+01:00	Mismatch between order and invoice (for non tolerance errors)	Mike Watson	Invoice: OP/16574
12/10/2005 10:41 GMT+01:00	Invoice OP/16574 received	Mike Watson	OP/16574
12/10/2005 10:40 GMT+01:00	Fully received	Mike Watson	- Correct Item Received
12/10/2005 10:40 GMT+01:00	Order transmitted to supplier		Emailed to hen@mail@salcom.com

Audit trail extract

The Order Audit Trail will contain details of the matching activity, the resulting settlement status and the person to whom the invoice has been routed to for approval.

9.5.3 Statuses Requiring Force Settlement

Both Invoice Status and Invoice Settlement Status can define the mismatched condition of invoices.

The following status conditions are also described in detail in a previous chapter.

The following **Invoice Statuses** indicate where invoice matching exceptions have occurred:

- **One or more invoices are mismatched:** when all invoices have not been received against the purchase order and matching exceptions exist.
- **Fully invoiced – one or more invoices are mismatched:** when all invoices have been processed and matched against the order and matching exceptions exist.

Orders with the above invoice statuses will contain invoices with the following **Invoice Settlement Statuses**, indicating that force settlement is required:

- **Mismatch between order and invoice (for non tolerance errors):** An invoice line quantity is greater than its corresponding order line quantity.
- **Exception - order tolerance exceeded:** An invoice line unit price is either greater than or less than its corresponding order line unit price (outside organisationally set optional tolerances).
- **Exception - VAT tolerance exceeded:** The Supplier entered VAT total is greater or less than the Calculated VAT total (outside organisationally set optional tolerances).
- **Exception – Full match pending receipt:** When 3-way matching is performed and the supplier allows partial delivery payments this status indicates that for any line item the invoice quantity is greater than the receipted quantity.

9.5.4 Remedial Action

After a mismatch has been identified it will need to be investigated. The resulting course of action will not always give rise to the need to process force settlement:

Credit note outstanding – a credit note is required for an overcharge or return. The supplier may need to be chased.

Invoice posting error – an invoice has been posted against the wrong purchase order and must be deactivated (see below) and re-entered correctly.

VAT posting error – line level VAT treatment errors exist which have given rise to a ‘Calculated VAT’ discrepancy that is not a rounding difference. In order to correctly account for line level VAT treatments the invoice needs to be deactivated and re-entered.

Change Order outstanding – a change order transaction is pending.

Receipt outstanding – a receipting transaction is pending completion. The requisitioner or goods in department may need chasing.

Receipt incomplete – the supplier may have short delivered and back ordered goods may require chasing.

Return outstanding – returned items may not have been processed.

After remedial action or additional processing has been completed, matching must once more be performed. There is no limit to the number of times the matching process can be performed. Where pertinent, the original invoice exception status will be updated.

Note that settlement statuses will not be updated for any document that is in the settlement approval process.


9.5.5 Force Settlement Process – No Invoice Settlement Approval

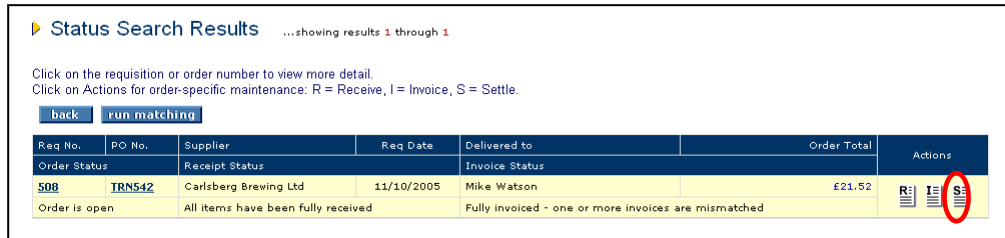
Additional information on identifying mismatched invoices and the remedial action that can be undertaken prior to force settlement is described in previous sections of this manual.

Force Settlement can only be performed by users who have been granted permission in their user profile.

The following section explains how force settlement can be run for invoices that have not been sent for invoice settlement approval. Force Settlement is undertaken in the Settlement Resolution screen accessed through a Status Search.

Step 1: In the Status Search screen, search for the order that you wish to force settle. All settlement statuses are available as search criteria.

Step 2: Click on the  icon in the Status Search Results page to open the Settlement Resolution page.



► Status Search Results ...showing results 1 through 1

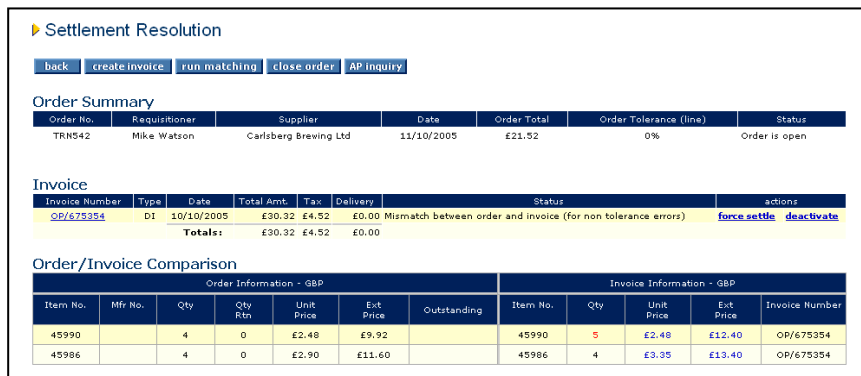
Click on the requisition or order number to view more detail.
Click on Actions for order-specific maintenance: R = Receive, I = Invoice, S = Settle.

