

InvoiceWorks®

# InvoiceWorks User Guide



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# Contents

Introduction .....	5
New User Setup .....	6
Invitation Email .....	6
InvoiceWorks Account Activation .....	6
InvoiceWorks User .....	7
E-Mail Notification of an Invoice Requiring Coding/Approval .....	7
Accessing InvoiceWorks .....	7
Approval Work List .....	7
Invoice Approval .....	8
Non-PO Invoices .....	8
PO-based Invoices .....	9
Approve or Deny Invoices .....	11
Check Edits and Save Invoices .....	11
Coding .....	12
Distributions .....	13
Copy Distribution from Excel .....	13
Advanced Duplicate Detection .....	14
Related Documents (Attachments) .....	16
History .....	17
Approval Stops .....	17
Re-route an invoice .....	18
Issues / Dispute Resolution .....	18
Invoice Search and Status .....	19
Export Invoices .....	20
Display Options .....	21
InvoiceWorks Power User .....	22
Invoice Entry .....	22
Create a Non-PO Invoice .....	22
Create a PO Invoice through 'Invoice Entry' .....	24
Cloning an Invoice .....	26
Imaged Invoice List (if applicable) .....	27

Download Invoices .....	29
Display Options .....	29
Image Indexing Feedback.....	30
Reports .....	32
Archive (if applicable) .....	33

# Introduction

This document is for customer employees who are new to InvoiceWorks and serves as a reference guide for current InvoiceWorks customer users. This document describes the activation process, as well as the functionality of the InvoiceWorks Application.

The InvoiceWorks Application allows users to:

- Review, code and approve invoices
- Search for invoices
- View status of invoices
- Dispute invoices and respond to invoice disputes and issues

In addition to the functionality listed above, certain users (called power users) will have access to the following enhanced InvoiceWorks Application functionality:

- Create invoices in InvoiceWorks through the Customer Data Entry functionality
- Review/edit scanned invoices that did not pass edits or require additional data through the Imaged Invoice List (if applicable)
- Search for invoices both on their own Approver Worklist as well as all on other users' Approval Worklists
- View Reports
- View Archived invoices (if applicable)
- Create Ad-Hoc Reports

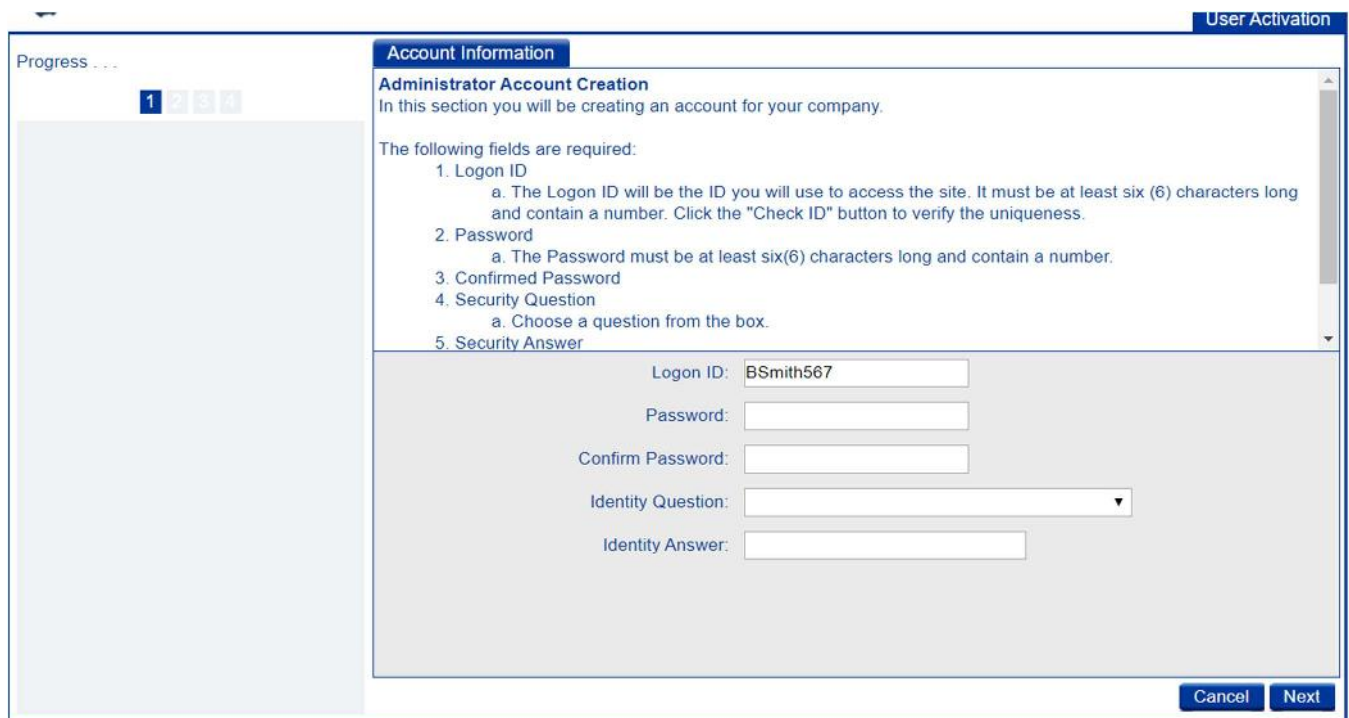
# New User Setup

## Invitation Email

An email will be sent inviting the user to sign up with InvoiceWorks. This email indicates how to activate an account and is initiated when an invoice submitted by a supplier through InvoiceWorks requires the user's coding and/or approval.

## InvoiceWorks Account Activation

By clicking on the 'New User Activation' link the user will be taken to the following screen. The user will be asked to create a password and an answer to an identity question. Click the Next button to continue the activation process.



The screenshot shows a web application window titled "User Activation". On the left, a "Progress" bar shows four steps, with the first step (1) highlighted. The main content area is titled "Account Information" and "Administrator Account Creation". It contains the following text: "In this section you will be creating an account for your company." and "The following fields are required:". Below this, a list of requirements is shown: 1. Logon ID (with sub-point: "a. The Logon ID will be the ID you will use to access the site. It must be at least six (6) characters long and contain a number. Click the 'Check ID' button to verify the uniqueness."), 2. Password (with sub-point: "a. The Password must be at least six(6) characters long and contain a number."), 3. Confirmed Password, 4. Security Question (with sub-point: "a. Choose a question from the box."), and 5. Security Answer. Below the list, there are input fields for "Logon ID:" (containing "BSmith567"), "Password:", "Confirm Password:", "Identity Question:" (a dropdown menu), and "Identity Answer:". At the bottom right of the form are "Cancel" and "Next" buttons.

The next screen displays the user information, the locale settings, and the email notification options. These will be pre-populated, and the user will need to verify that everything is correct before clicking on the 'Next' button.

The third screen will appear to confirm the user's information. Click 'Next' to continue.

The final screen contains the user agreement and two questions to which the approver must answer "Yes" to in order to complete the sign-up process

*Note: the approver can only click the 'I Accept' button after scrolling to the bottom of the user agreement.*

# InvoiceWorks User

## E-Mail Notification of an Invoice Requiring Coding/Approval

If an invoice has been routed to a user for approval and the user is a current InvoiceWorks user/approver, the user will receive an e-mail with key information about the invoice. The e-mail contains summary information from the invoice and a link to the InvoiceWorks website.

Click on the link to InvoiceWorks and the user will be directed to their home page in the InvoiceWorks Application, which displays a list of invoices that the user needs to code and/or approve (called the 'Approval Worklist').

## Accessing InvoiceWorks

- Go to the appropriate website URL
- If necessary, click on 'Go to Payer' at bottom left of screen.
- Enter Email and Password and click 'Sign In'. The user will be directed to their InvoiceWorks Homepage.

## Approval Work List

The Approval Work List contains invoices that have been routed to the user for coding/approval. It also serves as the default page for all users upon logging into InvoiceWorks.

To review, code, approve or deny invoices click on the 'InvoiceNbr'.

InvoiceWorks

Approval Worklist

?

Greg Brady

Worklist Criteria

Invoices Assigned To

Greg Brady

Greg Brady (gregbrady)

gregbrady@demo.com

Full Access

Invoice Number	Vendor Name	Business Unit	Invoice Date	Due Date	Invoice Type	Total Due	Terms	Invoice Status	Days On Worklist
19330	Dext Genie	United States	06/25/2020		Non-PO	\$75.00		Submitted	5
080518	Southern Cross A...	Lake Area	06/22/2020	07/22/2020	Non-PO	\$6,778.50	N30 DAYS	Submitted	8
demo123	THRU GLASS WI...	Spohn Hospital S...	06/19/2020	07/19/2020	Non-PO	\$75.00	N30 DAYS	Submitted	8
DemoPO3	THRU GLASS WI...	St. Michael Health...	11/12/2019	12/12/2019	PO	\$171.76	2% 15D N30D	Match Exception	245
U20-4228	Powerstick.com Inc	United States	06/30/2020	07/30/2020	PO	\$171,823.00	2% 15D N30D	Match Exception	6
13538	AllRoc Awards Inc	United States	03/23/2020	04/22/2020	PO	\$63.00	2% 15D N30D	Match Exception	5
demo01	THRU GLASS WI...	St. Michael Health...	07/11/2020	08/10/2020	PO	\$6,42.96	2% 15D N30D	Match Exception	0

## Invoice Approval

Click on the hyperlinked 'Invoice Nbr' to review, code, approve or deny the invoice.

The user will be directed to the 'Invoice Approval' screen for either a Non-PO invoice or a PO- based Invoice.

