



Government of Barbados

CloudSuite Financials & Supply Management

Payables Manual

7/11/2022

Version 1.3

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Overview

Expense invoice

Payables invoices or expense invoices are invoices that are not associated with a purchase order, for example, an invoice for electricity or rent. An authority code is required to release these invoices for processing and distribution lines are required during invoice entry. Invoice entry is the first task you perform to initiate a vendor payment. Depending on your business requirements, you can specify a few pieces of required information for an invoice, or specify a wide variety of optional information.

Creating a Basic invoice

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template.

The screenshot shows the 'Create Invoice' form in the Infor CloudSuite Financials & Supply Management application. The form is titled 'Create Invoice' and has a status of 'Unreleased'. It features a left sidebar with navigation options like 'Home', 'Create Invoice', 'Process Invoices', 'Search Invoices', 'Payables Dashboard', 'Vendors', and 'Payables Invoice Interface'. The main form area has tabs for 'Main', 'Additional', 'Payment', 'Pay Schedule', 'Documentation', 'Global', and 'User Fields'. The 'Main' tab is active, showing fields for 'Invoice Entry Template' (set to 'Basic'), 'Invoice Type' (set to 'Invoice'), 'Company', 'Vendor', 'Invoice Number', 'Invoice Date', 'Due Date', 'Post Date', 'Payment Terms', 'Process Level', 'Pay Vendor', 'Remit To Location', 'Vendor Address', 'Remit Address', and 'Ship To Location'. Each field has a search icon (magnifying glass) next to it.

Entering the header information

1. At the *Invoice Entry Template* select the type of invoice: Basic.
2. Enter the following data:
 - Payables Company – the two (2) digit number that represents your Ministry or Head.
 - Process Level – a code that represents your department, it routes the invoice to the relevant approvers.
 - Vendor – select the vendor that you are paying.
 - Invoice number - must be unique for the company and vendor.(use the one provided by the vendor **NB** this invoice # can only be used once)
 - Description – (overall synopsis of the good or service being provided)
 - Invoice Date – date on the invoice produced by vendor.
 - Due Date – the payment date of the invoice (not required if using a payment term).
 - Invoice Amount – the fund amount on the payment document.

- Enter the currency; the default currency is BBD-Barbados dollars. Below is an example of a completed basic invoice template before saving.

Create Invoice

Invoice Entry Template: Basic | Invoice Type: Invoice

Company: 34 Ministry of Finance, Economic Affairs and Investme | Process Level: 0131 Treasury Department

Vendor: 6 SERVALL INC. | Pay Vendor: 6

Invoice Number: 345-POW2020/3 | Remit To Location:

Invoice Date: 7/1/2022 | Due Date: | Post Date: | Vendor Address: P.o Box 5006, Green Hill, MI

Payment Terms: NETT1 Due in 1 day | Ship To Location:

Invoice Amount: 250.00 | Currency: BBD Barbados Dollars

Description: Office Desk

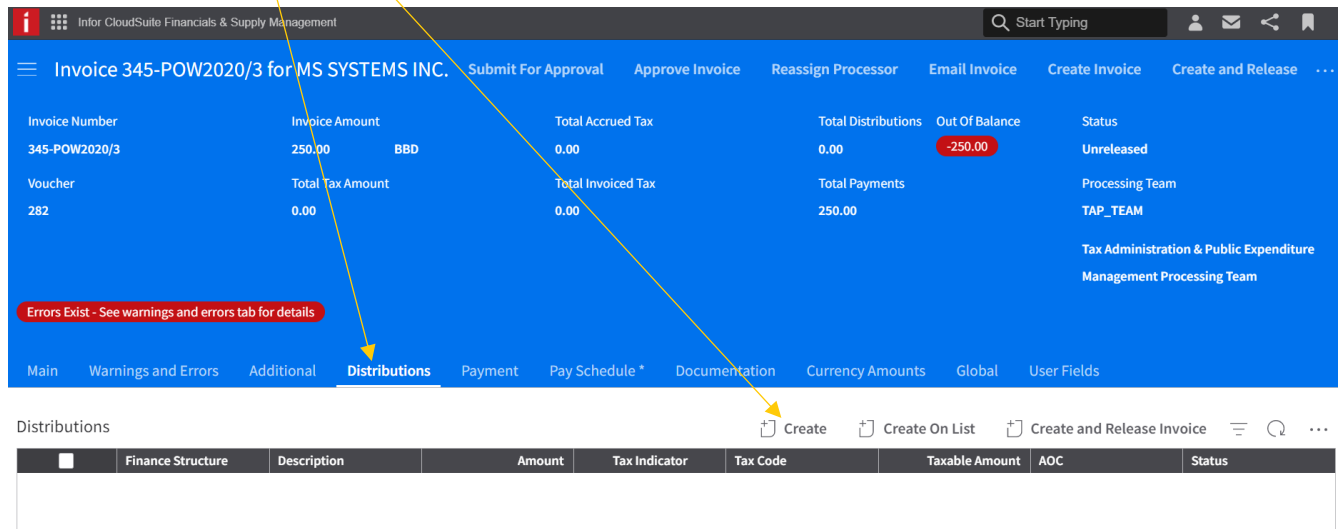
3. Click the Save icon.

(NB. The *Pay Vendor* field usually defaults to the same as the Vendor field. If it is different, the payment will be factored to the vendor at that field.)

After saving, an error message is displayed at the top of the page stating that the distribution amount is out of balance. The distribution tab to the left of the page is now accessible, allowing the invoice processor to enter the distribution account and amount.

Enter the distribution

4. Click the *Distribution* tab
5. Select *Create On List* which creates an empty invoice line.
6. Enter the distribution account by clicking in the *Finance Structure* column, which opens the *Finance Structure* window. Enter the distribution and click OK.



Invoice 345-POW2020/3 for MS SYSTEMS INC. Submit For Approval Approve Invoice Reassign Processor Email Invoice Create Invoice Create and Release ...

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Out Of Balance	Status
345-POW2020/3	250.00 BBD	0.00	0.00	-250.00	Unreleased

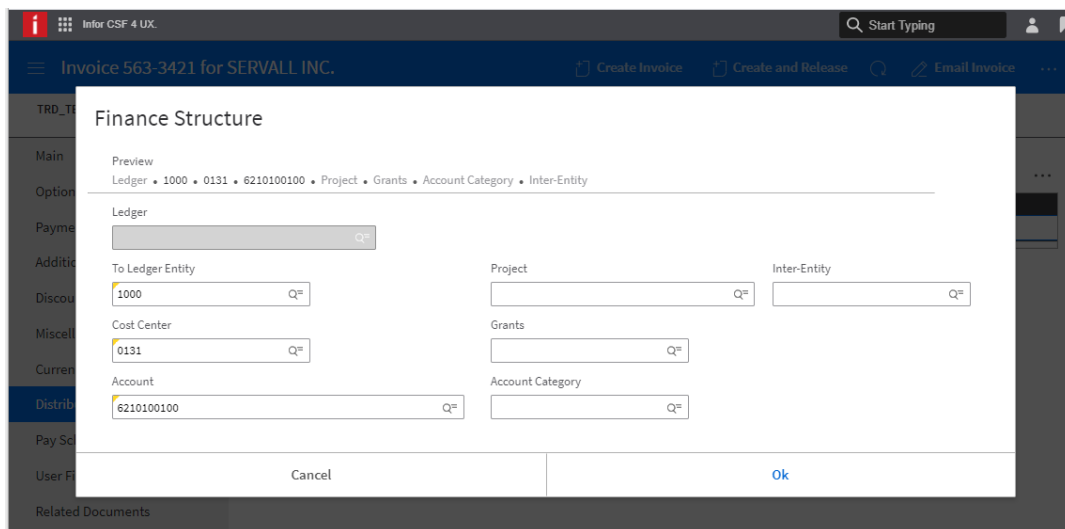
Voucher 282 Total Tax Amount 0.00 Total Invoiced Tax 0.00 Total Payments 250.00 Processing Team TAP_TEAM Tax Administration & Public Expenditure Management Processing Team

Errors Exist - See warnings and errors tab for details

Main Warnings and Errors Additional **Distributions** Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Distributions Create Create On List Create and Release Invoice ...

Finance Structure	Description	Amount	Tax Indicator	Tax Code	Taxable Amount	AOC	Status
-------------------	-------------	--------	---------------	----------	----------------	-----	--------



Invoice 563-3421 for SERVALL INC. Create Invoice Create and Release Email Invoice ...

TRD_T

Main Preview Ledger • 1000 • 0131 • 6210100100 • Project • Grants • Account Category • Inter-Entity

Option

Payme

Additio

Discou

Miscell

Curren

Distrib

Pay S

User F

Related Documents

Finance Structure

Ledger

To Ledger Entity

Project

Inter-Entity

Cost Center

Grants

Account

Account Category

Cancel Ok

7. Enter the funds at Amount column and tab. The amount entered here for a basic invoice is equivalent to the amount entered at Invoice Amount at the header.
8. Click the Save icon.

Infir CloudSuite Financials & Supply Management

Start Typing

Invoice 345-POW2020/3 for MS SYSTEMS INC. Submit For Approval Approve Invoice Reassign Processor Email Invoice Create Invoice Create and Release ...

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
345-POW2020/3	250.00 BBD	0.00	250.00	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
282	0.00	0.00	250.00	TAP_TEAM
				Tax Administration & Public Expenditure Management Processing Team

Main Additional **Distributions *** Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Distributions

Create Create On List Create and Release Invoice

Finance Structure	Description	Amount	Tax In...	Tax Code	Taxable ...	AOC	Status
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • Account Category • Inter-Entity	7 - MS SYSTEMS INC.	250.00	None		0.00		Unreleased
Total		250.00					

9. All the errors have been resolved and the *Submit For Approval* button is now available.

10. Check the Payment tab and verify that the correct *Payment Code* is used:

- PAYMR – Cheque Payment
- FWTRA – Wired transfer
- ACH – Automatic Clearing House.

The payment code/payment method can be updated by selecting the search icon and choosing the appropriate code.