[back](#) [run matching](#)

Req No.	PO No.	Supplier	Req Date	Delivered to	Order Total	Actions
508	TRN542	Carlsberg Brewing Ltd	11/10/2005	Mike Watson	£21.52	R I S
Order Status		Receipt Status	Invoice Status			
Order is open		All items have been fully received	Fully invoiced - one or more invoices are mismatched			

Status search results screen

Step 3: The Settlement Resolution screen will open where you can review order, invoice and audit trail details.



► Settlement Resolution

[back](#) [create invoice](#) [run matching](#) [close order](#) [AP Inquiry](#)

Order Summary

Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
TRN542	Mike Watson	Carlsberg Brewing Ltd	11/10/2005	£21.52	0%	Order is open

Invoice

Invoice Number	Type	Date	Total Amt.	Tax	Delivery	Status	actions
OP/675354	DI	10/10/2005	£30.32	£4.52	£0.00	Mismatch between order and invoice (for non tolerance errors)	force settle deactivate
Totals:			£30.32	£4.52	£0.00		

Order/Invoice Comparison

Order Information - GBP							Invoice Information - GBP				
Item No.	Mfr No.	Qty	Qty Rtn	Unit Price	Ext Price	Outstanding	Item No.	Qty	Unit Price	Ext Price	Invoice Number
45990		4	0	£2.48	£9.92		45990	5	£2.48	£12.40	OP/675354
45986		4	0	£2.90	£11.60		45986	4	£3.35	£13.40	OP/675354

Settlement resolution screen

Step 4: Click on the Invoice Number in the 'Invoice' section to open the **Invoice Detail** screen.

Invoice Detail
[back](#) [print invoice](#) [edit additional invoice information](#)

Invoice No.	Invoice Type	PO	Invoice User	Delivery Address	Supplier	Invoice Date	Invoice Total	Invoice Status
7777777777	DI	TRN1486-009	Mike Watson	Elcom Systems Ltd 78 Willowbank Crescent Slough	Bloomsbury Publishing	27/07/2010	£289.28	Invoice requires approval routing

Comments:

Additional Invoice Information

Field Name	Field Value
Invoice Hold	Yes
Invoice Hold Reason	do not pay, account query.
User Defined Invoice Date 1	15/06/2010
User Defined Invoice Date 2	

Header Level Accounting in Effect
 Account Code - Percentage - Amount
 100-3000-55388-00 - 100% - £275.50

Item No.	Item Description	Qty	Unit Price/UoM	Ext. Price	Calculated VAT
Item Account info					
JKRHPGF	Harry Potter and the Goblet of Fire (Paperback)	50	£5.51/EA	£275.50	£13.78

Amount		Accounting	
Delivery	£0.00		
Supplier VAT	£13.78	100-3000-55388-00 - 100% -	£13.78
Calculated VAT	£13.78		
Rounding Error	£0.00		
Invoice Total	£289.28		
Payment Amount	£289.28		

Invoice detail screen

Here the invoice detail can be reviewed. Click on the 'edit additional invoice information' button to open a pop up window containing the extended invoice fields where, if the invoice status allows, they can be edited.

Step 5: To run force settlement click on the [force settle](#) link in the 'actions' column on the invoice line that has a matching exception.

actions
[force settle](#) [deactivate](#)

Force settle link

Step 6: A comment box will open where you must type the reason or approval authority for force settling the invoice.

PECOS Internet Procurement Manager - Microsoft Internet Explorer

Pressing the <Save> button will accept this invoice for payment even though the system has determined a mismatch with the invoice. A reason for Force Settlement will be required in order to proceed.

[Text Area]

[Save] [Clear] [Cancel]

Force settlement comments box

Save

When finished click the 'Save' button to proceed. The invoice status will be updated to 'Force Settled'.

Clear

To clear the comment box click 'Clear' and retype your comments.

Cancel

To cancel force settlement for this invoice click 'Cancel'. The window will close and the status of the invoice will not change.

Step 7: The settlement resolution screen will update and the invoice settlement status will change to "Force settled". The order audit trail will be date and time stamped with the action and force settlement comments.

▶ Settlement Resolution

back create invoice run matching close order AP inquiry

Order Summary

Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
TRN542	Mike Watson	Carlsberg Brewing Ltd	11/10/2005	£21.52	0%	Order is open

Invoice

Invoice Number	Type	Date	Total Amt.	Tax	Delivery	Status	actions
OP/675354	DI	10/10/2005	£30.32	£4.52	£0.00	Force settled	deactivate
Totals:			£30.32	£4.52	£0.00		

Settlement resolution screen after force settlement

The force settled invoice will now be available for inclusion in the next APExport for payment.