### ***Non-PO Invoices***

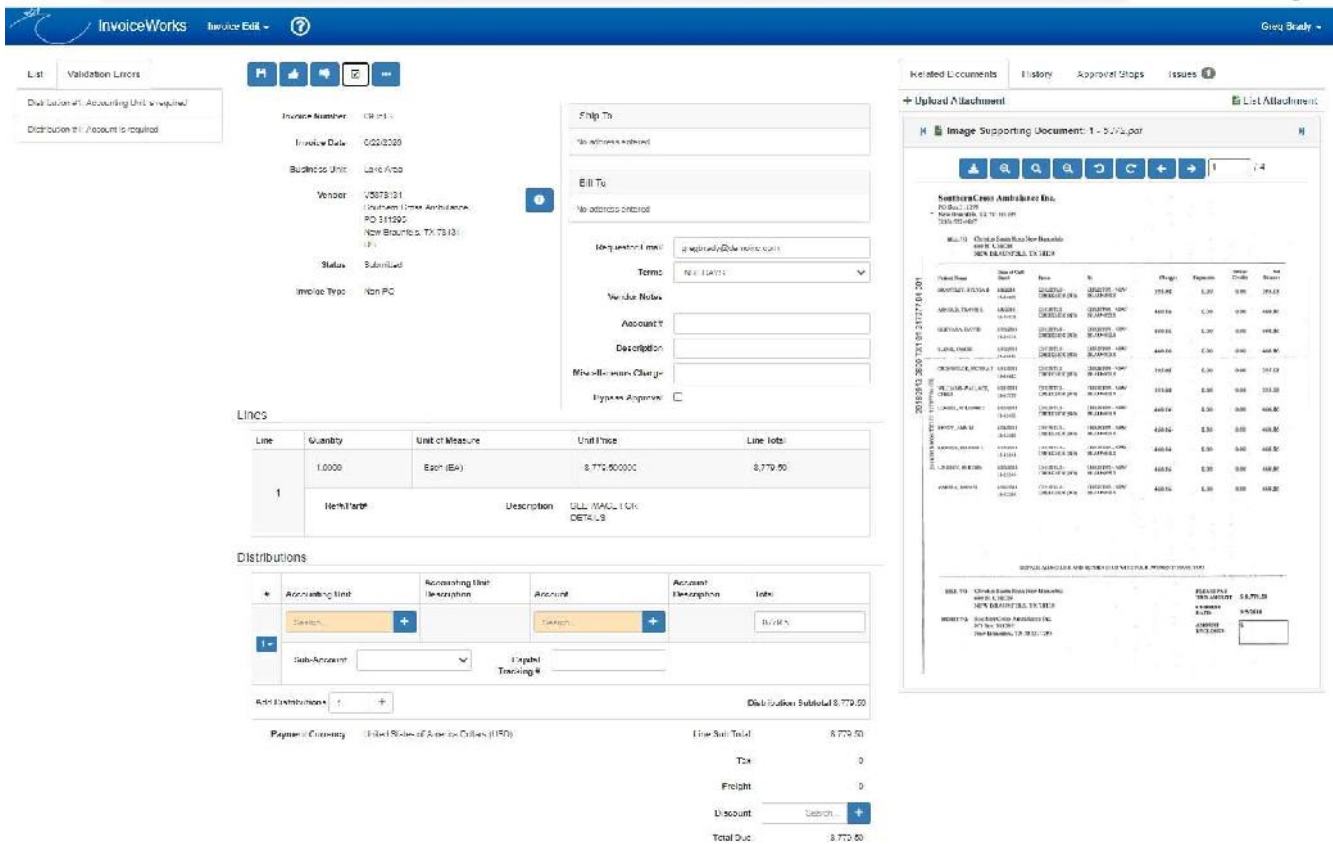
One or more of the following activities can occur in 'Invoice Approval':

- Enter coding for the invoice (i.e., cost center and general ledger account information).
- Add additional line distributions as required.
- Review validations
  - Please note that an invoice cannot be final approved until all required fields have been completed. If all required fields have not been completed, the invoice will 'not pass validations.
  - This Validation Errors section, by default in the upper right, indicates whether the invoice passes or fails validations; an invoice that fails validations indicates that either additional information is required, or certain information is incorrect on the invoice.
  - Fields that require attention are also highlighted
- View attachments associated with the invoice.
- Approve or deny the invoice.
- Check the invoice and save the invoice as a draft for later review.
- View approval stops which indicate who else has or will approve this invoice.
- View invoice history, which shows each stage of the invoice creation and approval process.
- Create an issue / dispute for the invoice. Please note that an email notification is sent to the vendor indicating that one of their invoices has been disputed.
- Reroute an invoice.

*Note: If an invoice has been routed to the user incorrectly, do not deny the invoice. Please contact the Customer AP Help Line to find out how to re-route the invoice to the correct approver.*



The following is a sample Non-PO invoice within the 'Invoice Approval' screen.



**InvoiceWorks** Invoice Edit

Validation Errors: Div (Account) Accounting Unit is required, Distribution # / Account is required

Invoice Number: 10010101  
Invoice Date: 06/28/2020  
Business Unit: LANE/ASD  
Vendor: V0078101  
Southern Cross Ambulance Inc.  
PO 510002  
NEW BRUNSWICK, TX 78103  
Status: Submitted  
Invoice Type: Non PO

Ship To: 1001010101  
Bill To: No address entered

Terms: Net 15 Days

Vendor Name: Southern Cross Ambulance Inc.  
Account #: 1001010101  
Description: 1001010101  
Miscellaneous Charge: 1001010101

**Lines**

Line	Quantity	Unit of Measure	Unit Price	Line Total
1	1.0000	EACH (EA)	8,779.00000	8,779.00

**Distributions**

Accounting Unit	Accounting Unit Description	Amount	Account Description	Label
1001010101	1001010101	8,779.00	1001010101	1001010101

Payment Company: United States of America (1001010101)  
Total Due: 8,779.00

## PO-based Invoices


One or more of the following activities can occur in 'Invoice Approval':


- View attachments associated with invoice.
- Approve or deny the invoice.
- Review validations
  - Please note that an invoice cannot be final approved until all required fields have been completed. If all required fields have not been completed, the invoice will 'not pass validations'.
  - This Validation Errors section, by default in the upper right, indicates whether the invoice passes or fails validations; an invoice that fails validations indicates that either additional information is required, or certain information is incorrect on the invoice.
  - Fields that require attention are also highlighted
- Check the invoice and save the invoice as a draft for later review.
- View approval stops which indicate who else has or will approve this invoice.
- View invoice history, which shows each stage of the invoice creation and approval process.
- Create an issue / dispute for the invoice. Please note that an email notification is sent to the vendor indicating that one of their invoices has been disputed.
- Reroute an invoice.

*Note: If an invoice has been routed to the user incorrectly, do not deny the invoice. Please contact the Customer AP Help Line to find out how to re-route the invoice to the correct approver.*



## Approve or Deny Invoices

Click on the Approve invoice icon  to approve invoice at the upper left of the invoice.

Click on the Deny Invoice icon  to deny the invoice.

Before the invoice is denied the user will see the following message box:

Deny Invoice

Are you sure you want to deny this invoice (15000)? Denying the invoice will stop all processing of this invoice and the vendor will not receive payment.


If this invoice should have been routed to someone else, please reroute this invoice or contact your InvoiceWorks Administrator to reroute the invoice.

Denial Reason

Please specify a reason for denying this invoice.

The user will then be required to enter a comment explaining the reason for denying the invoice.

## Check Edits and Save Invoices

Click on the Check Edits icon  to verify that all required fields have been completed.

If items are missing or incorrect, the fields will be highlighted in orange and an edit message will display on the upper right Validation Errors tab giving the reason for the error.

Invoice Number


Invoice Date

Validation Errors (2) 

The Invoice Number cannot be blank

The Invoice Date is required

Click on the 'Save' icon to save the invoice as a draft without submitting it. The user can continue to review or code the invoice at a later time.

The Validation Errors tab is by default pinned on the upper right of the page, but can be toggled between the upper-right and upper-left by pressing the toggle arrow: 

## Coding

Certain fields are not provided by the supplier and are required by the approver for the invoice to be submitted and posted into your AP system. These fields are generally in the 'Distributions' section of the 'Invoice Approval' screen but can also be in other locations on the invoice. Highlighting appears in required fields that are missing data or contain invalid data.

### Distributions

#	ExpenseType	Function	Location	GL Account	Total
			CA-iPayabl	Search...	22000
1 +	GL Acct Description	Item Description		Purpose 0000000000	
	Personal <input type="checkbox"/>	Supplier		Date	
				AssetID	
Add Distributions 1 +					Distribution Subtotal 22,000.00

The user may enter GL account information manually, with help from a smart drop-down list. Or by clicking on the icon, where the user will see a 'Smartlist Lookup' of values that the user has recently used (see below).

### Smartlist Lookup - GL Account

Last Used

	Code	Description
	60105	Accounting
	63760	Computer Equip Expense
	71000	Office Expense

Search

Cancel

If the code that the user is looking for is not listed, the user can click at the bottom right of this screen to open a search box. A list of all available codes will appear. If the user knows part of the code, the user may enter the numbers/description that they know followed by the wildcard symbol '\*' to find the proper GL account.

### Smartlist Lookup - GL Account

Last Used

Search


Code








Description

Code	Description
60105	Accounting
66252	AFLAC Post Exp
66251	AFLAC Pre Exp
62000	Bank Charges
76250	Cell Phone Expense
71500	Co-Location Hosting
63760	Computer Equip Expense
63501	Conferences and seminars
64500	Dues and Subscriptions Exp
66250	Employee Health Insurance


Cancel



## Distributions

By default, one distribution line appears with the invoice total. If the user requires additional distribution lines, go to 'Add Distributions' found below the existent distribution line(s), and select how many distributions you would like to add, then click on the  button to add the distributions.