Infir CloudSuite Financials & Supply Management

Start Typing

Invoice 345-POW2020/3 for MS SYSTEMS INC. Submit For Approval Approve Invoice Reassign Processor Email Invoice Create Invoice

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
345-POW2020/3	250.00 BBD	0.00	250.00	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
282	0.00	0.00	250.00	TAP_TEAM
				Tax Administration & Public Expenditure Management Processing Team

Main Additional Distributions * **Payment** Pay Schedule * Documentation Currency Amounts Global User Fields

Cash Code: PAYMASTER Treasury Paymaster Account Currency: BBD Payment Code: PAYMR Cheque Payment Pay Group: Information System Unit (TAP5)

Default Income Code: Reportable Income Amount: VAT Split Payment: Vendor Payment Amount: Currency: BBD

11. Click Submit For Approval, a window opens, click Submit.

Submit Invoice For Approval

Company	Invoice Number
34 Ministry of Finance, Economic Affairs and Investme	563-3421
Vendor	Invoice Amount
6 SERVALL INC.	450.000

Routing Information

Approval Code: TRD_APPR

Approval Override Options - * * Applies To All Selected Invoices * *

Cancel

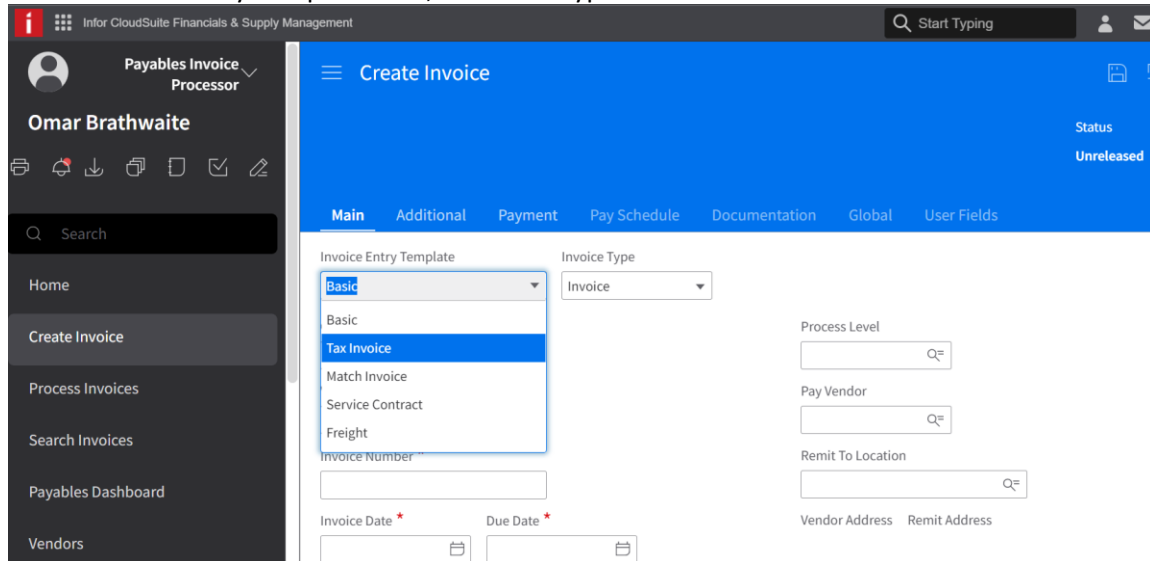
Submit

A message is displayed stating that the invoice was successfully submitted for approval. Another message is displayed “Budget edits in progress” that will remain there until refresh is clicked. The status of the invoice changes from *Unrelease* to *Pending Approval*.

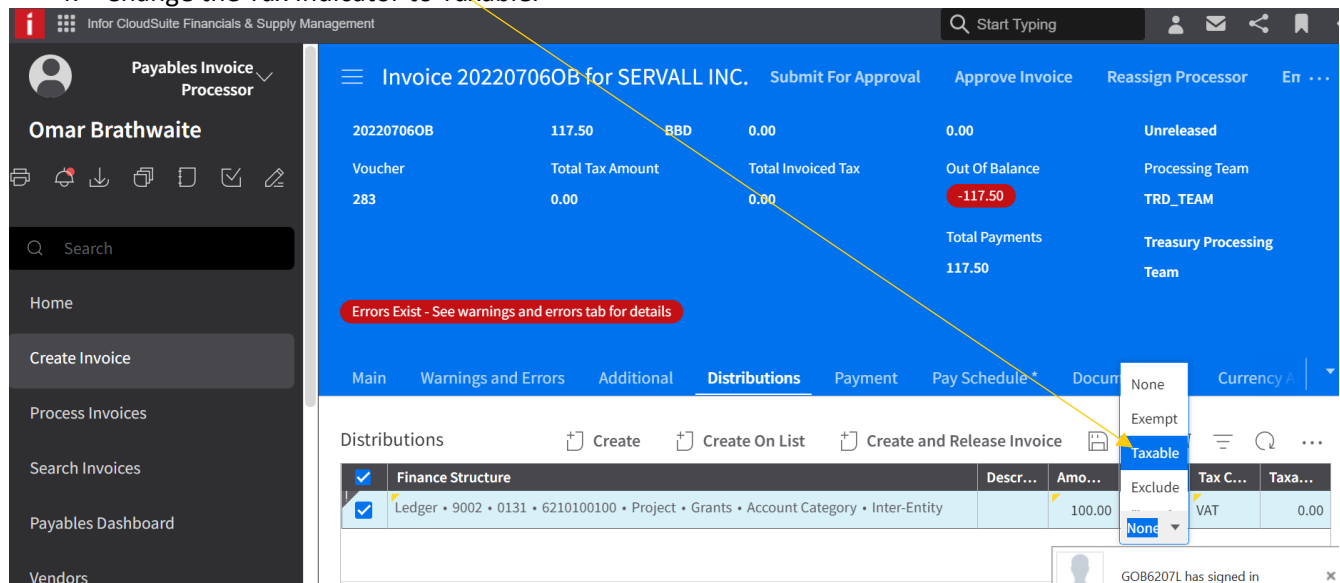
Creating a Tax invoice (not schools)

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template by default.

1. At the Invoice Entry Template field, select the type of invoice: Basic or Tax Invoice.



2. Repeat step 2 to 7 for the basic invoice. At step 7 the amount entered is the net amount while the amount entered at Invoice amount is the amount to be paid to the vendor.
3. Enter the Tax Code: VAT (17.5%), H_VAT - Hotel (7%) or M_VAT – mobile (22%).
4. Change the Tax Indicator to Taxable.



5. Click Save.

NB. The total invoice amount is \$117.50, amount at the distribution line is \$100.00. Since the Tax indicator is Taxable and the tax code is VAT, the system will calculate the taxes at a rate of 17.5% and take it from the expense line.

The taxes are shown on the header information and on a separate line on the Distribution Tab.

Distributions

Finance Structure	Description	Amount	Tax I...	Tax Code	Taxabl...	AOC
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • Account Category • Inter-Entity	6 - SERVALL INC.	100.00	Taxable	VAT	100.00	
Total		100.00				

Linked Tax Distributions

Finance Structure	Amount	Tax Code	Tax Rate	Taxable ...	Landed
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • Account Category • Inter-Entity	17.50	VAT	0.00000 %	100.00	No
Total	17.50				

6. Balance the invoice:

- Navigate to *Main* tab, to the *Tax Information* section.
- Enter the taxes at the *Entered Tax Amount*.
- Save.

Main

Payment Terms

Invoice Amount: 117.50

Currency: BBD Barbados Dollars

Description: Tax Invoice

P.o Box 5006

Green Hill

MI

Ship To Location

Tax Information

Entered Taxable Amount	Total Invoiced Taxable Amount	Total Accrued Taxable Amount	Tax Code
	200.00	0.00	-

Entered Tax Amount	Total Invoiced Tax Amount	Total Accrued Tax Amount
17.50	17.50	0.00

7. Click Submit For Approval, a window opens, click Submit.

Creating a Tax invoice (reimbursable tax)

(This process is used by schools)

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template by default.

1. At the Invoice Entry Template field, select the type of invoice: Tax Invoice.
2. Repeat step 2 to 6 for the basic invoice and save.
3. Enter the payment method at the *Payment Code* field.

4. Click Save.
5. The tax line defaults to the Distribution tab tied to the reimbursable account.

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Out Of Balance	Status
20220706OB_1	117.50 BBD	0.00	17.50	-100.00	Unreleased

Voucher	Total Tax Amount	Total Invoiced Tax	Out Of Balance	Total Payments	Processing Team
189	17.50	17.50	17.50	117.50	AXSC_TEAM

Finance Structure	Description	Amount	Tax	Tax Code	Tax	Taxabl...	AOC	Status
MAIN • 9002 • 0640 • 1627115101 • Project • Grants • Account Category • ...	6 - SERVALL INC.	17.50	None	SV_0640	Invoiced	100.00		Unreleased
Total		17.50						

6. Select *Create On List* which creates another empty line.

- Enter the account and the net amount at the second line.

Invoice 20220706OB_1 for SERVALL INC. Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
20220706OB_1	117.50 BBD	0.00	117.50	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Out Of Balance	Processing Team
189	17.50	17.50	17.50	AXSC_TEAM
				Alexandra Secondary School
				Processing Team

Errors Exist - See warnings and errors tab for details

Main Warnings and Errors Additional **Distributions *** Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Distributions Create Create On List Create and Release Invoice

Finance Structure	Description	Amount	Tax ...	Tax Code	Tax ...	Taxab...	AOC	Status
MAIN • 9002 • 0640 • 1627115101 • Project • Grants • Account Category • ...	6 - SERVALL INC.	17.50	None	SV_0640	Invoiced	100.00		Unreleased
MAIN • 9002 • 0640 • 6210100100 • Project • Grants • Account Category • ...	6 - SERVALL INC.	100.00	None			0.00		Unreleased
Total		117.50						

- Balance the invoice by entering the taxes at the *Entered Tax Amount*.