9.5.6 Force Settlement Process – Invoice Settlement Approval

Additional information on identifying mismatched invoices and the remedial action that can be undertaken prior to force settlement is described in previous sections of this manual.

Force Settlement can only be performed by users who have been granted permission in their user profile.

The following section explains how force settlement is run for invoices that have been sent for invoice settlement approval. Force Settlement is undertaken in the Settlement Approval Summary screen accessed through the approver's inbox. An approver will receive an automated eMail informing them that they have had an invoice document sent to them for approval or force settlement.

Step 1: In the top menu bar click 'Inbox' to open your inbox.

Step 2: Navigate to the 'Invoices to Approve' section.



A listing of invoices that have been routed to you for approval action will display.

▶ Your Invoices To Approve

Invoices remaining for you to approve (Click Invoice Number to review detail):

Invoice No.	Inv. Date	P.O Number	Supplier Name	Date Submitted	Submitted by	Invoice Total
OP/16574	12/10/2005	TRN548	Carlsberg Brewing Ltd	12/10/2005	Mike Watson	£54.05

Inbox - your invoices to approve

Step 3: Click on the invoice number to open the Settlement Approval Summary screen.

▶ Settlement Approval Summary

back approve force settle deactivate return to requisitioner return to invoicer edit

Comments/Feedback

Invoice

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	Pay Amt.	Taxes	Delivery	Status
7777777777	DI	27/07/2010	30/07/2010	£289.28	£289.28	£13.78	£0.00	Exception - Full match pending receipt

Additional Invoice Information

Field Name	Field Value
Invoice Hold	Yes
Invoice Hold Reason	do not pay- account query.
User Defined Invoice Date 1	15/06/2010
User Defined Invoice Date 2	28/07/2010

Order Summary

Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
TRN1486-009	Mike Watson	Bloomsbury Publishing	23/07/2010	£275.50	0%	Order is open

Order/Invoice Comparison

Order Information - GBP						Invoice Information - GBP					
Line No.	Item No.	Mfr No.	Qty	Qty Rtn	Unit Price	Ext Price	Outstanding	Item No.	Qty	Unit Price	Ext Price
1	JKRHGPF		50	0	£5.51	£275.50	£0.00	JKRHGPF	50	£5.51	£275.50

Settlement Audit

Time Stamp	Related Invoice Number	Related Stock Number	New Status	Old Status	Actioner	Additional Comment
29/07/2010 10:19 GMT+01:00	7777777777		Received - unprocessed		Mike Watson	7777777777

Order Audit

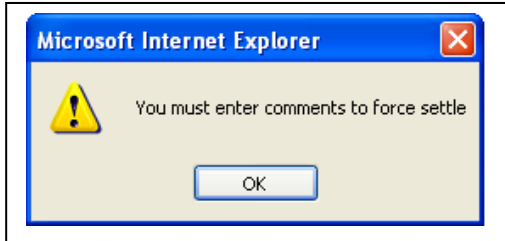
Time Stamp	Action	Additional Comments
29/07/2010 10:19	Invoice sent for approval to Mike Watson	7777777777

Settlement approval summary screen

The Settlement Approval Summary screen contains invoice, order and audit trail information which should be reviewed before any force settlement action is undertaken.

Not all invoice documents will require force settlement. Force settlement will only be available if the invoice settlement status requires this action and the user has appropriate permissions.

Step 4: Enter settlement comments in the Comments/Feedback text box. Failure to enter comments will result in a warning message being displayed when the force settle button is clicked.



Comments missing warning message

Step 5: Click on the **force settle** button at the top of the page. The invoice settlement status of the invoice will be updated to 'Force settled'.

Invoice							
Invoice Number	Type	Date	Total Amt.	Pay Amt.	Tax	Freight	Status
OP/16574	DI	12/10/2005	£54.05	£54.05	£8.05	£0.00	Force settled

Invoice detail showing change in status

Step 6: The Order Audit Trail will be updated with the force settlement activity.

Order Audit		
Time Stamp	Action	Additional Comments
12/10/2005 12:46 GMT+01:00	Invoice OP/16574 has been force settled	Quantity difference approved. Items retained. Code S387.
12/10/2005 10:41 GMT+01:00	invoice sent for approval	OP/16574
12/10/2005 10:41 GMT+01:00	Mismatch between order and invoice (for non tolerance errors)	Invoice: OP/16574
12/10/2005 10:41 GMT+01:00	Invoice OP/16574 received	OP/16574
12/10/2005 10:40	fully received	Correct Item Received

Order audit trail extract showing force settlement activity

Step 7: Following force settlement the approver has a number of further actions to consider. **Note that force settling an invoice does not approve it.**

- Click **back** if you do not want to undertake any further action. The invoice will remain in your inbox within the settlement approval workflow, for you to complete processing at a later date. The invoice will not be included on the APEXport until it is approved.
- Click **approve** to approve the invoice and move it forwards in the settlement approval process. When the invoice has been fully approved (completed each step of the invoice settlement plan) it will be made available for payment on the APEXport.
- Click **return to requisitioner** (with comments) if you want to return this invoice to the requisitioner for additional purchase order processing. The invoice settlement status will be updated to 'returned to requisitioner' and the invoice will reside outside of the approval workflow awaiting a purchase order change (the requisitioner is not able to edit the invoice directly).
- Click **return to invoicer** (with comments) if you want to return this invoice to the user who processed the invoice. The invoice will not be approved and the settlement status will change to 'returned to invoicer'. The document will not appear on the APEXport until the invoicer undertakes the required remedial action and resubmits the invoice for approval. The invoicer is able to edit the invoice details.