#	Expense Type	Function	Location	GL Account	Total
			CA-IPayabl 	Search... 	 22000
1 	GL Acct Description Personal <input type="checkbox"/>		Item Description Supplier	Purpose 0000000000 Date AssetID	
Add Distributions 1 					Distribution Subtotal 22,000.00

Distribution lines may be deleted by clicking on the distribution line number and selecting 'Delete Distribution.'

2   
 GL Acct Description

 Duplicate Distribution 2  
 Delete Distribution 2

## Copy Distribution from Excel

Distribution fields may be filled with information copied over from Excel documents. First, select the More Action icon  then click on the 'Copy Distributions From Excel' action:







Invoice Number TEST2  
 Invoice Date 10/17/2

Copy Distributions From Excel  
 Advance Duplicate Detection  
 Print Invoice

The user will be directed to the screen below. Copy the desired data from an Excel document and paste it into the box as prompted. To paste the copied data, use CTRL-V.

## Copy Distribution From Excel

### Distributions

ExpenseType	Function	Location	GL Account	GL Acct Description	Item Description	Purpose	Date	Personal	Supplier	AssetID	Distribution Amount
Distribution Subtotal 0											

### Excel Entry

Use CTRL-V to paste your distribution data here.



The user must copy the same number of cells as there are headings on the invoice distribution copy screen. The above screen requires 12 cells to be copied and pasted. The fields may be blank—they just need to be included in the copy/paste transaction. If the correct number of fields are not pasted, the screen below will pop-up:

The number of fields in the pasted data does not match the number of distribution fields. Please include all the fields when pasting the distribution data.

## Advanced Duplicate Detection

As invoices can be entered in various ways by suppliers and users, it is possible that duplication could occur. InvoiceWorks maintains a mechanism that detects these possible duplicates and alerts users by using a warning validation. This validation will not prevent an invoice from being approved but rather offers a warning of potential duplicates.

A possible duplicate will produce an automatic warning validation error coupled with all other validation errors of the invoice.

Click on the validation message itself or the More Action icon  and the 'Advance Duplicate Detection' action to see the list of potential duplicates.



Possible duplicates will be displayed in a pop-up as seen below.

#### Advance Duplicate Detection

Vendor ID	Vendor Name	Business Unit	Invoice Number	Invoice Date	Status	Invoice Amount
V996861329	Airgas USA, LLC	CA	<a href="#">TestSam02</a>	4/4/19, 12:00 AM	Submitted	89.98
V996861329	Airgas USA, LLC	CA	<a href="#">64456456</a>	4/4/19, 12:00 AM	Submitted	89.98

☐ Dismiss Notice for All Users



Click on the invoice number link to display the potential duplicates for review:


This notice can be dismissed for all future users by selecting the checkbox 'Dismiss Notice for All Users'. This action will be logged in the invoice history. Even if the automatic notifications are dismissed, the user can manually run duplicate detection.

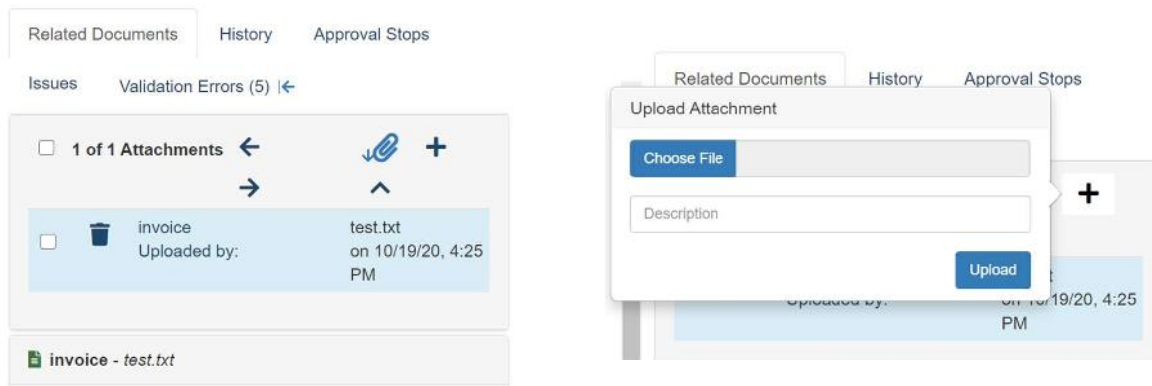
Duplicate Detection searches all invoices, looking for duplicates that reference the following criteria:

1. Invoices that have the same combination of InvoiceNbr and Invoice Amount across all vendors for that customer.
2. Invoices that have the same combination of InvoiceNbr and Invoice Date across all vendors for that customer.
3. Invoices that have the same combination of Vendor ID, Business Unit, Invoice Date, and Invoice Amount.
4. Invoices that have the same combination of Vendor ID,
5. Invoice Date, and Invoice Amount.
6. Invoices that have the same combination of Vendor ID, InvoiceNbr, and Invoice Amount.
7. Invoices that have the same invoice number when comparing the invoice number without the last character to the invoices already submitted by the vendor.
8. Invoices that have the same invoice number when comparing the invoice number without the preceding zeros to the invoices already submitted by the vendor.

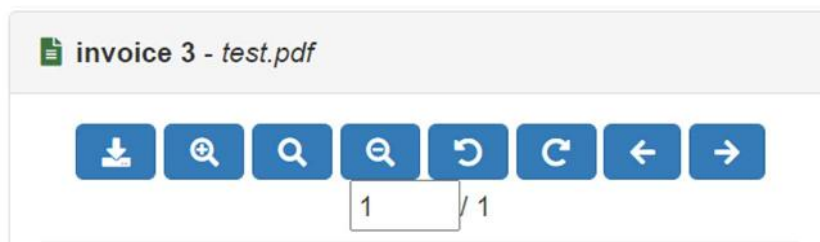
## Related Documents (Attachments)


On the 'Invoice Approval' screen, click on the 'Related Documents' tab on the upper right-hand section of the screen to view and/or add documents to the invoice. Each invoice can have documents attached by the vendor and/or by the approver(s).

Click on the  icon to add additional documents.



For PDFs, users can zoom in and out, rotate documents, and move to additional pages or documents using the controls seen below:






Download documents by clicking on the download icon .



## History

From the 'Invoice Approval screen', click on the History tab. This screen shows the history of the invoice from the beginning to current date.

Additional details are available for some actions. The details can be seen by clicking on the  icon next to the entry.

Related Documents	History	Approval Stops	Issues	Validation Errors (5) 
Status				
Invoice Status	Submitted	Due Date	11/16/20	Source cust data entry
***				
History				
Date/Time	User	Process	Action	
10/16/20, 10:09 AM	IP Admin	InvoiceWorks.Business	Invoice Submitted 	
Field	Old Value		New Value	
LineTotal_Base	0.00		11,000.00	
UnitCost_Base on line #1	0.00		550.00	
LineTotal_Base	0.00		11,000.00	
UnitCost_Base on line #2	0.00		550.00	
LineSum_Base	0.00		22,000.00	
TotalDue_Base	0.00		22,000.00	
10/16/20, 10:09 AM	IP Admin	InvoiceWorks.Business	Submitted Invoice Failed Edits 	
10/19/20, 10:20 AM	IP Admin	InvoiceWorks.Business	Add new attachment to invoice	

## Approval Stops

From the 'Invoice Approval' screen, click on the Approval Stops tab. This tab lists the approvers who are currently on the approval workflow for the invoice. How the invoice was routed is listed in the Source column. The date the approver was notified is also listed there. The 'Result' column shows if the Invoice has been approved or denied by a specific user.







All users listed must approve the invoice for the invoice to be considered final approved.




Related Documents

History

Approval Stops

Issues

Action	Sequence	User	Source	Date Notified	Result
	1 	Greg Brady	Primary Stop - Rule #180302	7/9/20, 6:35 PM	
	2 	Jan Brady	Next In Line for Greg Brady (gregbrady)		
	3 	Peter Brady	Next In Line for Jan Brady (janbrady)		



Rollback All

Add

Reroute



*Note: If there are any problems or inaccuracies with the list of approvers, please contact the Customer AP Help Line.*


## Re-route an invoice

From the 'Invoice Approval' screen, click on the 'Approval Stops' tab on the upper right-hand section and select the  'Reroute' icon.

This will mark the invoice for rerouting. Any changes made on the invoice, user profile, and/or routing will be applied, and the system will automatically reroute the invoice.

[Related Documents](#)
[History](#)
[Approval Stops](#)
[Issues](#)
[Validation Errors \(8\) !\[\]\(2dea62d35c9d85fdc99ec4919ede358b\_img.jpg\)](#)

Action	Sequence	User	Source	Date Notified	Result
	1 	IP Admin	Manual Stop		


  
[Reroute](#)

## Issues / Dispute Resolution

From the 'Invoice Approval screen', click on the 'Issues' tab on the upper right-hand section.

To create a new issue, select the 'Create New Issue' link.

The user chooses which users to receive the issue and may either choose a subject from the drop-down list or enter their own subject.

The message field is to explain any details related to resolving the issue or dispute.


Click the check icon on the bottom right  when complete.

An e-mail notification is then sent to the supplier and listed users, indicating that an issue has been posted for that invoice.