Invoice 20220706OB_1 for SERVALL INC. Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Main Warnings and Errors Additional Distributions * Payment Pay Schedule * Documentation Currency Amounts Global User Field

Invoice Amount: 117.50 Currency: BBD Barbados Dollars Ship To Location:

Description: Chair

Tax Information

Entered Taxable Amount	Total Invoiced Taxable Amount	Total Accrued Taxable Amount	Tax Code	
	100.00	0.00	SV_0640 - VAT for Alexandra Secondary School	Update/Remove Tax Code
Entered Tax Amount	Total Invoiced Tax Amount	Total Accrued Tax Amount	Tax Point Date	
17.50	17.50	0.00	7/1/2022	

- Click Save.

Adding an asset to a direct invoice

An asset can be attached to a direct invoice by the following steps:

1. After saving the header, select and open the distribution line. The correct asset clearing account must be entered.

Invoice 5100-587LPTOP/22 for Dell Inc

Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
5100-587LPTOP/22	2,000.00 USD	0.00	2,000.00	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
285	0.00	0.00	2,000.00	TRD_TEAM Treasury Processing Team

Main Warnings and Errors Additional **Distributions *** Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Open

Distributions

Finance Structure	Description	Amount	Tax Indicator	Tax Code	Taxable Amount	AOC	Status
MAIN + 9002 + 0131 + 1759752162 + Project + Grants + Account Category + Inter-Entity	10888 - Dell Inc	2,000.00	None		0.00		Unreleased
Total		2,000.00					

2. At the Distribution window, select the Options tab

- Search for the Asset Template.
- Enter the Asset Item Quantity.

Invoice 5100-587LPTOP/22 | Distribution 1

Company: Ministry of Finance, Economic Affairs and Investme (34) Status: Unreleased Invoice Amount: 2,000.00

Vendor: Dell Inc (10888) Post Date: 7/4/2022 Invoice Tax Amount: 0.00

Invoice Number: 5100-587LPTOP/22 Distribution Sequence: 1 Voucher: 285 Total Distributions: 2,000.00

Distribution Options Comments Recurring Entry User Fields

Units: Reference: 285 Add On Charge: Qe

Description: 10888 - Dell Inc Distribution Code: ALL Qe Test Add On Charge Amount:

Intrastat Line Type: Weight: ICN Code: Qe Supplementary Quantity:

Asset Asset Flag: Asset Template: CGOV1752110162 Qe Asset: Asset Item Quantity: 1

3. Click Save.

4. Browser back to return to the invoice window.

The screenshot shows the 'Invoice 5100-587LPTOP/22 | Distribution 1' window in the Infor CloudSuite Financials & Supply Management application. The 'Options' tab is active, showing various fields for invoice configuration. A yellow arrow points to the browser's back button in the top left corner.

Reference	Distribution Code
285	ALL

Add On Charge	Add On Charge Amount

Intrastat Line Type	ICN Code

Weight	Supplementary Quantity

Asset Flag
Asset

Matched Invoice Process

If you are creating a matched invoice, then select Matched Invoice. This is a payment tied to a Government of Barbados Purchase Order.

1. Select *Match Invoice* template.

The screenshot shows the 'Create Invoice' window in the Infor CloudSuite Financials & Supply Management application. The 'Main' tab is active, showing the 'Invoice Entry Template' dropdown menu with 'Match Invoice' highlighted. The 'Invoice Type' is set to 'Invoice'. The 'Process Level' is set to 'Unreleased'. The 'Pay Vendor' field is empty.

Invoice Entry Template	Invoice Type
Basic	Invoice

Process Level
Unreleased

Pay Vendor

Invoice Date *	Due Date *	Post Date

2. Select *From Receipt* (creates Distribution details) this means that the purchase order lines must be received in the system.

3. Select your Purchase Order number by clicking on the magnifying glass in the *Purchase Order* field or enter the purchase order number if it is known.

Company	Vendor	Purchase Order	Release	PO Code	Date	Delivery Date	Buyer	Status	Number of Lines	Quantity	Reference 1	Reference 2
22	6	3			8/31/2020	8/31/2020	202714	Printed	1	3.0000		
22	8	2			8/31/2020	8/31/2020	202714	Printed	1	2.0000		
28	64	51		DEM	10/1/2020	10/1/2020	202803	Printed	1	1.0000		
28	7	50			9/2/2020	9/2/2020	202803	Printed	1	10.0000		
28	5	47		DEM	9/2/2020	9/3/2020	202803	Printed	2	20.0000		
28	7	43		FSD	9/1/2020	9/1/2020	202723	Printed	2	2.0000		
28	6	35			8/31/2020	9/1/2020	202714	Printed	1	1.0000		

4. Enter your **vendor, invoice #, description, payment terms, amount, vat amount** all other fields will be populated from the purchase order details.
5. Click Save.
6. Select Submit For Approval.

Adding multiple POs to an invoice

If additional POs are required for an invoice, this must be done before step 6 or before submitting for approval.

1. At the Purchase Orders tab of a match invoice navigate to the *Invoice Purchase Orders* section

PO Number	PO Code	Buyer	Date	Order Amount	Has Tax
142	ISU	Hutson, Elvis	7/6/2022	625.00	No
Total				625.00	

Purcha...	Line	Recep...	Recep...	Type	Item	Vendor Item	Quantity	UOM	Unit Cost	Total Dis...	Total F...	Is Matc...	f
142	1	94	1	Non Stock	22852000-7-LEGAL	22852000-7-LEGAL	25	PKG	25.00	625.00	625.00	No	f
142	1	95	1	Non Stock	22852000-7-LEGAL	22852000-7-LEGAL	25	PKG	25.00	625.00	625.00	No	f
Total										1,250.00			

2. Select **Add PO To Invoice** to attach the additional Purchase Orders. This action opens the **Available Purchase Orders** message window, which allows the processor to select the required PO(s) by highlighting the line(s) and click **Add PO to Invoice**.

Company	Vendor	Vendor Name	Purchase Order	Release	PO Code	Date	Delivery Date	Buyer	Status	Number of Lines	Quantity	Referenc
34	29	H. N. Rogers (Stationery) Limited	141		TRD	7/5/2022	7/11/2022	202062	Printed	1	50.0000	
34	29	H. N. Rogers (Stationery) Limited	130		MOF	6/2/2022		202702	Printed	1	1.0000	
34	29	H. N. Rogers (Stationery) Limited	99		ISU	2/18/2021	2/18/2021	500001	Released revision	2	26.0000	
34	29	H. N. Rogers (Stationery) Limited	97		ISU	2/18/2021	2/18/2021	500001	Released revision	2	2.0000	

3. Click Close after all the additional PO(s) have been added.

- Select the required Purchase Order.
- Navigate to **Invoice Details From Receipt Lines** and click **Create Details From Receipt Lines**.

The screenshot shows the Infor CloudSuite Financials & Supply Management interface. The top navigation bar includes 'Main', 'Additional', 'Distributions *', 'Purchase Orders *', 'Add On Charges', 'Payment', 'Pay Schedule *', 'Documentation', 'Currency Amounts', 'Global', and 'User Fields'. The 'Invoice Purchase Orders' table is displayed with columns: PO Number, PO Code, Buyer, Date, Order Amount, Has Tax, and Has Comments. The table contains two rows: PO 142 (Hutson, Elvis, 7/6/2022, 625.00, No) and PO 130 (Smith, Charlene, 6/2/2022, 23.50, Yes). A 'Total' row shows 648.50. Below the table, the 'Invoice Details From Receipt Lines' button is highlighted.

PO Number	PO Code	Buyer	Date	Order Amount	Has Tax	Has Comments
142	ISU	Hutson, Elvis	7/6/2022	625.00	No	No
130	MOF	Smith, Charlene	6/2/2022	23.50	Yes	No
Total				648.50		

- At the below window, the processor can select the receipt line(s) to be paid on the invoice.
- Click **Create Detail From Receipt Line**, causing the line to disappear from the list.

The screenshot shows a 'Select' dialog box with the title 'Select'. It contains a table titled 'Available Purchase Order Receipt Lines' with columns: Purchase Order, Purchase Order Receipt, Line, Item, Item Description, Vendor Item, Ordered Qty, Ordered UOM, Open To Match Quantity, and Unit Cost. The table contains one row: PO 130, Receipt 84, Line 1, Item 30192121-5-BLU-M, Item Description Ballpoint pens - Medium, Vendor Item 30192121-5-BLU-M, Ordered Qty 2, Ordered UOM BX, Open To Match Quantity 1.0000, and Unit Cost 10.00. A 'Total' row is also present. Below the table, the 'Create Detail From Receipt Line' button is highlighted.

Purchase Order	Purchase Order Receipt	Line	Item	Item Description	Vendor Item	Ordered Qty	Ordered UOM	Open To Match Quantity	Unit Cost
130	84	1	30192121-5-BLU-M	Ballpoint pens - Medium	30192121-5-BLU-M	2	BX	1.0000	10.00
Total									

- Click Close.

9. The receipt line/lines has been successfully added. The receipt lines for each PO can be viewed by selecting the relevant *Invoice Purchase Order* line.

Invoice 20220707OB for H. N. Rogers (Stationery) Limited

[Submit For Approval](#)
[Approve Invoice](#)
[Email Invoice](#)
[Create Invoice](#)
[Create and Release](#)

Invoice Number

20220707OB

Goods

1,250.00

Services

0.00

Status

Unreleased

Voucher

286

Add On Charges

0.00

Invoiced Tax Amount

0.00

Processing Team

TRD_TEAM Treasury Processing Team

[Main](#)
[Additional](#)
[Distributions *](#)
[Purchase Orders *](#)
[Add On Charges](#)
[Payment](#)
[Pay Schedule *](#)
[Documentation](#)
[Currency Amounts](#)
[Global](#)
[User Fields](#)

Invoice Purchase Orders

[Add PO To Invoice](#)
[Create Charges And Allowances](#)

	PO Number	PO Code	Buyer	Date	Order Amount	Has Tax	Has Comments
<input checked="" type="checkbox"/>	142	ISU	Hutson, Elvis	7/6/2022	625.00	No	No
<input type="checkbox"/>	130	MOF	Smith, Charlene	6/2/2022	23.50	Yes	No
Total					648.50		

Invoice Details From Purchase Order Lines

[Invoice Details From Receipt Lines*](#)

Add On Charges

Invoice Details

[Create Detail From Receipt Line](#)

	Purchas...	Line	Receipt ...	Receipt ...	Type	Item	Vendor Item	Quantity	UOM	Unit Cost	Total Distri...	Total Fu...	Is Matched	Receipt Comments
<input type="checkbox"/>	142	1	94	1	Non Stock	22852000-7-LEGAL	22852000-7-LEGAL	25	PKG	25.00	625.00	625.00	No	Receipt Comments
<input type="checkbox"/>	142	1	95	1	Non Stock	22852000-7-LEGAL	22852000-7-LEGAL	25	PKG	25.00	625.00	625.00	No	Receipt Comments
Total											1,250.00			

Editing VAT amount

The purchase order was created with tax, but the supplier submitted the invoice without tax or it has changed.