9.6 Invoice Deactivation

Invoices can be deactivated at any point after entry, up to the point that they are processed to Accounts Payable on the APExport interface. Until an invoice has been interfaced to your finance system for payment it has not been accounted for and is available for deactivation and adjustment.

There are a number of reasons why an invoice may need to be deactivated or cancelled prior to the APExport and include:

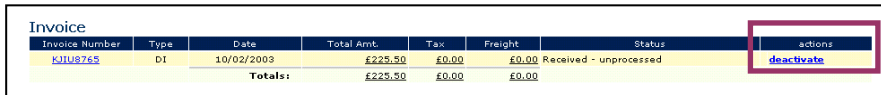
- **Invoice entry error** – a mistake was made during the entry of the invoice and a correction is required.
- **Invoice posting error** – an invoice was posted against the wrong purchase order and must be re-entered correctly.
- **VAT posting error** – line level VAT treatment errors exist which have given rise to a VAT discrepancy that is not a rounding difference. The invoice needs to be deactivated and re-entered to correctly account for line level VAT treatments.

Note that changes to financial tracking codes can be performed without the need to deactivate and re-enter an invoice.

9.6.1 Settlement Resolution

This section describes the steps required to deactivate an invoice in the Settlement Resolution page. Invoices are not available for deactivation if they have been sent for approval and have an invoice settlement status of 'Invoice requires approval routing'.

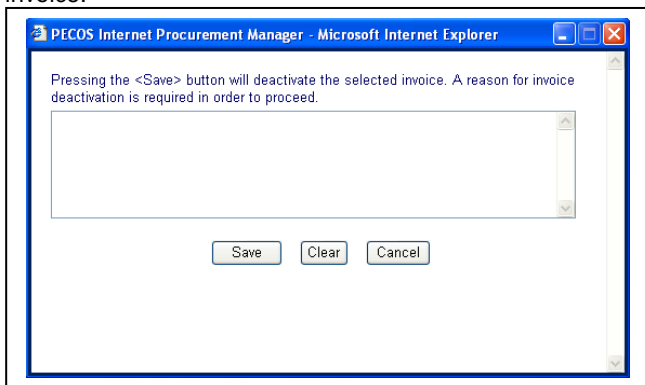
Step 1: Under the 'actions' column in the Invoice section of the Settlement Resolution page click on the [deactivate](#) link for the invoice to be deactivated.



Invoice Number	Type	Date	Total Amt.	Tax	Freight	Status	actions
KJ008765	DI	10/02/2003	£225.50	£0.00	£0.00	Received - unprocessed	deactivate
Totals:			£225.50	£0.00	£0.00		

Deactivate invoice link on the settlement resolution page

Step 2: The following text entry box appears which requires you to enter a reason for deactivating the invoice.



PECOS Internet Procurement Manager - Microsoft Internet Explorer

Pressing the <Save> button will deactivate the selected invoice. A reason for invoice deactivation is required in order to proceed.

Invoice deactivation text box

- When finished click the 'Save' button to proceed. The invoice will be deactivated.
- To clear the comment box click 'Clear' and retype your comments.
- To cancel invoice deactivation click 'Cancel'. The text box will close and the invoice will not be deactivated.

Step 3: After deactivation:

- The invoice settlement status will change to 'Deactivated'.
- The order status will remain as 'order is open'.
- The actions link changes to [activate](#) allowing the invoice to be re-activated if required.
- The invoice data will be removed from the order/invoice comparison box and is no longer available for matching.
- The invoice detail is still available for viewing. Click on the deactivated invoice number to open the invoice detail page.

Step 4: Note that the Settlement Audit is updated with deactivation and reactivation actions.

Settlement Audit							
Time Stamp	Related Invoice Number	Related Stock Number	New Status	Old Status	Actioner	Additional Comment	
10/02/2003 17:10 GMT	KJIU8765	N/A	Received - unprocessed	Deactivated	Mike Watson	deactivated in error	
10/02/2003 17:03 GMT	KJIU8765	N/A	Deactivated	Received - unprocessed	Mike Watson	Invoice incorrectly posted.	
10/02/2003 16:37 GMT	KJIU8765	N/A	Received - unprocessed	unknown	Mike Watson		

Settlement audit showing deactivation and activation actions

9.6.2 Invoice Settlement

This section describes the steps required to deactivate an invoice in the Settlement Approval Summary screen – accessed through the inbox – during invoice settlement approval.

Invoices are not available for deactivation in the Settlement Resolution screen – accessed through the status search screen – if they have been sent for approval.

Step 1: In the **Invoices to approve** section of the inbox, click on the invoice number that you wish to deactivate.