[Related Documents](#)
[History](#)
[Approval Stops](#)
[Issues](#)

[Notes](#)
  

[Vendor Notes](#)
[Approver Notes](#)

[Create New Issue](#)



**Recipients**

☐ Select All

☐ Pam Barrell (PBarrell)

☐ Mary Egglezos (MEgglezos)

[Add User To Message](#)



**Subject:** 

**Message:**

☐ Place Invoice In Dispute

\*Required Field

Required fields are missing. Please fill out all required fields to continue.

## Invoice Search and Status

Click on the 'Invoice Search' option under the Main Menu to search for invoices.

From the 'Invoice Search' screen, the user will be able to see all their invoices, regardless of the approval status. If the user is a proxy for another user, they can also search for invoices for that individual by changing the user in the 'Invoices Assigned To' list.

If the user is a power user, administrator, or a custom user, in addition they will be able to search under all users.

*Note: Proxies are described under User Profile, found at the top right of the screen*

Reminder: Change the 'Invoices Assigned To' search field to be blank, to see invoices for all users.

The user can search by the following criteria:

- Invoices Assigned To
- Vendor
- Invoice #
- Invoice Date Range
- Invoice Type
- Invoice Status
- Invoice Source
- Business Unit
- Purchase Order Number
- Invoice Amount
- Payment Refence Number

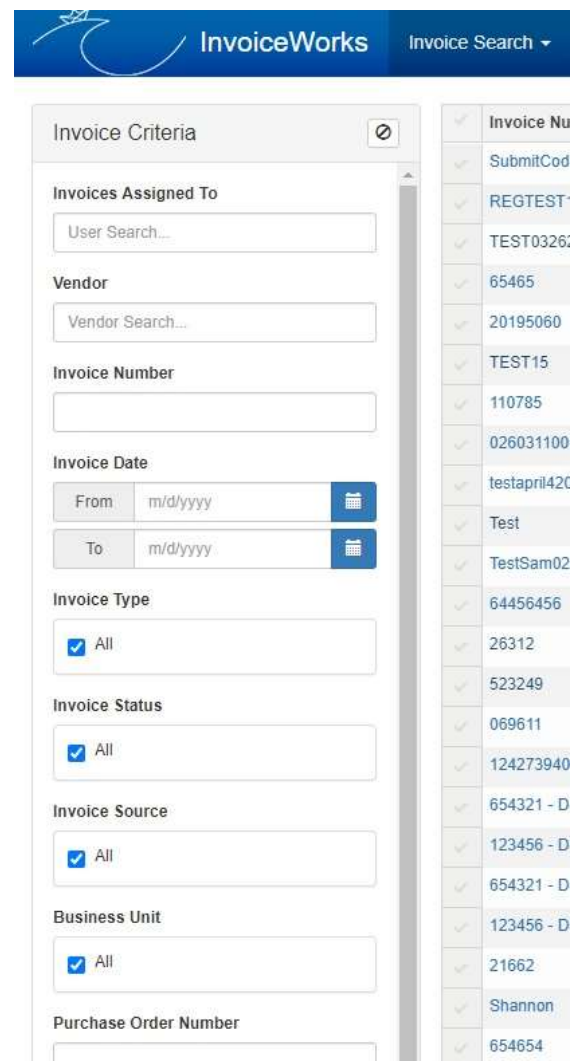
The user can also use wildcards (\*).

So if the user knows part of the name/code, the user may enter what that they know, followed by the wildcard symbol '\*' to search for all invoices including those characters.

To see all invoices available, leave all fields blank.

The search results are displayed automatically.

Click on the hyperlinked '[Invoice Number](#)' to see the details for the selected invoice.



The screenshot shows the 'InvoiceWorks' application interface. At the top, there is a blue header bar with the 'InvoiceWorks' logo and a dropdown menu labeled 'Invoice Search'. Below the header, the main content area is divided into two sections. On the left, there is a form titled 'Invoice Criteria' with a search icon. This form contains several fields: 'Invoices Assigned To' (with a 'User Search...' input), 'Vendor' (with a 'Vendor Search...' input), 'Invoice Number' (with an empty input), 'Invoice Date' (with 'From' and 'To' date pickers), 'Invoice Type' (with a dropdown set to 'All'), 'Invoice Status' (with a dropdown set to 'All'), 'Invoice Source' (with a dropdown set to 'All'), 'Business Unit' (with a dropdown set to 'All'), and 'Purchase Order Number' (with an empty input). On the right, there is a table displaying search results. The table has columns for 'Invoice Number', 'SubmitCode', and 'REGTEST'. The first few rows of the table are visible, showing various invoice numbers and codes.

The primary status options are follows:

**Submitted** -- As soon as the vendor submits the invoice it is marked as submitted. The invoice will remain with a status of 'Submitted' until all approvers listed on an invoice have approved the invoice.

**Approved** -- When all approvers listed on an invoice have approved the invoice, it is then marked as 'Approved.'

**Denied** -- When an approver denies an invoice, the invoice is marked as 'Denied' and the invoice is removed from all other approvers' worklists. This is the final status for these invoices.

**Transmitted** -- After an invoice has been 'Approved', the invoice is transmitted in a batch from InvoiceWorks to the Customer' AP system.

**Received** -- The 'Received' status is provided by Customer AP system to show that the invoices have been received and are awaiting payment.

**Paid** -- When an invoice has been paid, a 'Paid' status and check number are posted with the invoice. This is the final status for these invoices.

## Export Invoices

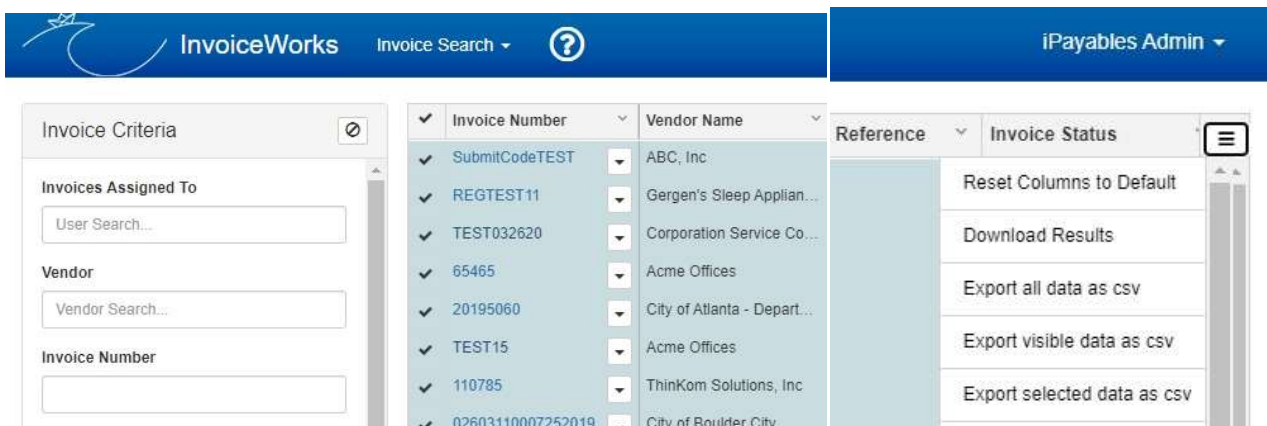
To export invoices, go to 'Invoice Search' and enter the criteria for the invoices that are requested. For more selective data groupings, select the desired invoices by pressing the ☒ icon to the left of the invoice number, or select all by pressing the ☒ icon on the top left corner of the search results table.

On the upper right corner of the search results table click on the  icon.

Click on either the Download Results, Export all data as csv, Export visible data as csv.

The user will be prompted to either save the file to their desktop or to open the file directly.


To view in Excel, the user can save the file to their desktop and open with Excel.



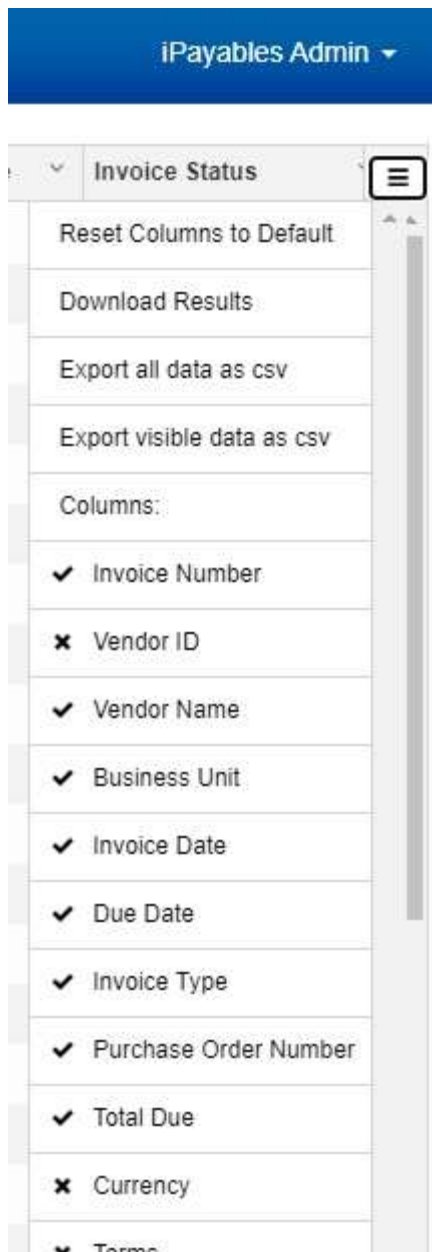
The screenshot shows the InvoiceWorks 'Invoice Search' interface. On the left, there are search criteria fields: 'Invoices Assigned To' (with a 'User Search...' input), 'Vendor' (with a 'Vendor Search...' input), and 'Invoice Number' (with an empty input field). The main area displays a table of search results with columns for 'Invoice Number', 'Vendor Name', 'Reference', and 'Invoice Status'. Each row has a checkbox in the 'Invoice Number' column. A menu icon (three horizontal lines) is located in the top right corner of the table. The menu is open, showing options: 'Reset Columns to Default', 'Download Results', 'Export all data as csv', 'Export visible data as csv', and 'Export selected data as csv'.