The diagram below shows the entered tax is out of balance by 7 cents.

Infor CloudSuite Financials & Supply Management

Invoice 20220708OB for SERVALL INC.

Submit For Approval Approve Invoice Email Invoice

20220708OB	115.00	0.00
Voucher	Add On Charges	Invoiced Tax Amount
293	0.00	20.13

Errors Exist - See warnings and errors tab for details

Main Warnings and Errors Additional Distributions * Purchase Orders * Add On Charges Payment Pay Schedule * Documentation

Invoice Type Company

Invoice Ministry of Finance, Economic Affairs and Investme (34)

Vendor

6 [SERVALL INC.](#)

Invoice Number

20220708OB

Invoice Date Due Date Post Date

7/8/2022 7/8/2022 7/8/2022

Payment Terms

Invoice Amount Currency Barbadoss Dollars

135.20 BBD

Description

Gloves

Process Level

0131 Treasury Department

Pay Vendor

6 [SERVALL INC.](#)

Remit To Location

Vendor Address Remit Address

P.o Box 5006 P.o Box 5006

Green Hill Green Hill

MI MI

Ship To Location

Tax Information

Entered Tax Amount	Total Invoiced Tax Amount	Total Accrued Tax Amount	Tax Code
20.20	20.13	0.00	

This can be resolved by adding a line with the difference in amount at the Distribution tab.

Click *Create On List* to enter a line to balance the invoice:

1. Enter a description (optional).
2. Enter the tax amount.
3. Enter the tax code VAT at the Tax Code field
4. The Tax Type defaults in.
5. Save.

Infor CloudSuite Financials & Supply Management

Start Typing

Invoice 20220708OB for SERVALL INC.

Submit For Approval

Approve Invoice

Email Invoice

Create Invoice

Create and Release

Invoice Number

20220708OB

Voucher

293

Goods

115.00

Add On Charges

0.00

Services

0.00

Invoiced Tax Amount

20.20

Status

Unreleased

Processing Team

TRD_TEAM

Treasury Processing Team

Main

Additional

Distributions *

Purchase Orders *

Add On Charges

Payment

Pay Schedule *

Documentation

Currency Amounts

Global

User Fields

Distributions

Create

Create On List

Create and Release Invoice

Finance Structure	Description	Amo...	Purch...	Line ...	Item	Vendor Item	Percent	Ta...	Tax C...	Tax...	Taxa...	AOC	Status
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	115.00	1		1	18141000-9	18141000-9	100.000 %	None			0.00	Unreleased
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	20.13	1		1	18141000-9	18141000-9	100.000 %	None	VAT1	Invoiced	115.00	Unreleased
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	0.07						0.000 %	None	VAT1	Invoiced	0.40	Unreleased
Total		135.20											

6. The Total Invoiced Tax Amount on the Main page is recalculated to reflect the totals on the distributions.

Main Additional **Distributions *** Purchase Orders * Add On Charges Payment Pay Schedule * Documentation Currency Amounts Global

Invoice Type Company

Invoice Ministry of Finance, Economic Affairs and Investme (34)

Vendor 6 SERVALL INC.

Invoice Number 20220708OB

Invoice Date 7/8/2022 Due Date 7/8/2022 Post Date 7/8/2022

Payment Terms

Invoice Amount 135.20 Currency BBD Barbados Dollars

Description Gloves

Process Level 0131 Treasury Department

Pay Vendor 6 SERVALL INC.

Remit To Location

Vendor Address P.o Box 5006 Green Hill MI

Remit Address P.o Box 5006 Green Hill MI

Ship To Location

Tax Information

Entered Tax Amount	Total Invoiced Tax Amount	Total Accrued Tax Amount	Tax Code
20.20	20.20	0.00	

Removing tax on a matched invoice

The PO was created with taxes, but the invoice was submitted to a department without taxes.

Required steps:

1. Locate and open the required Invoice.
2. Select the Purchase Order tab
3. Click <Invoice Details From Receipt Lines> and open the *Invoice Details* line that has the taxes.

Invoice 20220708OB for SERVALL INC.

Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Invoice Number	20220708OB	Goods	115.00	Services	0.00	Status	Unreleased
Voucher	293	Add On Charges	0.00	Invoiced Tax Amount	20.20	Processing Team	TRD_TEAM
						Treasury Processing Team	

Main Additional Distributions * Purchase Orders * Add On Charges Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Invoice Purchase Orders

PO Number	PO Code	Buyer	Date	Order Amount	Has Tax	Has Comments
146	TRD	Jackson, Michael	7/8/2022	135.13	Yes	No
Total				135.13		

Invoice Details From Purchase Order Lines Invoice Details From Receipt Lines* Add On Charges

Invoice Details

Purchase ...	Line	Receipt N...	Receipt Line	Type	Item	Vendor Item	Quantity	UOM	Unit Cost	Total Distr...	Total Fun...	Is Matched	Receipt...
146	1	99	1	Non Stock	18141000-9	18141000-9	5	EA	23.00	115.00	115.00	No	
Total										115.00			

4. Navigate to the *Tax Information* section and delete the tax code. Save.

Invoice 20220708OB | Line 1 Item 18141000-9

Company: Ministry of Finance, Economic Affairs and Investme (34) Status: Unreleased Invoice Amount: 135.20

Vendor: SERVALL INC. (6) Invoice Date: 7/8/2022 Due Date: 7/8/2022

Invoice Number: 20220708OB Voucher: 293 Processing Team: TRD_TEAM

Main Distributions Charges and Allowances

Purchase Order: 146-0-TRD Line Number: 1

Item: 18141000-9 Item Type: Non Stock GTIN:

Item Description: Work Gloves

Quantity: 5 UOM: EA Unit Cost: 23.00 Entered UOM Multiplier: 1.0000000 Total Distribution Amount: 115.00

Tax Information

Tax Code	Tax Type	Tax Amount
VAT1	Value Added Tax Invoiced	20.13

Taxable Unit Cost:

Additional Details

Commodity: SAFE

Override Retainage Percentage: 0.000 %

By deleting the tax code, it removes the tax distribution line from the distribution tab. The invoice may have to be balanced again.

Exception Handling

When a PO is added to an invoice and there is a discrepancy between the invoice line cost and the purchase order line cost, a purchase order cost message is created. These messages must be resolved by the invoice processor.

The following steps can resolve these messages:

1. At the invoice window, select the **Purchase Order** tab, select *Invoice Details From Receipt Line*.
2. Update the Unit Cost to the price on the invoice line and save. This creates a PO cost message at the message tab.

Invoice 20220708OB for SERVALL INC.

Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Invoice Number: 20220708OB, Goods: 150.00, Services: 0.00, Status: Unreleased

Voucher: 293, Add On Charges: 0.00, Invoiced Tax Amount: 26.32, Processing Team: TRD_TEAM, Treasury Processing Team

Main Additional Distributions * **Purchase Orders *** Messages * Add On Charges Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Invoice Purchase Orders

	PO Number	PO Code	Buyer	Date	Order Amount	Has Tax	Has Comments
	146	TRD	Jackson, Michael	7/8/2022	135.13	Yes	No
Total					135.13		

Invoice Details From Purchase Order Lines **Invoice Details From Receipt Lines *** Add On Charges

Invoice Details

	Purchase ...	Line	Receipt N...	Receipt Line	Type	Item	Vendor Item	Quantity	UOM	Unit Cost	Total Distr...	Total Fun...	Is Matched	Receipt...
	146	1	99	1	Non Stock	18141000-9	18141000-9	5	EA	30.00	150.00	150.00	No	
Total											150.00			

3. Select the **Message Tab** and update the the **PO Cost Action** column to *Adjust Cost* and update the **Adjust Unit Cost** to the invoice amount (Invoice Unit Cost = Adjust Unit Cost). Save

Invoice 20220708OB for SERVALL INC.

Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Invoice Number: 20220708OB, Goods: 150.00, Services: 0.00, Status: Unreleased

Voucher: 293, Add On Charges: 0.00, Invoiced Tax Amount: 26.32, Processing Team: TRD_TEAM, Treasury Processing Team

Main Additional Distributions * Purchase Orders * **Messages *** Add On Charges Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Invoice Message Review

	Line	Item	Origin	Message Type	Invoice	Purchase Order/ Contract	Status	PO C...	Reco...	Adjuste...	Adjust ...	Forwar...	Reason ...
	1	18141000-9	PO Cost	Cost	Invoice over receipt	5	30.00	5.0000	23.00000000	Open			

Forward
Accept Work in Smart Recon
Adjust Cost

4. Select the *Invoice Message Review* line and Release it.

Invoice 20220708OB for SERVALL INC.

Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Invoice Number: 20220708OB
 Goods: 150.00
 Services: 0.00
 Status: Unreleased

Voucher: 293
 Add On Charges: 0.00
 Invoiced Tax Amount: 26.32
 Processing Team: TRD_TEAM
 Treasury Processing Team

Main Additional Distributions * Purchase Orders * Messages * Add On Charges Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Invoice Message Review

	Line	Item	Origin	Message Type	Invoice Quantity	Invoice Unit Cost	Purchase Order/ Contract Quantity	Purchase Order/ Contract Unit Cost	Status	PO Cost ...	Reco...	Adjust...	Adjust ...	Forwar...	Reason ...
<input checked="" type="checkbox"/>	1	18141000-9	PO Cost	Cost	Invoice over receipt	5	30.00	5.0000	23.00000000	Open	Adjust Cost		30.00	EA	

Release

When the status of the Invoice Message line is Closed then no further action is required by the Invoice processor. The invoice can be submitted for approval.

Invoice 20220708OB for SERVALL INC.

Submit For Approval Approve Invoice Email Invoice Create Invoice Create and Release

Invoice Number: 20220708OB
 Goods: 150.00
 Services: 0.00
 Status: Unreleased

Voucher: 293
 Add On Charges: 0.00
 Invoiced Tax Amount: 26.32
 Processing Team: TRD_TEAM
 Treasury Processing Team

Main Additional Distributions * Purchase Orders * Messages * Add On Charges Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Invoice Message Review

	Line	Item	Origin	Message Type	Invoice Quantity	Invoice Unit Cost	Purchase Order/ Contract Quantity	Purchase Order/ Contract Unit Cost	Status	PO Cost ...	Reco...	Adjust...	Adjust ...	Forwar...	Reason ...
<input checked="" type="checkbox"/>	1	18141000-9	PO Cost	Cost	Invoice over receipt	5	30.00	5.0000	23.00000000	Closed	Adjust Cost		30.00	EA	

Match

When all messages are resolved and the invoice approved at both levels, it can be matched by the job or by clicking Match button at the invoice window.

Invoice 20220708OB for SERVALL INC.

Match Email Invoice Create Invoice Create and Release

Invoice Number: 20220708OB
 Goods: 150.00
 Services: 0.00
 Status: Approved

Voucher: 293
 Add On Charges: 0.00
 Invoiced Tax Amount: 26.32
 Processing Team: TRD_TEAM
 Treasury Processing Team

Main Additional Distributions * Purchase Orders * Messages * Add On Charges Payment Pay Schedule * Documentation Currency Amounts Global Approval Information

Invoice Message Review

	Line	Item	Origin	Message Type	Invoice Quantity	Invoice Unit Cost	Purchase Order/ Contract Quantity	Purchase Order/ Contract Unit Cost	Status	PO Cost ...	Reco...	Adjust...	Adjust ...	Forwar...	Reason ...
<input checked="" type="checkbox"/>	1	18141000-9	PO Cost	Cost	Invoice over receipt	5	30.00	5.0000	23.00000000	Closed	Adjust Cost		30.00	EA	

Invoice cancellation

Match Invoice cancellation

1. The matched invoice has a status of released, but there was no posting of distribution lines to ledger i.e. the line has a status of Released.

Invoice 20220708OB for SERVALL INC.

Invoice Number	Goods	Services	Status
20220708OB	150.00	0.00	Released

Voucher	Add On Charges	Total Tax Amount	Processing Team
293	0.00	26.32	TRD_TEAM Treasury Processing Team

Distributions

Finance Structure	Description	Amo...	Purch...	Line ...	Item	Vendor Item	Percent	Ta...	Tax C...	Tax Type	Taxa...	AOC	Status
<input type="checkbox"/> MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	0.07					0.000 %	None	VAT1	Invoiced	0.40		Released
<input type="checkbox"/> MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	150.00	1	1	18141000-9	18141000-9	100.000 %	None	VAT1	Invoiced	0.00		Released
<input type="checkbox"/> MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	26.25	1	1	18141000-9	18141000-9	100.000 %	None	VAT1	Invoiced	150.00		Released
Total		176.32											

2. Click the ellipsis and from the drop down menu select 'Unmatch'. A confirmation message is displayed.

Invoice 20220708OB for SERVALL INC.

More menu options:

- Apply A Credit To This Invoice
- Apply Manual Payment
- Create Match Reference Invoice
- Put Invoice On Hold
- Unmatch**
- Update Invoice Number
- Options
- Drill Around®

Invoice Type: Company
Invoice: Ministry of Finance, Economic Affairs and Investme (34)
Vendor: 6 SERVALL INC.
Invoice Number: 20220708OB
Invoice Date: 7/8/2022
Due Date: 7/8/2022
Post Date: 7/8/2022
Process Level: 0131 Treasury Department
Pay Vendor: 6 SERVALL INC.
Remit To Location:
Vendor Address: P.O Box 5006
Remit Address: P.O Box 5006

3. The invoice still has a status of Release but the Match Status is Unmatched.

Invoice 20220708OB for SERVALL INC.

Tax Information

Entered Tax Amount	Total Invoiced Tax Amount	Total Accrued Tax Amount	Tax Code
26.32	26.32	0.00	

Match Information

Purchase Order: 146
Rule Group: GOB_MATCH
Invoice Match Rule Group: ☐ Cost Component Match
Buyer: Jackson, Michael jacksonm@gob.bb
Match Process Type: Receipt Match
Match Status: Unmatched
Match Level:
Match Date:
☐ For Intercompany Billing
☐ Allow Item Detail

Processing and Approval

Invoice Routing Category:
Routing Finance Team:
Routing Team Member:
Approval Cost Center:
Approval Category:
External Purchase Order: 146

4. Select the ellipses and click Cancel. Complete the Cancel Invoice message box and Submit.

Invoice 20220708OB for SERVALL INC.

Invoice Number	Goods	Services
20220708OB	150.00	0.00
Voucher	Add On Charges	Invoiced Tax Amount
293	0.00	26.32

Main Additional Distributions * Purchase Orders * Messages * Add On Charges Payment Pay Schedule * Documentation Currency Amounts

Invoice Type Company
Invoice Ministry of Finance, Economic Affairs and Investme (34)
Vendor 6 SERVALL INC.
Invoice Number 20220708OB

Process Level 0131 Treasury Department
Pay Vendor 6 SERVALL INC.
Remit To Location

Match invoice cancellation (posted to ledger)

In this scenario, the invoice also has a status of released, but the distribution lines were posted to general ledger. The below diagram shows the distribution line has a status of Historical.

In this case, the options from the drop down menu are different, and the user can select 'Purchase Order Invoice Cancel' to cancel the invoice.

Invoice 20220770B_4 for SERVALL INC.

Invoice Number	Goods	Services
20220770B_4	6.00	0.00
Voucher	Add On Charges	Total Tax Amount
291	5.00	0.88

Main Additional Distributions * Purchase Orders * Messages * Add On Charges * Payment Pay Schedule * Documentation Currency Amounts

Distributions

Invoice Structure	Description	Amo...	Purch...	Line ...	Item	Vendor Item	Percent	Ta...	Tax C...	Tax Type	Taxa...	AOC	Status
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	5.00	1	1	18141000-9	18141000-9	100.000 %	None			0.00	FRT	Historical
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	0.88	1	1	18141000-9	18141000-9	100.000 %	None	VAT1	Invoiced	5.00	FRT	Historical
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • ...	6 - SERVALL INC.	6.00	1	1	18141000-9	18141000-9	100.000 %	None			0.00		Historical
		11.88											

Invoice (basic/tax) cancellation

1. Click the ellipsis again and from the drop down menu select Cancel.

The screenshot shows the 'Invoice 202207050B-2 for SERVALL INC.' screen. The 'Create and Release' dropdown menu is open, and 'Cancel' is selected. The menu options are: Apply A Credit To This Invoice, Apply Manual Payment, Cancel, Put Invoice On Hold, Update Invoice Number, Update Recurring Invoice Amount, Options, and Drill Around.

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions
202207050B	100.00 BBD	0.00	100.00

Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments
667	0.00	0.00	100.00

Invoice Type: Company
Invoice: Governor General (10)
Vendor: 6 SERVALL INC.
Invoice Number: 202207050B Suffix: 2
Invoice Date: 7/12/2022 Due Date: 7/12/2022 Post Date: 7/12/2022
Process Level: 0001 Governor General
Pay Vendor: 6 SERVALL INC.
Remit To Location: P.O Box 5006
Vendor Address: P.O Box 5006 Remit Address: P.O Box 5006

2. Enter the following information in the message box:
 - cancellation date
 - cancellation code <CANCELINVOICE>
 - The reason for cancellation, then click Submit.

The 'Cancel Invoice' dialog box is shown. The 'Cancel Date' is 5/17/2021, the 'Reason' is CANCELINVOICE, and the 'Comment' is 'Incorrect vendor used'. The 'Submit' button is highlighted.

Status: Released
Voucher: 34
Processing Team: IMD_TEAM
Immigration Department Processing Team

Invoice Type: Invoice
Payables Company: 28
Ship To Location: Immigration Department

Credit/Debit memos

Using the **Payables Invoice Processor** role, select the *Create Invoice* activity in the toggle menu. This displays the basic invoice template.

Invoice Entry Template: Basic

Invoice Type: Invoice, Credit Memo, Debit Memo, Prepayment

Company: [Q]

Vendor: [Q]

Invoice Number: [Q]

Invoice Date: [Q] Due Date: [Q] Post Date: [Q]

Payment Terms: [Q]

Invoice Amount: [Q] Currency: [Q]

Description: [Q]

Process Level: [Q]

Pay Vendor: [Q]

Remit To Location: [Q]

Vendor Address: [Q] Remit Address: [Q]

Ship To Location: [Q]

1. At Invoice Type field choose Credit Memo (reduces the balance) or Debit Memo (increases the balance).
2. Complete the header information of the invoice as shown below, the Invoice number must be unique.
3. At the invoice amount, enter a positive amount. When save, the system will change that amount to the negative value.

Invoice 20220708OB_CRD for SERVALL INC. Submit For Approval Approve Invoice Reassign Processor Email Invoice Create Invoice

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
20220708OB_CRD	-25.00 BBD	0.00	-25.00	Unreleased

Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
294	0.00	0.00	-25.00	TRD_TEAM

Main Additional Distributions * Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Invoice Type: Credit Memo Company: Ministry of Finance, Economic Affairs and Investme (34)

Vendor: 6 SERVALL INC.