Inbox

approval delegation

- Requisitions to Approve → 30
- Order Requests to Approve → 4
- PO Changes to Approve → 0
- Returned Requisitions → 2
- Returned Order Requests → 1
- Returned PO Changes → 0
- Invoices to Approve → 3**
- Returned Invoices → 3

Your Invoices To Approve

Invoices remaining for you to approve (Click Invoice Number to review detail):

Invoice No.	Inv. Date	PO Number	Supplier Name	Date Submitted	Submitted by	Invoice Total
ome	10/10/2005	TRN538	Carlsberg Brewing Ltd	11/10/2005	Mike Watson	£12.63
87645	06/10/2005	TRN538	Carlsberg Brewing Ltd	11/10/2005	Mike Watson	£12.63
656776	06/10/2005	TRN538	Carlsberg Brewing Ltd	11/10/2005	Mike Watson	£23.03

Inbox - your invoices to approve

Step 2: The Settlement Approval Summary screen will open.

Settlement Approval Summary

back approve force settle deactivate return to requisitioner return to invoicer edit

Comments/Feedback

Invoice

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	Pay Amt.	Taxes	Delivery	Status
7777777777	DI	27/07/2010	30/07/2010	£289.28	£289.28	£13.78	£0.00	Exception - Full match pending receipt

Additional Invoice Information

Field Name	Field Value
Invoice Hold	Yes
Invoice Hold Reason	do not pay, account query.
User Defined Invoice Date 1	15/06/2010
User Defined Invoice Date 2	28/07/2010

Order Summary

Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status
IR01486-009	Mike Watson	Bloomsbury Publishing	23/07/2010	£275.50	0%	Order is open

Order/Invoice Comparison

Order Information - GBP							Invoice Information - GBP					
Line No.	Item No.	Mfr No.	Qty	Qty Rtn	Unit Price	Ext Price	Outstanding	Item No.	Qty	Unit Price	Ext Price	
1	JKRHPGF		50	0	£5.51	£275.50	£0.00	JKRHPGF	50	£5.51	£275.50	

Settlement Audit

Time Stamp	Related Invoice Number	Related Stock Number	New Status	Old Status	Actioner	Additional Comment
29/07/2010 10:19 GMT+01:00	7777777777		Received - unprocessed		Mike Watson	7777777777

Order Audit

Time Stamp	Action	Additional Comments
29/07/2010 10:19		

Settlement approval summary screen

The Settlement Approval Summary screen contains invoice, order and audit trail information which should be reviewed before any deactivation action is undertaken.

Step 3: Enter deactivation comments in the Comments/Feedback text box. Failure to enter comments will result in a warning message being displayed when the deactivate button is clicked.



Comments missing warning message

Step 4: Click on the **deactivate** button. The invoice will be deactivated, be removed from your inbox and will move out of the invoice settlement approval plan.

Step 5: After deactivation, in the Settlement Resolution screen:

- The invoice settlement status will change to 'Deactivated'.
- The order status will remain as 'order is open'.
- The actions link changes to [activate](#) allowing the invoice to be re-activated if required.
- The invoice data will be removed from the order/invoice comparison box and is no longer available for matching.
- The invoice detail is still available for viewing. Click on the deactivated invoice number to open the invoice detail page.

Step 6: Note that the Settlement Audit is updated with deactivation and reactivation actions.


Settlement Audit							
Time Stamp	Related Invoice Number	Related Stock Number	New Status	Old Status	Actioner	Additional Comment	
10/02/2003 17:10 GMT	KJIU8765	N/A	Received - unprocessed	Deactivated	Mike Watson	deactivated in error	
10/02/2003 17:03 GMT	KJIU8765	N/A	Deactivated	Received - unprocessed	Mike Watson	Invoice incorrectly posted.	
10/02/2003 16:37 GMT	KJIU8765	N/A	Received - unprocessed	unknown	Mike Watson		

Settlement audit showing deactivation and activation actions

9.6.3 Reactivation

A deactivated invoice can be optionally **re-activated**.

Step 1: Navigate to the Status Search screen and enter information to identify the invoice you wish to deactivate.

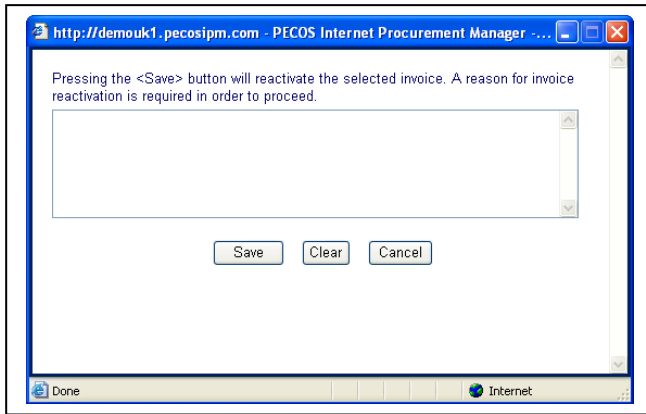
Step 2: In the Status Search Results screen click on the  icon to open the settlement resolution screen.

Step 3: Under the 'actions' column in the Invoice section of the Settlement Resolution page click on the [activate](#) link for the invoice to be reactivated.