Invoice Number	Vendor Name	Reference	Invoice Status
<input checked="" type="checkbox"/> SubmitCodeTEST	ABC, Inc		
<input checked="" type="checkbox"/> REGTEST11	Gergen's Sleep Applian...		
<input checked="" type="checkbox"/> TEST032620	Corporation Service Co...		
<input checked="" type="checkbox"/> 65465	Acme Offices		
<input checked="" type="checkbox"/> 20195060	City of Atlanta - Depart...		
<input checked="" type="checkbox"/> TEST15	Acme Offices		
<input checked="" type="checkbox"/> 110785	ThinkKom Solutions, Inc		
<input checked="" type="checkbox"/> 02603110007252019	City of Boulder City		

## Display Options

The user may select the fields that they wish to be displayed for the search results by selecting different display options from the upper right  icon.

The user can select the columns that they wish to be displayed by checking the boxes next to them. Click 'Reset Columns to Default' to have the standard fields selected.



# InvoiceWorks Power User


## Invoice Entry

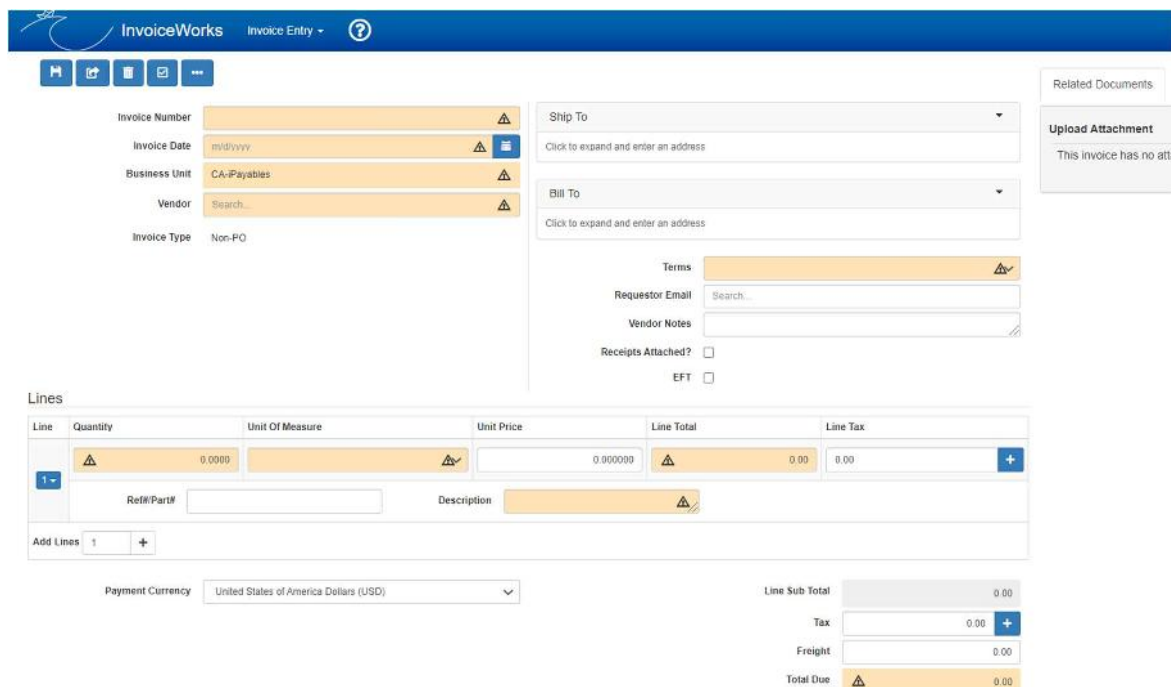
### Create a Non-PO Invoice

From the Approval Worklist screen, click on:

1. Main Menu
2. Invoice Entry-Non-PO
3. Select the desired Vendor by entering the name or vendor number in the search field
4. Enter the details of the Invoice. Below are some of the fields that are generally required when creating invoices (vary by different setups):
  - Business Unit
  - Invoice Number
  - Invoice Date
  - Quantity
  - Unit of Measure
  - Description
  - Unit Price
  - Currency

Adding additional invoice lines:

- For additional invoice lines, click on the 'Add Lines'  located below the default line.
- To delete an invoice line, click on the line number and select Delete Line.



The screenshot displays the 'InvoiceWorks' interface for 'Invoice Entry'. The top navigation bar includes a home icon, a list icon, a document icon, and a plus icon. The main form is divided into several sections:

- Header Fields:** Invoice Number (0.0000), Invoice Date (m/d/yyyy), Business Unit (CA-iPayables), Vendor (Search...), and Invoice Type (Non-PO).
- Ship To:** A dropdown menu with a plus icon and a text field labeled 'Click to expand and enter an address'.
- Bill To:** A dropdown menu with a plus icon and a text field labeled 'Click to expand and enter an address'.
- Terms:** A dropdown menu with a plus icon.
- Requestor Email:** A text field with a plus icon.
- Vendor Notes:** A text area.
- Receipts Attached?** A checkbox.
- EFT:** A checkbox.

On the right side, there are two buttons: 'Related Documents' and 'Upload Attachment'. Below 'Upload Attachment', it states 'This invoice has no att'.

The 'Lines' section at the bottom features a table with columns: Line, Quantity, Unit Of Measure, Unit Price, Line Total, and Line Tax. The first line is highlighted with a blue background and contains the following data:

Line	Quantity	Unit Of Measure	Unit Price	Line Total	Line Tax
1	0.0000		0.000000	0.00	0.00

Below the table, there is an 'Add Lines' button with a plus icon. The 'Payment Currency' is set to 'United States of America Dollars (USD)'. At the bottom right, there is a summary section with the following values:

- Line Sub Total: 0.00
- Tax: 0.00
- Freight: 0.00
- Total Due: 0.00

**Non-PO Invoice Entry Sample Screen**

While creating an invoice there are five main actions that can be done to the invoices.



1. Save Draft – Save the invoice so that it can be completed later. Saved invoices may be found under the 'Draft Worklist' tab on the Main Menu.
2. Submit Invoice – Submit the completed invoice for approval
3. Delete Draft – Delete the invoice
4. Check Edits – Verify that all required fields on the invoice have been completed
5. More Actions
  - Change Invoice Type – Change invoice type from Non-PO or vice versa
  - Submit Invoice and Code – Allows for an invoice to be both submitted and coded/approved.


Before submitting an invoice, click on the 'Check Edits' action to verify that all required items on the invoice are correct.

When the user clicks the 'Check Edits' action and certain required fields are blank or incorrect, the invoice will not pass edits and the fields that are missing or are incorrect, will be highlighted.

Lines

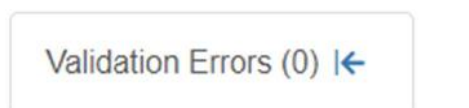
Line	Quantity	UoM	Unit Price	Line Total
1				
<div> <div>Ref#/Part#</div> <div>Company</div> <div>Description</div> <div>Account</div> <div>Expense Date</div> <div>Project</div> </div>				

At the same time, the Validation Errors will appear by default on the upper right section of the screen and provide details about each of the fields that did not pass edits.

The Validation Errors tab is by default pinned on the upper right of the page, but can be toggled between the upper-right and upper-left by pressing the toggle arrow: 

**The user will not be able to submit the invoice for payment until the invoice has passed edits as required.**

Once the invoice fields that have issues are corrected and the 'Check Edits' icon is clicked, a message will appear on the screen that indicates that the invoice has passed edits:



**Invoice Passes Validation.**



Once an invoice is complete and passes edits, the user can submit the invoice by:

- Clicking on the 'Submit' icon.
- Clicking on the 'More Actions' and selecting 'Submit and Code'

### ***Create a PO Invoice through 'Invoice Entry'***

From the Approval Worklist screen, click on:

1. Main Menu
2. Invoice Entry-PO
3. Enter at least the first three digits of the Purchase Order number in the PO Number field
4. The screen as seen below will then appear. Select the desired PO number.




The screenshot shows a web form with the following fields and values:

- Invoice Date:** A date picker icon.
- PO Number:** A text field containing "AA0".
- Division:** A dropdown menu is open, showing a list of results for "AA0200". The first result is "Advantage Electric Supply - 774852" with the address "31857 Hayman St , Hayward, CA 94544 US". Below the list, it says "Displaying 1/1 records found."
- Vendor:** A text field containing "774852".


Below the dropdown menu, the vendor information is displayed:

- Advantage Electric Supply
- 31857 Hayman St
- Hayward, CA94544

There is an information icon (i) to the right of the vendor address.

5. Information from the Purchase Order is flipped on to the invoice for you.
6. Enter the PO Line Quantities as appropriate.
  - Leave PO Lines quantities as they are, if not part of the invoice. The extra lines will automatically drop off the invoice when submitted.
7. Additional Misc. Lines can be added to the invoice which are not on the Purchase Order if you are setup to support this feature.
  - Adding additional invoice lines:
    - For additional invoice lines, click on the 'Add Lines'  located below the default line.
    - To delete an invoice line, click on the line number and select Delete Line.




InvoiceWorks
Invoice Entry
?

Invoice Number

Invoice Date

mm/yyyy

PO Number

Search...

Business Unit

CA-iPayables

Vendor

Search...