Invoice Number: 20220708OB_CRD

Invoice Date: 7/8/2022 Due Date: 7/8/2022 Post Date: 7/8/2022

Payment Terms: [Q]

Invoice Amount: -25.00 Currency: BBD Barbados Dollars

Process Level: 0131 Treasury Department

Pay Vendor: 6 SERVALL INC.

Remit To Location: [Q]

Vendor Address: P.O Box 5006 Green Hill MI Ship To Location: P.O Box 5006 Green Hill MI

4. The error message states that the distribution needs to be created.

5. Click the Distributions tab and select *Create on List*

Invoice 20220708OB_CRD for SERVALL INC. Submit For Approval Approve Invoice Reassign Processor Email Invoice Create Invoice Create ...

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
20220708OB_CRD	-25.00 BBD	0.00	-25.00	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
294	0.00	0.00	-25.00	TRD_TEAM
				Treasury Processing Team

Main Additional **Distributions *** Payment Pay Schedule * Documentation Currency Amounts Global User Fields

Distributions Create Create On List Create and Release Invoice ...

Finance Structure	Description	Amount	Tax I...	Tax Code	Taxabl...	AOC	Status
MAIN • 9002 • 0131 • 6210100100 • Project • Grants • Account Category • Inter-Entity	6 - SERVALL INC.	-25.00	None		0.00		Unreleased
Total		-25.00					

6. Enter the amount (the negative value) and the Distribution Account.

7. Click Save.

8. Submit the Credit for approval

9. After approval the status of the memo changes to Release.

10. Open the invoice that the memo needs to be attached

11. Click the ellipses, from the drop down box select *Apply A Credit To This Invoice*.

Invoice 20220708OB_1 for SERVALL INC. Email Invoice Create Invoice Create and Release ...

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions
20220708OB_1	103.00 BBD	0.00	103.00
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments
295	0.00	0.00	103.00

Main Additional **Distributions *** Payment Pay Schedule * Documentation Currency Amounts Global Approval Info

Invoice Type Company

Invoice Ministry of Finance, Economic Affairs and Investme (34)

Vendor 6 SERVALL INC.

Invoice Number 20220708OB_1

Invoice Date 7/8/2022 Due Date 7/8/2022 Post Date 7/8/2022

Payment Terms

Invoice Amount 103.00 Currency BBD Barbados Dollars

Process Level 0131 Treasury Department

Pay Vendor 6 SERVALL INC.

Remit To Location

Vendor Address Remit Address

P.o Box 5006 P.o Box 5006

Green Hill Green Hill

MI MI

Ship To Location

Apply A Credit To This Invoice

Apply Manual Payment

Cancel

Put Invoice On Hold

Update Invoice Number

Options

Drill Around®

12. The message box allows the invoice processor to search for the memo.

The screenshot shows the 'Apply A Credit To This Invoice' dialog box. The background is the 'Invoice 20220708OB_1 for SERVALL INC.' screen. The dialog box contains the following fields and information:

- Company:** 34
- Vendor:** 6
- Credit Invoice Number:** [Empty field]
- Select Credit ID:** [Empty field with a search icon (magnifying glass) to its right]
- Unapplied Amount - Credit:** 0.000
- Unapplied Amount - Invoice:** 103.000
- Applied Amount:** [Empty field with a red asterisk (*) next to the label]
- Buttons:** Cancel and Submit

A red arrow points from the search icon in the 'Select Credit ID' field to the '13. Select the search icon in the Select Credit ID field.' instruction below.

13. Select the search icon in the Select Credit ID field.

14. A list of memos will be available, choose the required line.

The screenshot shows the Infor CloudSuite Financials & Supply Management interface. A modal dialog titled "Select 'Select Credit ID'" is open, displaying a table of "Credits Available To Apply To Invoice". The table has columns for Company, Vendor, Invoice Number, Invoice Date, Due Date, Invoice Currency, Invoice Amount, and Unapplied Amount. The first row shows Company 34, Vendor 6, Invoice Number 20220708OB_CRD, Invoice Date 7/8/2022, Due Date 7/8/2022, Invoice Currency BBD, Invoice Amount -25.00, and Unapplied Amount 25.00. The background shows the invoice details for "Invoice 20220708OB_1 for SERVALL INC." with fields for Invoice Number, Voucher, Invoice Type, Company, Vendor, Invoice Date, Due Date, Payment Terms, Invoice Amount, Currency, and Ship To Location.

Company	Vendor	Invoice Number	Invoice Date	Due Date	Invoice Currency	Invoice Amount	Unapplied Amount
34	6	20220708OB_CRD	7/8/2022	7/8/2022	BBD	-25.00	25.00

15. The credit message box is now populated as shown below. Click Submit.

The screenshot shows the Infor CloudSuite Financials & Supply Management interface. A modal dialog titled "Apply A Credit To This Invoice" is open. It displays the following information: Company 34, Vendor 6, Credit Invoice Number (empty), and Select Credit ID 713. Below this, it shows "Unapplied Amount - Credit 25.000", "Unapplied Amount - Invoice 103.000", and "Applied Amount -25.00". At the bottom, there are "Cancel" and "Submit" buttons. The background shows the invoice details for "Invoice 20220708OB_1 for SERVALL INC." with fields for Invoice Number, Voucher, Invoice Type, Company, Vendor, Invoice Date, Due Date, Payment Terms, Invoice Amount, Currency, and Ship To Location.

16. A message is displayed at the invoice stating that the memo was successfully added.

17. There is also a new tab at the invoice: Applied Credits (1). The number is the amount of credits applied to this invoice. Click the tab.

Infor CloudSuite Financials & Supply Management

Start Typing

Invoice 20220708OB_1 for SERVALL INC.

Email Invoice
Create Invoice
Create and Release

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
20220708OB_1	103.00 BBD	0.00	103.00	Released
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
295	0.00	0.00	103.00	TRD_TEAM
Treasury Processing Team				

Main
Additional
Distributions *
Payment
Pay Schedule *
Applied Credits *
Documentation
Currency Amounts
Global
Approval Information

Applied Credits

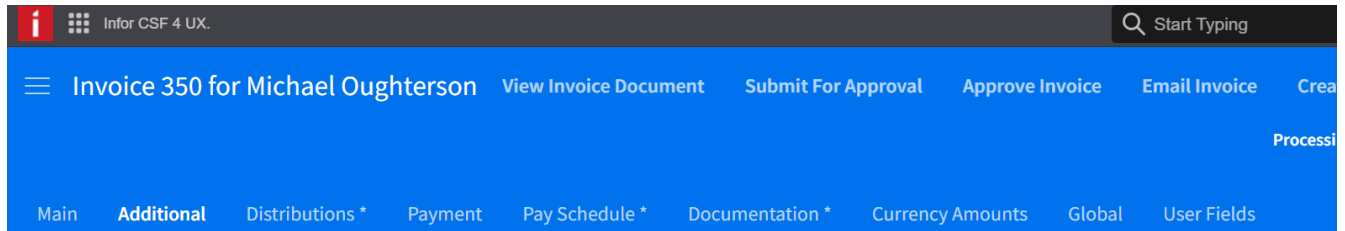
	Credit Memo			
<input type="checkbox"/>	Number	Suffix	Sequence	Amount Applied
<input type="checkbox"/>	20220708OB_CRD		1	25.00
	Total			25.00

18. The invoice is ready for a payment run/cash requirement.

Discount Codes

Discount codes are used to link a general ledger discount account to an invoice. The discount code determines where a payment discount is posted if a discount is taken on the invoice.

1. Before submitting the invoice for approval, select the Additional tab and navigate to Discount Information. Click Change Discount(s).



Add On Charge

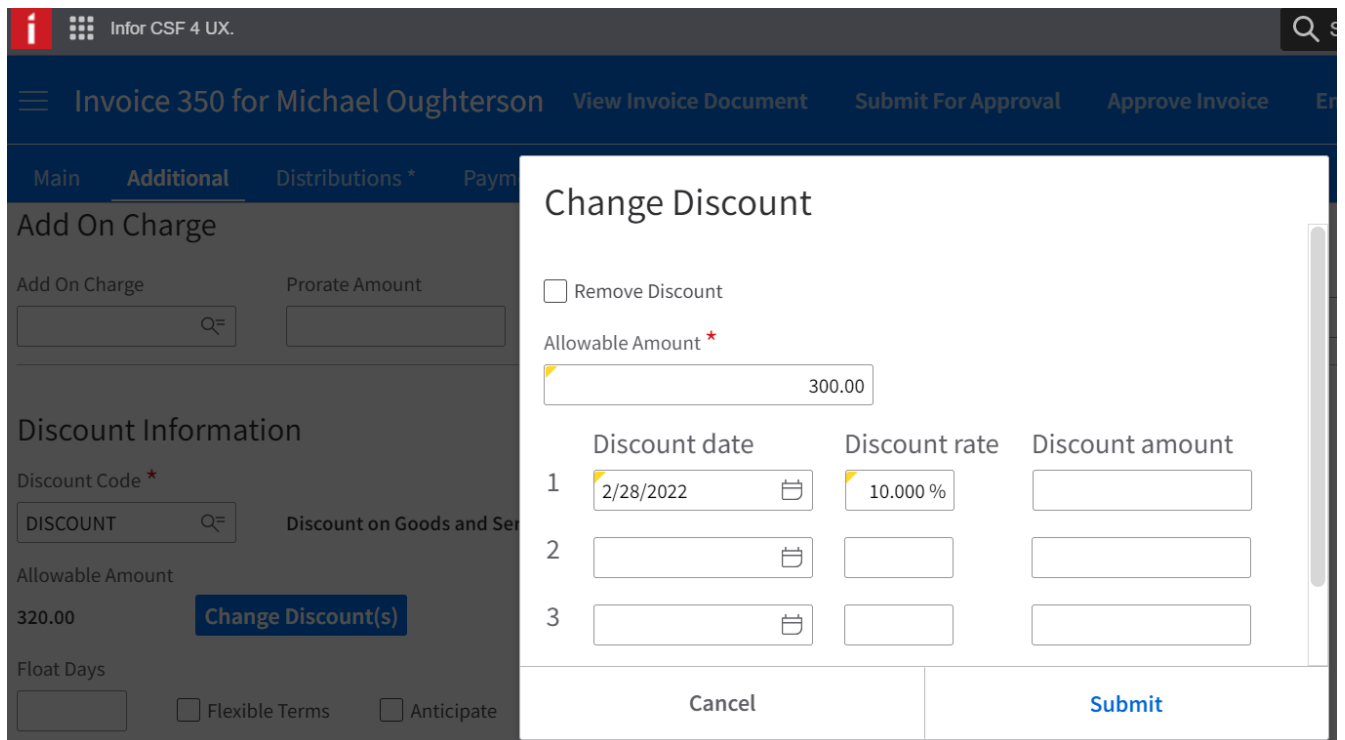
Add On Charge Prorate Amount Prorate Account Ledger Entity • Cost Center • Account • Project • Grants • Account Category • Inter-entity [↗](#)

Discount Information

Discount Code * Discount on Goods and Services AP

Allowable Amount
320.00 [Change Discount\(s\)](#)

2. Enter the following: Allowable Amount, Discount date, Discount rate or Discount amount. Submit



	Discount date	Discount rate	Discount amount
1	2/28/2022	10.000 %	
2			
3			

- The discount information is available on the Additional tab.