Invoices							
Invoice Number	Type	Date	Total Amt.	Tax	Delivery	Status	actions
656276	DI	06/10/2005	£23.03	£3.43	£0.00	Invoice requires approval routing	
87645	DI	06/10/2005	£12.66	£1.90	£0.00	Deactivated	activate
one	DI	10/10/2005	£12.65	£1.89	£0.00	Invoice requires approval routing	
Totals:			£35.68	£5.32	£0.00		

Activate invoice link on the settlement resolution page

Step 4: The following text entry box appears which requires you to enter a reason for reactivating the invoice.



Invoice reactivation text box

- When finished click the 'Save' button to proceed. The invoice will be reactivated.
- To clear the comment box click 'Clear' and retype your comments.
- To cancel invoice reactivation click 'Cancel'. The text box will close and the invoice will remain deactivated.

Step 5: After reactivation:

- The invoice settlement status will change to 'Received - unprocessed' and matching can once again be run.
- The order status will remain as 'order is open'.
- The actions link changes to [deactivate](#) allowing the invoice to be deactivated if required.
- The invoice data will reappear in the order/invoice comparison box and is available for re-matching.

Step 6: Note that the Settlement Audit is updated with deactivation and reactivation actions.

Settlement Audit						
Time Stamp	Related Invoice Number	Related Stock Number	New Status	Old Status	Actioner	Additional Comment
10/02/2003 17:10 GMT	KJIU8765	N/A	Received - unprocessed	Deactivated	Mike Watson	deactivated in error
10/02/2003 17:03 GMT	KJIU8765	N/A	Deactivated	Received - unprocessed	Mike Watson	Invoice incorrectly posted.
10/02/2003 16:37 GMT	KJIU8765	N/A	Received - unprocessed	unknown	Mike Watson	

Settlement audit showing deactivation and activation actions

10 Closing Orders

There are two ways to close orders in PECOS:

1. Close in AP

This is a **temporary** close undertaken from within the **AP Inquiry** screen.

This closure will stop payment or curtail receipt and invoice processing against an order temporarily. This is effectively a “close and hold”. The order can be re-opened.

2. Manual Close

This is a **permanent** close undertaken from the **Settlement Resolution** screen.

This closure will close an order permanently and ensure that all current invoice detail, irrespective of matching status, is passed for payment. No processing is permitted to the order after closure and the order cannot be subsequently reopened.

Close Order Permission

To undertake close orders, a user must be granted the ‘Settlement’ user role in their user profile.

Closure can be performed at any stage after the order has been transmitted to the supplier through the **Settlement Resolution** screen.


To protect invoices ‘in process’, Manual Close cannot be undertaken whilst invoice matching is outstanding or when invoices are submitted to the approval process (i.e. the invoice settlement status = ‘Invoice requires approval routing’).

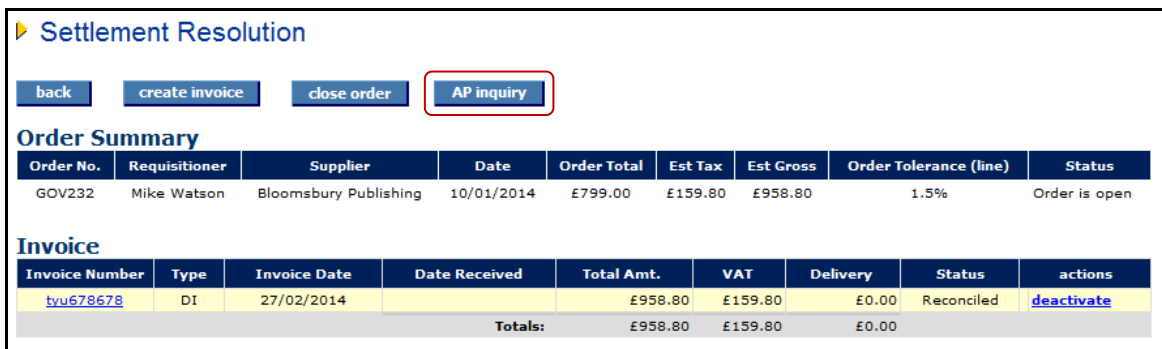
10.1 Close in AP

Access to ‘Close in AP’ is through the **AP Inquiry** button on the **Settlement Resolution** page.

10.1.1 Close in AP

1: In Status Search screen, search for the order that you wish to close.

2: Click on the  icon to open the Settlement Resolution screen.