Invoice Type

PO

Ship To

No address entered

Bill To

No address entered

Terms

Requestor Email

Search...

PO Class

Vendor Notes

EFT

☐

Related Documents

Upload Attachment

This invoice has no attac

Lines

Line	PO Line	Quantity	Unit Of Measure	Unit Price	Line Total
Add Lines 1 +					

Payment Currency

United States of America Dollars (USD)

Line Sub Total

0.00

Tax

0.00

+

Freight

0.00

Total Due

0.00

***PO Invoice Entry Sample Screen (Pre-PO-Flip)***

## Cloning an Invoice

To clone an invoice, go to the Invoice Search Menu item.

Search for the invoice to be cloned.

Next to the invoice number click on the arrow and you will see two options:

‘Clone Without Attachments’ or ‘Clone With Attachments’

Select the appropriate option

This will open an invoice entry screen with the information of the cloned invoice already filled into the correct fields.

*Note: Invoice Number and Invoice Date are NOT cloned by design as this would cause a duplicate invoice. Enter the appropriate Invoice Number and Invoice Date for your cloned invoice.*



## Imaged Invoice List (if applicable)

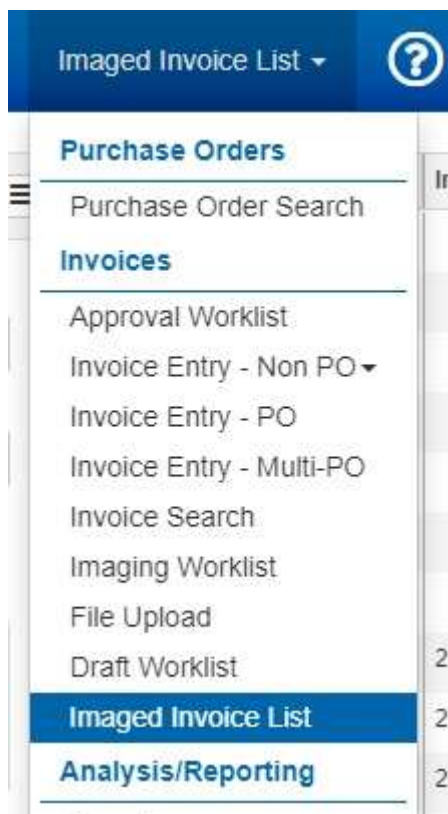
***This list contains Imaged invoices which require attention from Account Payable.***

These invoices have not been submitted into workflow due to an exception(s).

These Imaged invoices have one or more exceptions such as 'No Purchase Order Found', 'Vendor not found' or 'Amount exceeds what is available on the Purchase Order'.

Once correct and submitted, the invoice then will go through workflow for review, coding and approval.

To view the exception list for images (scanned invoices that have been attached to electronic invoices) that didn't pass edits, select the 'Imaged Invoice List' tab from the Main Menu.



This will bring you to the screen below. To search for select imaged invoices, enter the useful criteria into the blanks on the left slider. Select the hyperlinked **Invoice Number** to view and/or edit the desired invoice.

InvoiceWorks
Imaged Invoice List
?
Payables Admin

**Criteria**

---

**Image ID**

**Vendor**

**Search**

**Entry Date**

Date Range

Days Ago

From

To

**Invoice Number**

**Invoice type**

☒ All

**Invoice Date**

Date Range

Days Ago

From

To

**Notes**

**Purchase Order Number**

**Business Unit**

Invoice Nbr	Image ID	Error	Vendor	Invoice Date	Invoice Type	Purchase Order	PO Type	Entry Date	Total Due	Business Unit	Notes
✓ InvoiceRef			Roy, Roy Baby	08/14/2018	Multi PO			08/14/2018	\$5,920.00	Blattner Energ	
✓ 215335955			Amstar	09/25/2017	PO	147114		02/05/2018	\$740.10	ISM 4296	
✓ 4184101482			CommScope	12/15/2017	PO	155251		02/05/2018	\$1,797.10	ISM 4296	
✓ CTBLU IT			Helind Block	01/09/2018	PO	304158		02/05/2018	\$176.55	ISM 4296	
✓ 7164336680			United Data Se	05/11/2017	PO	XXX		11/09/2017	\$136.23	Blattner Energ	
✓ Demo0123			Ampas USA, L	07/18/2017	Non-PO			07/17/2017	\$9,025.00	Blattner Energ	
✓ JTDemo123			Region-Malay	05/12/2017	Non-PO			05/12/2017	\$16.24	Blattner Energ	
✓ 136290020	2501		Robert Labs	07/01/2017	PO	1045-4500		05/12/2017	\$3,410.00	Blattner Energ	
✓ MLU-5-2034	2502			03/15/2017	PO	116529-2017		05/12/2017	\$8,130.01	Blattner Energ	
✓ 0108215	2504			04/25/2017	Non-PO			05/12/2017	\$445.27	Blattner Energ	
✓ 8131243302	2505			02/15/2017	Non-PO			05/12/2017	\$3,060.01	Blattner Energ	
✓ 5-558-17202A	2499			12/09/2016	Non-PO			05/12/2017	\$29.75	Blattner Energ	
✓ 1054664801	2501			12/09/2016	Non-PO			05/12/2017	\$58.86	Blattner Energ	
✓ MS002164	2491			07/02/2017	PO			05/12/2017	\$23,384.04	Blattner Energ	
✓ 5106121205	2497			03/13/2017	PO	1027-1006		05/12/2017	\$11,694.00	Blattner Energ	
✓ 5-834-90266	2500			10/07/2016	Non-PO			05/12/2017	\$76.76	Blattner Energ	
✓ 13623577	2495		VAOS Corpor...	01/17/2017	PO	1040-4500		05/12/2017	\$1,710.00	Blattner Energ	
✓ 136233598	2494			01/14/2017	PO	1040-4500		05/12/2017	\$4,700.01	Blattner Energ	
✓ 136214513	2498			01/09/2017	PO	1040-4500		05/12/2017	\$273.60	Blattner Energ	
✓ 1362556332	2492			02/06/2017	PO	1040-4500		05/12/2017	\$10,954.75	Blattner Energ	
✓ 136230107	2508			01/18/2017	PO	1040-4500		05/12/2017	\$3,416.98	Blattner Energ	
✓ 136215589	2508			01/19/2017	PO	1040-4500		05/12/2017	\$1,938.05	Blattner Energ	
✓ 136214511	2508			01/09/2017	PO	1040-4500		05/12/2017	\$1,385.95	Blattner Energ	

23 / 23 total results

***Invoices will need to be edited so that the exceptions can be corrected.***

***Once corrected, the invoice can then be submitted.***

To view an attachment associated to the invoice click in any of the fields for that line other than the Invoice Nbr. (see example below)

Imaged Invoice List - ?

ifPayables Admin -

Invoice Hdr ~	Image L.T.	User ~	Vendor ~	Invoice #	Invoice D.	Purchase ~	PO Type ~	Entry D.	Total Due ~	Business Unit ~	Notes ~
✓ Invoiced Ref:			Bay Bay SdnB	09/14/20..	Multi-PO			09/14/20..	\$5,928.00	Bathurst Energy	
✓ 275309355			Astoria	09/25/20..	PO	147114		03/09/20..	\$740.10	H&M #296	
✓ 1194184422			CommScope ..	12/15/20..	PO	155251		03/09/20..	\$1,797.10	H&M #296	
✓ CTBLU11			Helind Electr...	01/09/20..	PO	304199		02/06/20..	\$175.95	H&M #296	
✓ 1145266552			United Site So.	05/11/20..	PO	JCC1		11/08/2017	\$125.22	Bathurst Energy	
✓ Demco123			Allgas USA, L...	07/11/20..	Non-P.O			01/17/20..	\$8,425.00	Bathurst Energy	
✓ JTDemer123			Region Malay...	05/12/20..	Non-P.O			05/12/20..	\$18.24	Bathurst Energy	
✓ 136201990	2511		Salter Labs	02/21/20..	PO	1046-45...		05/12/20..	\$3,419.95	Bathurst Energy	
✓ MED-S2094	2592			03/15/20..	PO	1RACY...		05/12/20..	\$9,139.01	Bathurst Energy	
✓ 0189245	2594			04/25/20..	Non-P.O			05/12/20..	\$445.27	Bathurst Energy	
✓ 5137249322	2595			02/15/20..	Non-P.O			05/12/20..	\$3,969.91	Bathurst Energy	
✓ 5.658.172624	2499			12/06/20..	Non-P.O			05/12/20..	\$29.75	Bathurst Energy	
✓ 1094449403	2501			12/23/20..	Non-P.O			05/12/20..	\$29.85	Bathurst Energy	
✓ M0302164	2491			01/09/20..	P.O			05/12/20..	\$2,138.04	Bathurst Energy	
✓ 5186121205	2487			03/13/20..	P.O	1027-10...		05/12/20..	\$111,534.00	Bathurst Energy	
✓ 5-634-89786	2500			12/07/20..	Non-P.O			05/12/20..	\$76.78	Bathurst Energy	
✓ 136200377	2496		BASF Corper	01/17/20..	PO	1046-45...		05/12/20..	\$1,710.00	Bathurst Energy	
✓ 136222228	2494			01/24/20..	P.Q	1046-45...		05/12/20..	\$4,709.01	Bathurst Energy	
✓ 136214513	2495			01/20/20..	PO	1046-45...		05/12/20..	\$273.60	Bathurst Energy	
✓ 136265232	2492			02/08/20..	PO	1046-45...		05/12/20..	\$10,054.75	Bathurst Energy	
✓ 136200107	2509			01/15/20..	PO	1046-45...		05/12/20..	\$3,419.95	Bathurst Energy	
✓ 136218005	2508			01/15/20..	PO	1046-45...		05/12/20..	\$1,536.99	Bathurst Energy	
✓ 136214511	2506			01/23/20..	PO	1046-45...		05/12/20..	\$1,385.99	Bathurst Energy	

Image Reporting Document 1 - 2022.pdf

1 / 1


BASF CORPORATION

Accounting Policy  
BASF Corporation  
1000

## Download Invoices

To download invoices from the search results, select the invoices by checking the box to the left.