Add On Charge

Add On Charge: Prorate Amount: Prorate Account: Ledger • Ledger Entity • Cost Center • Account • Project • Grants • Account Category • Inter-entity

Discount Information

Discount Code: DISCOUNT Discount on Goods and Services AP Date: 2/28/2022 Percent: 10.000 % Amount: 30.00

Allowable Amount: 300.00 [Change Discount\(s\)](#)

Removing Discount Codes

- Click Change Discount(s) button, select Remove Discount and Submit.

Change Discount

☒ Remove Discount

Allowable Amount:

	Discount date	Discount rate	Discount amount
1	<input type="text"/> 2/28/2022	<input type="text"/> 10.000 %	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Cancel](#) [Submit](#)

Invoice comments

You can define comments for an invoice and indicate where you want those comments to be displayed. For example, you can:

- Add an explanation of your payment amount
- Write special handling instructions for internal use.

Adding invoice comments

1. Select Manage Invoices.
2. Open an invoice record.
3. Click the Documentation tab

The screenshot shows the Infor CSF 4 UX interface for invoice IN0000003034261 for Massy Distribution (Barbados) Ltd. The 'Documentation *' tab is highlighted in the bottom navigation bar. The invoice details are as follows:

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
IN0000003034261	7,961.89 BBD	0.00	7,961.89	Unreleased

Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
12200	1,096.09	1,096.09	7,961.89	PRD_TEAM

The 'Processing Team' is listed as 'Prisons Department Processing Team'.

Documents

ID	Type	Description	Attachment
MASSY DISTRIBUTION INV#IN0000003034261	Other		Massy Inv#3034261.pdf

4. Scroll down to the Comments section and click the Create icon

The screenshot shows the Infor CSF 4 UX interface for invoice IN0000003034261 for Massy Distribution (Barbados) Ltd. The 'Documentation *' tab is highlighted in the bottom navigation bar. The 'Comments' section is visible at the bottom of the screen, and a red arrow points to the 'Create' icon (a document with a plus sign) in the bottom right corner of the Comments section.

5. Enter a Title
6. Select the Type of comment:
 - Invoice Note – Is a comment for approver (not displayed on the cheque)
 - Invoice Report – comments are not visible on the remittance
 - Invoice Check – printed on the remittance of the cheque
 - Invoice Payment Addendum - printed on the remittance of the cheque
 - All - printed the on remittance of the cheque.

The screenshot shows the 'Invoice Comment' form in the Infor CSF 4 UX application. The form is divided into several sections:

- Header:** 'Invoice Comment' with a search bar and user profile.
- Invoice Details:** A table showing key information:

Company	Status	Invoice Amount
Ministry of Finance, Economic Affairs and Investme (34)	Unreleased	117.50
Vendor: SERVALL INC. (6)	Invoice Date: 11/1/2020	Due Date: 11/1/2020
Invoice Number: 11012020OB	Voucher: 123	Processing Team: TRD_TEAM
- Comment Section:** Includes a 'Title' field (containing 'Due Dates'), a 'Type' dropdown menu (open, showing options: All, Invoice Note, Invoice Report, Invoice Check, Invoice Payment Addendum), and a 'Comment' text area with a rich text editor toolbar.

7. Enter the comment and Save.

Split Payments

The invoice processor creates one (1) invoice and the total payment is divided equally by the specified number.

1. Create and save the invoice.
2. Enter the distributions.
3. Select the *Payment* tab and scroll to Split Payment Detail section.
4. Click Split Payments button, opens the *Setup Split Payments* box.
5. Enter the number of payments and the schedule, save.

The screenshot shows the 'Payment' tab selected in the top navigation bar. A modal window titled 'Setup Split Payments' is open, displaying the following fields:

- Split Number ***: A text input field containing the value '3'.
- Split Schedule**: A dropdown menu with the following options: Weekly, Monthly, Quarterly, **Semi Annually** (highlighted), and Annually.

The background interface shows the 'Split Payment Detail' section with a 'Split Payments' button and the 'Bank Instructions' section with a table for entering bank details.

6. At the *Pay Schedule* tab, the individual payments can be reviewed.

The screenshot shows the 'Pay Schedule' tab selected in the top navigation bar. The interface displays a summary of invoice details and a table of payment schedule items.

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
IN0000003034261	7,961.89 BBD	0.00	7,961.89	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
12200	1,096.09	1,096.09	7,961.89	PRD_TEAM
				Prisons Department Processing Team

Due Date	Payment Amount	Discount Date	Discount Am...	Payment Code	Cash Code	Invoice Group	Separate Pa...	Pay Immedi...	Enclos
<input checked="" type="checkbox"/> 11/19/2021	2,653.97		0.00	ACH	CBB01		No	No	
<input type="checkbox"/> 11/26/2021	2,653.96		0.00	ACH	CBB01		No	No	
<input type="checkbox"/> 12/3/2021	2,653.96		0.00	ACH	CBB01		No	No	
Total	7,961.89		0.00						

Editing Payments

Before submitting an invoice for approval the Invoice processor can edit the pay schedule.

1. Locate the invoice.
2. Open and navigate to the *Pay Schedule* tab.
3. The following at the Payment Schedule can be updated by clicking in the relevant field:
 - Due Date
 - Payment Code
 - Cash Code
 - Separate Payment
 - Pay Immediate
 - Payment Amount, but the total payment amount must be equal to the Invoice Amount and the Distribution amount.

Invoice IN0000003034261 (Prisons Department) Ltd. Submit For Approval Approve Invoice Email Invoice Create

Invoice Number: IN0000003034261
Voucher: 12200

Accrued Tax: 7,961.89
Invoiced Tax: 7,961.89

Status: Unreleased
Processing Team: PRD_TEAM
Prisons Department Team

Payment Schedule

	Due Date	Payment Amount	Discount Date	Discount Am...	Payment Code	Cash Code	Invoice Group	Separate Pa...	Pay Immedi...
<input checked="" type="checkbox"/>	11/19/2021	2,653.97		0.00	ACH	CBB01		No	No
<input type="checkbox"/>	11/26/2021	2,653.96		0.00	ACH	CBB01		No	No
<input type="checkbox"/>	12/3/2021	2,653.96		0.00	ACH	CBB01		No	No
	Total	7,961.89		0.00					

Recurring invoices

When you create a recurring invoice, the total invoice amount is repeated for the number of payments selected. These fields are also incremented based on the selected recurring frequency:

- Invoice date
- Due date
- Distribution date
- Discount date of the next invoice

The screenshot displays the 'Payment' tab for invoice 20220712OB-1 for SERVALL INC. The interface is divided into several sections:

- Processing Options:** Includes fields for 'Payment Priority' (set to 1) and 'Invoice Group'. There is a checkbox for 'Secondary Withholding'.
- Manual Payment Information:** Includes a 'Payment Number' field, a 'Date' field with a calendar icon, and an 'Amount' field.
- Split Payment Detail:** Features a blue button labeled 'Split Payments'.
- Recurring Invoice Options:** Includes a 'Recurring Frequency' dropdown menu (set to 'Weekly') and a 'Number Of Recurrences' field (set to 4).

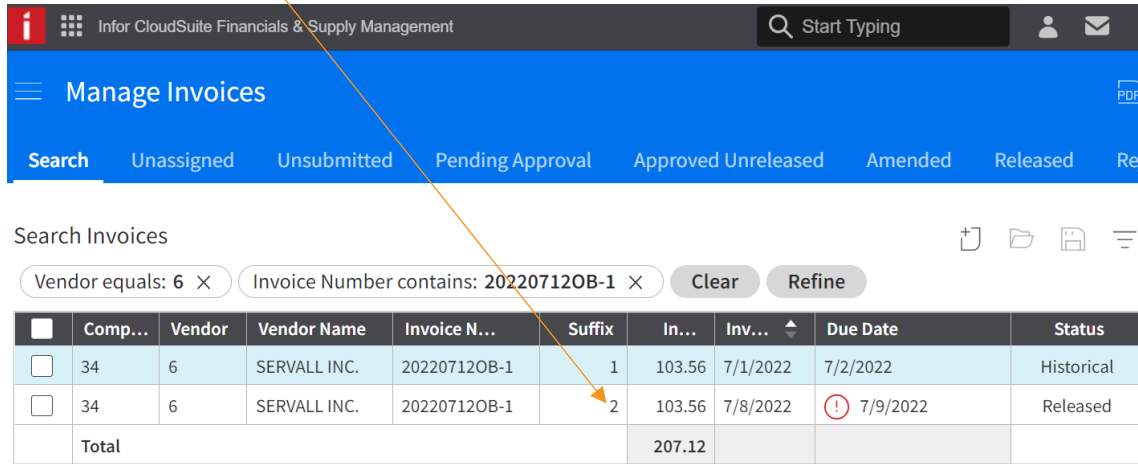
A unique invoice suffix number is assigned to each recurrence. Use recurring invoices for payments that are made on a regular basis, such as a rent payment or a car payment.