Settlement Resolution

back create invoice close order **AP inquiry**


Order Summary

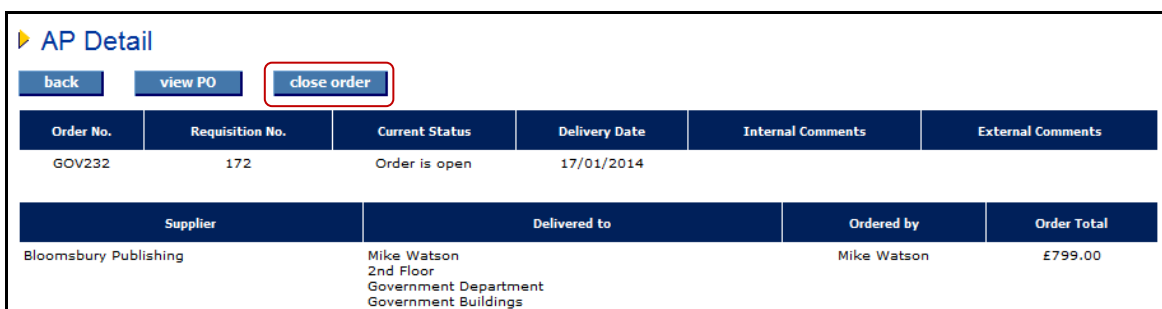
Order No.	Requisitioner	Supplier	Date	Order Total	Est Tax	Est Gross	Order Tolerance (line)	Status
GOV232	Mike Watson	Bloomsbury Publishing	10/01/2014	£799.00	£159.80	£958.80	1.5%	Order is open

Invoice

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	VAT	Delivery	Status	actions
bu678678	DI	27/02/2014		£958.80	£159.80	£0.00	Reconciled	deactivate
Totals:				£958.80	£159.80	£0.00		

Settlement resolution screen showing AP inquiry button

3:  Click on the ‘AP inquiry’ button at the top of the Settlement Resolution screen. The AP Detail screen opens:



AP Detail

back view PO **close order**


Order No.	Requisition No.	Current Status	Delivery Date	Internal Comments	External Comments
GOV232	172	Order is open	17/01/2014		

Supplier	Delivered to	Ordered by	Order Total
Bloomsbury Publishing	Mike Watson 2nd Floor Government Department Government Buildings	Mike Watson	£799.00

AP Detail screen showing close order button

The AP Detail page contains the following information:

- Order header information including current status, order comments, supplier details and shipping address.
- Order audit trail details.
- Line item summary detail including receipts, returns and financial tracking information.
- Click on the 'view PO' button to display and print the purchase order.

4:  Click on the close order button at the top of the page to close the order. The screen will refresh and the audit trail will update with the close action. Notice also that the 'close order' button changes to 're-open order'.

5: To return to the Settlement Resolution page from the AP Detail page click on the 'back' button.

In order to refresh the order details it is recommended that you reselect the order using the status search screen.

10.1.2 Effect of Closure

After the order has been closed in AP all receipting and invoicing options are removed, although the order may still be subject to financial matching.

- The order status is changed to 'Order closed by AP'.
- No further receipting is allowed – receipting buttons are removed.
- No further invoicing is allowed – invoice buttons are removed.
- Change Orders and Returns are allowed.
- The only option available within the settlement resolution screen is to re-open the order via the AP Inquiry screen.
- Invoice and invoice matching statuses are not affected.
- The order is still subject to financial matching.
- Any invoice that is on a force settled or reconciled status will be selected for payment and appear on the next APEXport.

The order will remain closed until and unless:

- It is re-opened in the AP Inquiry screen
- A new order is created through the change order option.
- The matching program is run and an invoice that was pending match gets matched and changes status.

10.1.3 Post Closure Options

The order will remain closed until it is either re-opened in the AP Inquiry screen, a change order is created or an invoice status is changed through matching.


Processing options after closure are limited and are described below.


- **Re-open** – The order can be re-opened in the AP Detail screen. Click on the AP Inquiry button in the Settlement Resolution screen.
- **Copy** – The order can be copied into a new requisition through the Purchase Order Status Summary screen and the Requisition Status Summary screen. Copying an order will have no effect on the status of the order.
- **View Order** – The order can be viewed and printed through the Purchase Order Status Summary screen or the AP Detail screen.
- **Returns** – Items can be returned through the 'return items' option in the Purchase Order Status Summary screen. Processing returns will have no effect on the status of the order.
- **Cancellation** – The order can be cancelled via the cancel order button. The change order that is created through order cancellation will follow the normal order cancellation process and will be placed on the status: 'Order has been cancelled'. The original version of the order (that was closed) will display as 'Order has been superseded by a po change'.
- **Change Order** – Purchase order change options are available in the Purchase Order Status Summary screen. If a change order is created the order will automatically be reopened and the change order placed on the status: 'Order is Open'. The original version of the order (that was closed) will display as 'Order has been superseded by a po change'.
- **Match** – Matching is available manually in the search results screen or via an automated program.

10.1.4 Re-open in AP

To re-open a closed order, follow these steps:


1: In Status Search screen search for the order that you wish to re-open. The order status will be 'Order closed by AP'.

2: Click on the  icon to open the Settlement Resolution page.

3:  Click on the 'AP inquiry' button at the top of the Settlement Resolution screen. The AP Detail screen will open.



AP Detail screen

4:  Click the 're-open order' button at the top of the page. The screen will refresh and the audit trail will update with the re-open action. Notice also that the 're-open order' button changes to 'close' allowing the order to once more be closed if necessary.

5: To return to the Settlement Resolution page from the AP Detail page click on the back button.

After the order has been re-opened all editing and processing options are re-instated. The order returns to its pre-closure condition:


- The order status is changed to 'Order is open'.
- Receipt and invoice processing can be recommenced.
- Matching and settlement activities can be recommenced.