<input checked="" type="checkbox"/>	136298990	2511
<input checked="" type="checkbox"/>	MED-53004	2502
<input checked="" type="checkbox"/>	0169245	2504
<input checked="" type="checkbox"/>	51312493026021...	2505


Next click the  icon near the bottom of the page. This will allow you to export the results of the search into one file.



## Display Options

To manage the fields that will be displayed when viewing the 'Imaging Worklist' search results,

select the  icon the top right of the page, which will open the screen below. Selecting the box next to each field causes the box to be displayed; likewise, the boxes that are not 'checked' will not be displayed. Click 'Default' to have the standard fields selected.

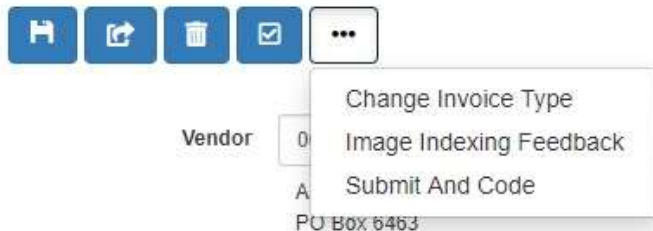
Total Due	Business Unit	Notes	
\$4,618.11	CA-	Default	
\$15,657.63		Download Results	
\$242.47		Columns:	
		<input checked="" type="checkbox"/> Invoice Nbr	
		<input checked="" type="checkbox"/> Image ID	
		<input checked="" type="checkbox"/> User	

## Image Indexing Feedback

Image Indexing Feedback is used to communicate to iPayables any potential guideline changes due to indexing errors. The guidelines changes would then be used to correctly process future invoices. Invoices which need to be reprocessed can also be identified using Image Indexing Feedback.

From the Image Invoice List search results, click on the Invoice Number for the invoice that you would like to provide feedback.

Once the hyperlinked 'Invoice Number' has been clicked, you will be directed to the page below where you will open the left slider and click on the link 'Image Indexing Feedback'.



Once clicked on a popup box will display the below image.

### Image Indexing Feedback

Feedback

☐ Request Guideline Change
 ☐ Indexing Error
 ☐ Request Re-index

Notes

Guidelines

Select a field to see the guidelines we use for indexing this field appear here.

+ Add More Feedback

Cancel

Save

If making a guideline change you will want to check the box 'Request Guideline Change'. Then select the Invoice Field from the drop-down selection of the field that is requested to be changed and add in the notes the change to be made. If additional changes need to be made, click on the + at the bottom left of the page. Once completed click Save.

### Image Indexing Feedback

Terms
✕

Terms
▼

☒ Request Guideline Change  
☐ Indexing Error  
☐ Request Re-index

i  
i  
i

Please change Terms to say .....

Terms Guidelines

**Generic Guidelines**

---

**Default:**

For Non-POs:

- This will auto-populate from the Vendor selected.
- If terms do not auto-populate, leave blank.

For POs:

- This will auto-populate from the PO Number/Vendor selected.
- If term do not auto-populate, leave blank.

+ Add More Feedback

Cancel

Save

If the image was indexed with an error and needs to be re-processed, check the box 'Indexing Error' and add any notes in the field.

### Image Indexing Feedback

Terms
✕

Terms
▼

☐ Request Guideline Change  
☒ Indexing Error  
☐ Request Re-index

i  
i  
i

The Terms selected were incorrect.

Terms Guidelines

**Generic Guidelines**

---

**Default:**

For Non-POs:

- This will auto-populate from the Vendor selected.
- If terms do not auto-populate, leave blank.

For POs:

- This will auto-populate from the PO Number/Vendor selected.
- If term do not auto-populate, leave blank.

+ Add More Feedback


Cancel

Save

## Reports

From the Menu select the Reports Menu Item.

- There are many standard reports that can be found by scrolling through the 'Reports' section on the upper-left side of the screen.
- Each of these reports has different criteria that is required for the search and different views that are available. The views available are By Vendor, By Invoice, or Summary.
  - *Note: not all views are available for every report as is shown on the right.*
- Reports may be either sent to Screen, which will cause them to pop up on the screen or sent to File. This will open the selected report in Excel and may be saved as an Excel document.
- To run a more specific report, enter criteria into the blank fields to narrow the search. To run an all-inclusive report, the fields may be left blank.



The screenshot shows the 'InvoiceWork' application interface. On the left, a 'Reports' menu is open, listing several options: 'Standard Invoice Approvals Due', 'Date', 'Standard Invoice Audit', 'Standard Invoice Count' (highlighted), 'Standard Invoice Count By Invoice', and 'Standard Invoice Discount Due'. Below the menu, the 'Criteria' section is visible. It includes a 'Send Report Results To' section with radio buttons for 'Screen' (selected) and 'File', and a 'Print Report' link. There is an 'Invoice Submit Date' section with 'From' and 'To' date pickers. Below that is an 'Invoice Type' dropdown menu. The 'Report View' section has radio buttons for 'By Vendor' (selected) and 'Summary'. A 'Run' button is located at the bottom right of the criteria section.

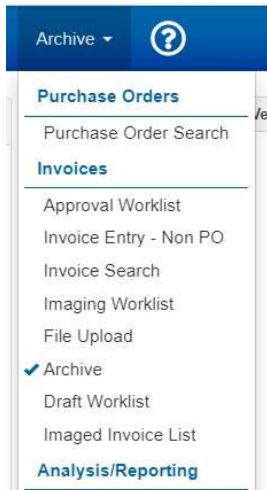


## Archive (if applicable)

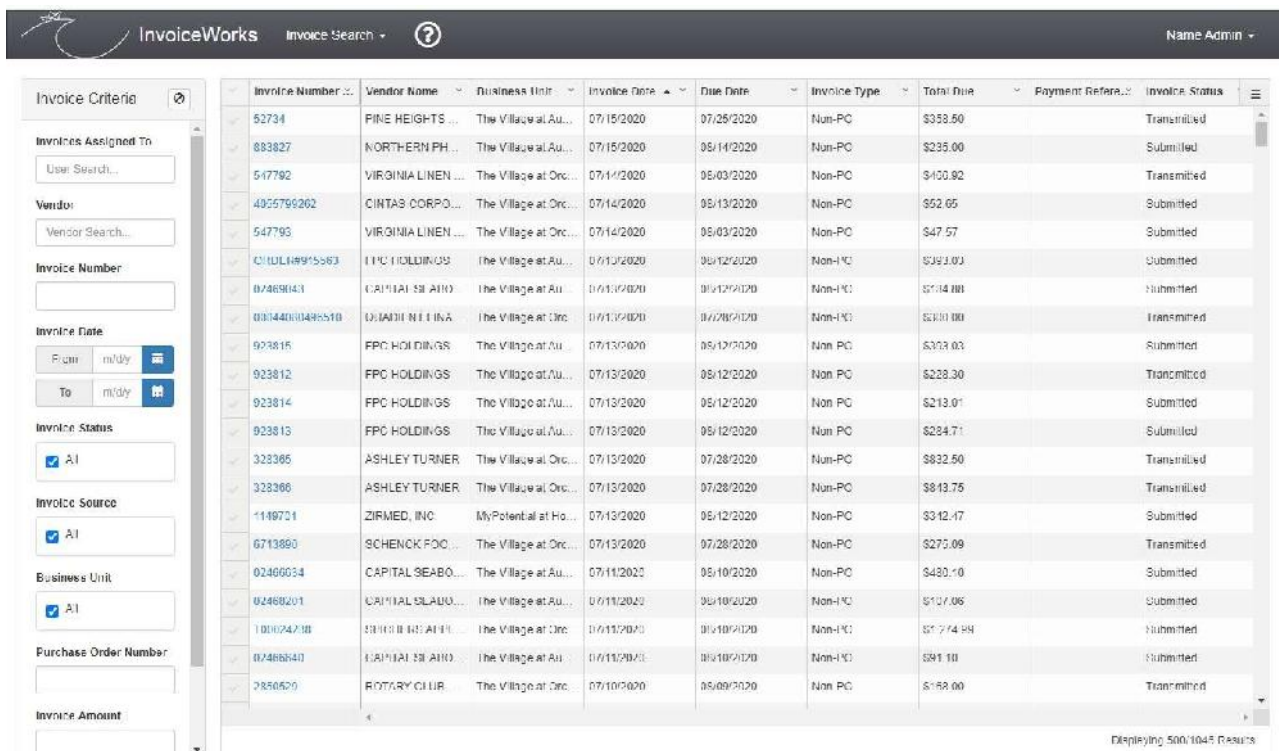
From the Menu select the 'Archive' Menu Item.

Invoices may be stored in Archive for an additional fee. There, invoice searches and Ad-Hoc reports can be run without slowing the bandwidth for the rest of the actions being completed in InvoiceWorks.

To access the archive, select the 'Archive' tab on the Main Menu, as seen below:

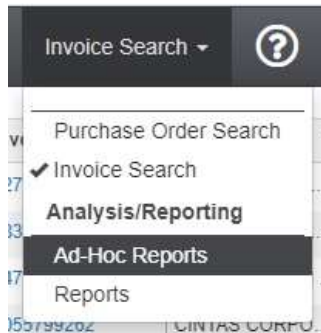


This will cause a new window to pop up, as seen below. It will appear very similar to the 'Invoice Search' screen.

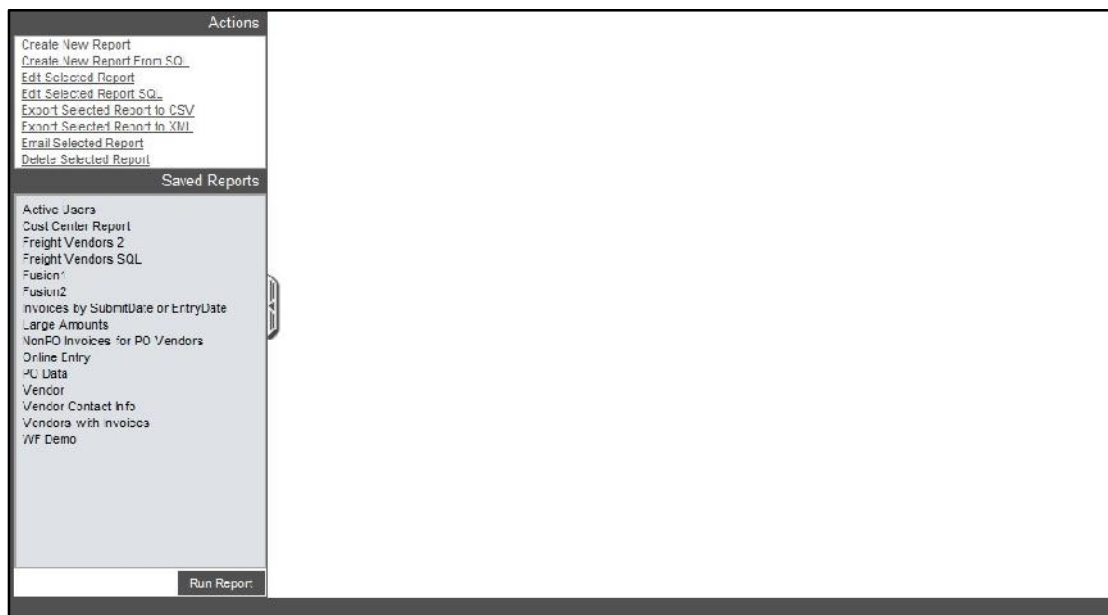


From this screen, invoices may be searched for specific criteria, or all invoices may be searched for by selecting the 'Select All Users' hyperlink underneath of the blank for 'Invoices Assigned To'.

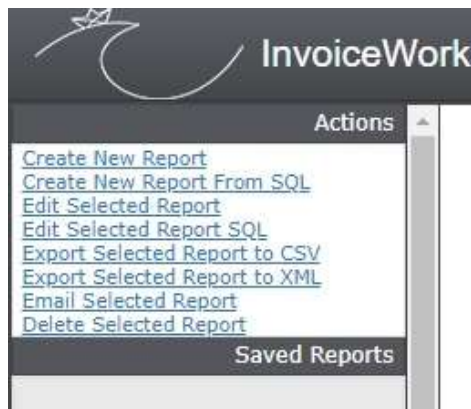
Ad-Hoc Reports may be run by selecting the 'Ad-Hoc Reports' tab from the Main Menu as seen below:



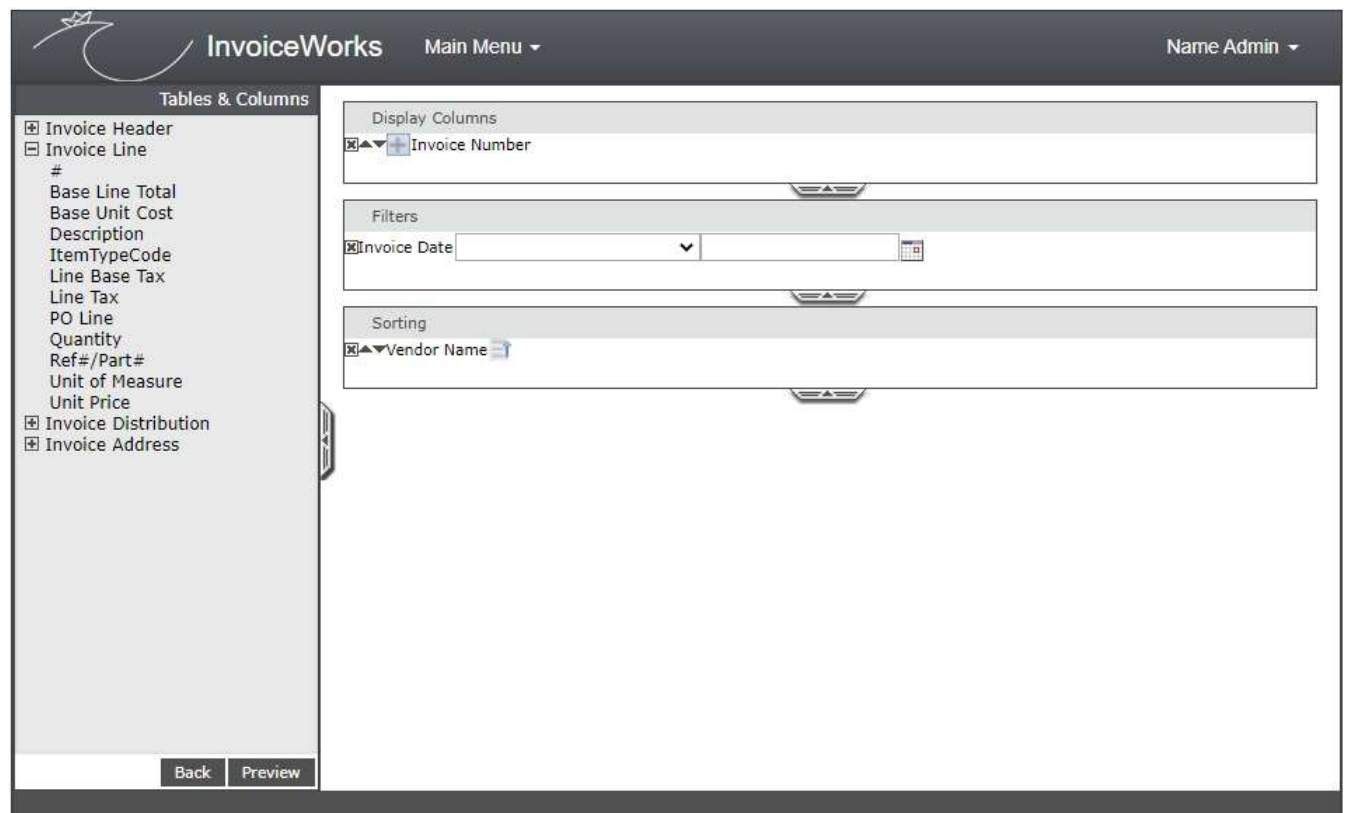
This will open the screen below. From here, Ad-Hoc reports can be created, deleted, edited, emailed, and exported.



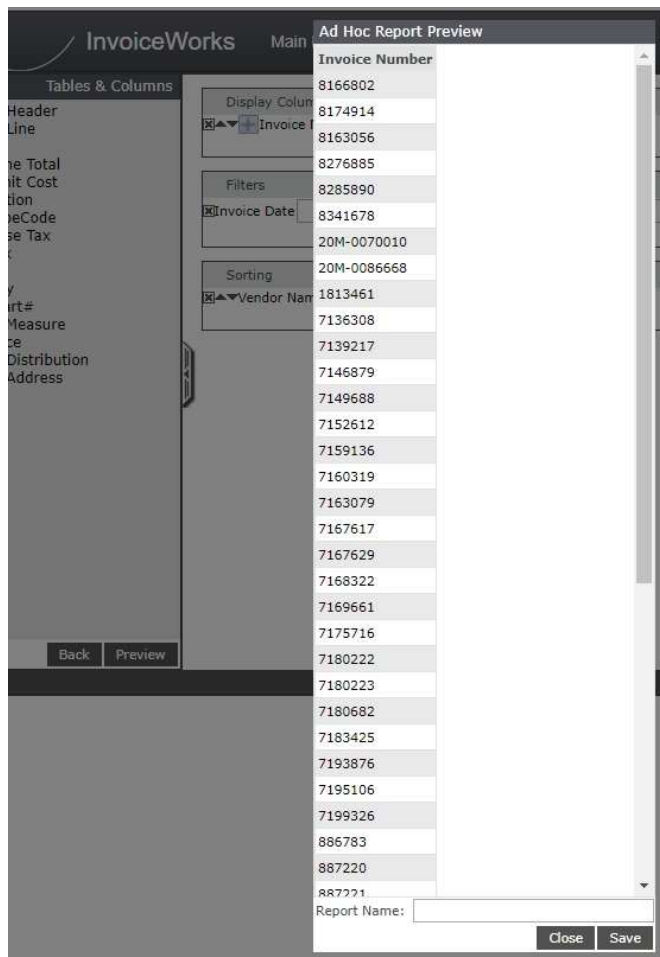
To create a new report click on the 'Create New Report' link under Actions.



This will bring you to the query designer where fields can be dragged and dropped for each different criteria that is wanted.



Once the fields have been selected click on Preview at the bottom left. Which will show you a preview of the report that is going to be made.



After looking at the preview you can either click close and make adjustments to the report or fill in the Report Name and click 'Save.'

Once the report is saved, it can then be viewed and ran at any given time. The report will be listed on the Ad-Hoc page 'Saved Reports' as displayed below.