10.2 Manual Close

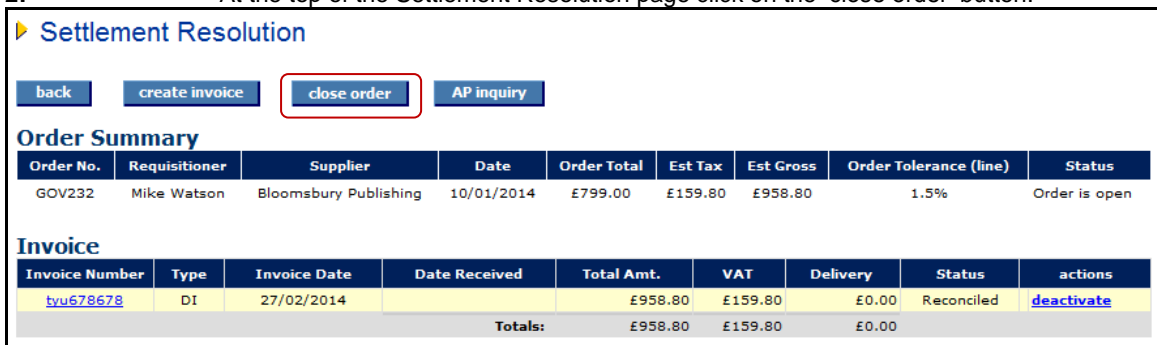
The affect of manually closing an order are as follows:

- All active invoices – irrespective of status – are marked as force settled and transferred on the next APExport.
- An order that has been manually closed will **permanently** prevent further processing of receipts, returns, change orders and invoices.
- **The order cannot be re-opened.**

Note that an order that is waiting matching or has invoices in the settlement approval process cannot be manually closed.

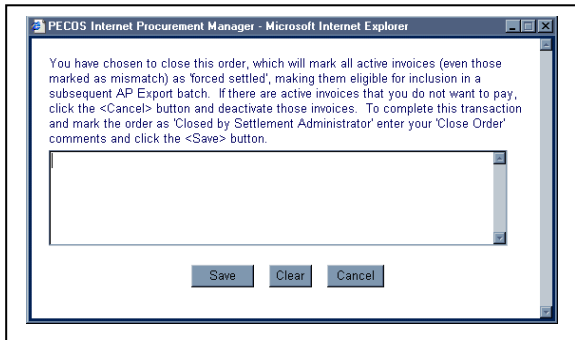
1: From the Status Search Results screen click on the  icon for the order you wish to manually close.

2:  At the top of the Settlement Resolution page click on the 'close order' button.



Settlement Resolution screen showing close order button

3: A text entry box will open where you must enter a reason for manually closing the order. Click 'Save' when complete. The close reason entered will be included in the order audit trail.



Manually closed order text entry box

If there are outstanding invoices that you do not wish to be passed for payment, click 'Cancel' in the text entry box and deactivate the invoices before proceeding with manual closure.

Effect of Closure

- The order status is updated to "Order Manually Closed" and the order audit trail is updated accordingly.
- All active invoices are marked as 'force settled' and are made eligible for inclusion in the next APExport batch.
- No further receipting or returns activity can be performed for this order.
- No further invoicing activity can be performed for this order.
- No change orders can be processed for this order.
- No further settlement activity can be performed.
- The order cannot be re-opened.

11 AP Export Utility

The final stage in the invoicing, matching and settlement process is to run the Accounts Payable Export program (APEXport).

The APEXport is a utility program run by your system administrator or finance department that creates an XML batch file containing all the invoices (and associated order details) available for payment. This batch file is then available for importing into your finance system for payment processing.

For more information about the APEXport please refer to the APEXport manual.

11.1 Payable Statuses

Invoices with the following **invoice settlement statuses** are included in the APEXport:

- Reconciled
- Force Settled

11.2 Post AP Export Statuses

After the APEXport has been run all invoice settlement statuses are change to **'Processed to Accounts Payable'**.

The Order/Invoice Comparison table is updated to reflect those invoices that have been included in the APEXport and marks them as paid.

Settlement Resolution																
back	create invoice	close order	AP inquiry													
Order Summary																
Order No.	Requisitioner	Supplier	Date	Order Total	Order Tolerance (line)	Status										
TRN376	Mike Watson	Fresh Foods Ltd	26/07/2005	£0.48	0%	Order is open										
Invoices																
Invoice Number	Type	Date	Total Amt.	Tax	Delivery	Status	actions									
324897	DI	26/07/2005	£0.28	£0.04	£0.00	Processed to Accounts Payable										
4444	DI	14/09/2005	£4.20	£0.00	£0.00	Force settled	deactivate									
Totals:			£4.48	£0.04	£0.00											
Order/Invoice Comparison																
Order Information - GBP						Invoice Information - GBP					Paid Invoice Info - GBP					
Item No.	Mfr No.	Qty	Qty Rtn	Unit Price	Ext Price	Outstanding	Item No.	Qty	Unit Price	Ext Price	Invoice Number	Item No.	Qty	Unit Price	Ext Price	Invoice Number
2030		4	0	£0.12	£0.48		2030	35	£0.12	£4.20	4444	2030	2	£0.12	£0.24	324897

Settlement resolution screen after APEXport

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