Creating a recurring invoice

1. Select Manage Invoices.
2. Open an invoice.
3. Click the Payment tab.
4. In the Recurring Invoice Options section, specify this information:
 - Recurring Frequency - Select the recurring schedule for the invoice.
 - Number of Recurrences - Specify the number of times the invoice will recur.
5. Click **Save**.

Cancelling a Recurring invoice

The next recurring invoice is created by the system when the Complete Payment cycle has been completed.



Manage Invoices

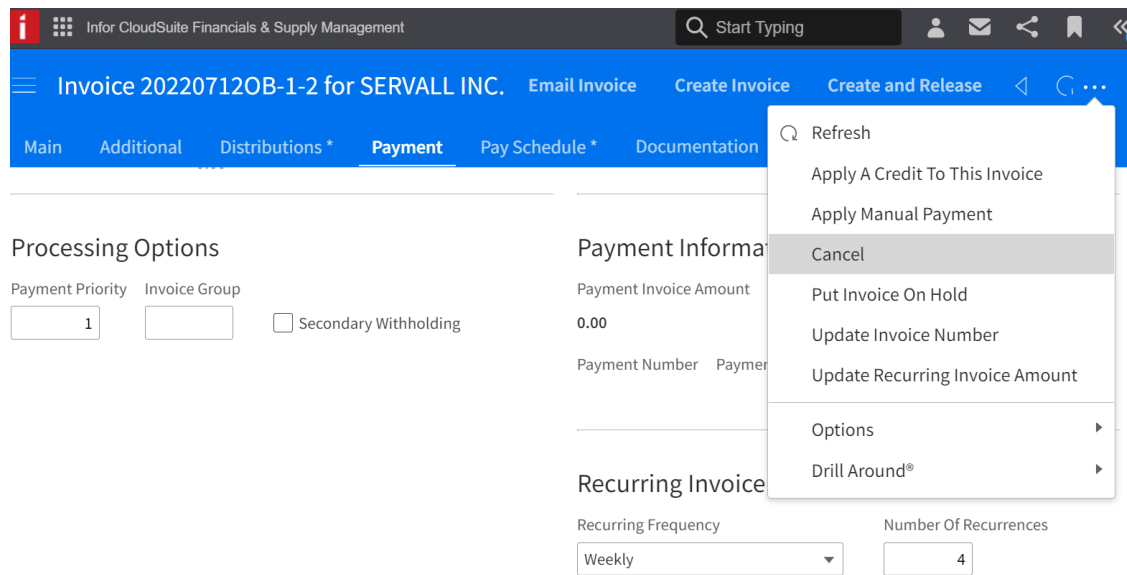
Search Unassigned Unsubmitted Pending Approval Approved Unreleased Amended Released Rejected

Search Invoices

Vendor equals: 6 X Invoice Number contains: 20220712OB-1 X Clear Refine

	Comp...	Vendor	Vendor Name	Invoice N...	Suffix	In...	Inv...	Due Date	Status
<input type="checkbox"/>	34	6	SERVALL INC.	20220712OB-1	1	103.56	7/1/2022	7/2/2022	Historical
<input type="checkbox"/>	34	6	SERVALL INC.	20220712OB-1	2	103.56	7/8/2022	7/9/2022	Released
Total						207.12			

The recurrence can be discontinued by cancelling the newly created invoice.



Invoice 20220712OB-1-2 for SERVALL INC. Email Invoice Create Invoice Create and Release

Main Additional Distributions * **Payment** Pay Schedule * Documentation

Processing Options

Payment Priority Invoice Group

1 ☐ Secondary Withholding

Payment Information

Payment Invoice Amount

0.00

Payment Number Payment

Recurring Invoice

Recurring Frequency

Weekly

Number Of Recurrences

4

- Refresh
- Apply A Credit To This Invoice
- Apply Manual Payment
- Cancel
- Put Invoice On Hold
- Update Invoice Number
- Update Recurring Invoice Amount
- Options
- Drill Around®

Invoice Templates

Cloudsuite Financials and Supply Management provides users the ability to create multiple invoices from a generic template. This can be used for recurring invoices such as utility bills and salaries.

Requirements

- Distribution codes – created by ISU.
- The expense account – this account is used in the distribution code.

Creating Invoice Templates

1. Select the **Payables Invoice Processor** role
2. Select **List Entry**
3. Create the invoice by populating the following fields. This entry can be used to generate future invoices
 - a. Company
 - b. Process Level
 - c. Vendor
 - d. Invoice Number
 - e. Invoice Amount
 - f. Invoice Date
 - g. Payment Terms
 - h. Distribution Code
4. Save
5. The distribution details associated with Distribution Code are displayed.

Process Invoices

Speed Entry

List Entry

Unassigned

Unsubmitted

Pending Approval

Approved Unreleased

Amended

Released

Rejected

On Hold

Open Invo...

List Entry

Company

Q=

Process Level

Q=

Vendor

Q=

Vendor Name

Invoice Type

Invoice Number

<input checked="" type="checkbox"/>	32	Q=	7080	10471	The Barbados Light & Power Company Ltd	Invoice	BLP1001	
<input type="checkbox"/>	32		7080	6	SERVALL INC.	Invoice	MNG123	
<input type="checkbox"/>	9002		0131	5	H. N. ROGERS (STATIONERY) LIMITED	Invoice	1234_LF	
<input type="checkbox"/>	9002		7156	60	Promotech Inc.	Invoice	014725	
<input type="checkbox"/>	9002		7156	5	H. N. ROGERS (STATIONERY) LIMITED	Invoice	3334	

<<

>>

5 Records per page

Distributions

	Finance Structure	Amount	Tax Indicator	Tax Code	Taxable Amount	Status
<input type="checkbox"/>	MAIN • 9002 • 7080 • 6207100100 • Project • Grants • Account Category • Inter-Entity	225.00	None		0.00	Unreleased
	Total	225.00				

40 | Page

Create an Invoice from the Template

1. Select the invoice you wish to duplicate
2. Click on ... and select Copy Row

Process Invoices

Speed Entry **List Entry** Unassigned Unsubmitted Pending Approval Approved Unreleased Amended Released Rejected On Hold Open Inv.

List Entry

Submit For Approval

	Company	Process Level	Vendor	Vendor Name
<input checked="" type="checkbox"/>	32	7080	10471	The Barbados Light & Power Company Ltd
<input type="checkbox"/>	32	7080	6	SERVALL INC.
<input type="checkbox"/>	9002	0131	5	H. N. ROGERS (STATIONERY) LIMITED
<input type="checkbox"/>	9002	7156	60	Promotech Inc.
<input type="checkbox"/>	9002	7156	5	H. N. ROGERS (STATIONERY) LIMITED

- Copy Row
- Cancel Unreleased Invoice
- Change Invoice Amount
- Change Invoice To Credit Memo
- Email Invoice
- Prepaid Invoice Not Received

3. A duplicate record of the invoice template is created.

Process Invoices

Speed Entry **List Entry** Unassigned Unsubmitted Pending Approval Approved Unreleased Amended Released Rejected On Hold Open Inv.

List Entry

Invoice Number

	Company	Process Level	Vendor	Vendor Name	Invoice Type	Invoice Number
<input type="checkbox"/>	32	7080	10471	The Barbados Light & Power Company Ltd	Invoice	BLP1001
<input checked="" type="checkbox"/>	32	7080	10471	The Barbados Light & Power Company Ltd	Invoice	BLP1001

4. Change the necessary fields
 - a. Invoice Number (must update)
 - b. Invoice Amount
 - c. Invoice Date
5. Click Save.

The new invoice is now available, where it can be edited and submitted for approval.

Submitting invoices for approval

An invoice must be submitted for approval after its creation. Approval depends on the **Process Level** that was selected at the Invoice header. All invoices that have not been routed for approval can be viewed on the **unsubmitted** or **unassigned** tab. If an invoice falls within an approval routing rule, the Submit for Approval button is available.

The screenshot shows the Infor CloudSuite Financials & Supply Management interface. At the top, there's a search bar and a user profile icon. Below that, a navigation bar contains buttons: 'Invoice 20220706OB for SERVALL INC.', 'Submit For Approval', 'Approve Invoice' (highlighted with a red box), 'Reassign Processor', 'Email Invoice', and 'Create Invo'. Below the navigation bar is a table with invoice details:

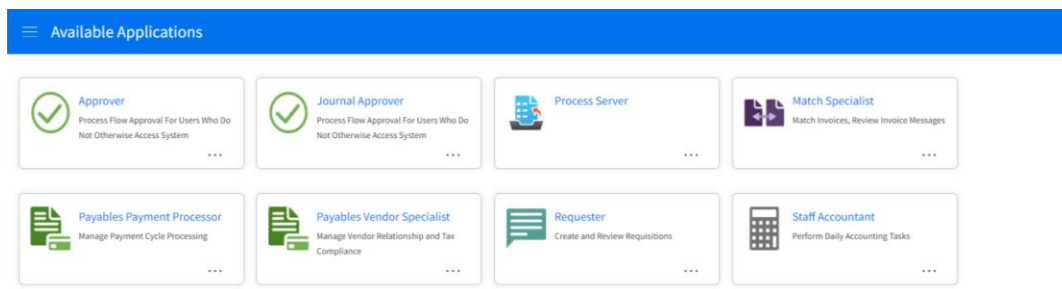
Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
20220706OB	117.50 BBD	0.00	117.50	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
283	17.50	17.50	117.50	TRD_TEAM
Treasury Processing Team				

Below the table is a tabbed interface with 'Main' selected. Under the 'Main' tab, there are two sections: 'Invoice Type' and 'Process Level'. The 'Invoice Type' section includes 'Company' (Ministry of Finance, Economic Affairs and Investme (34)), 'Vendor' (6), and 'Invoice Number'. The 'Process Level' section includes 'Process Level' (0131), 'Pay Vendor' (6), and 'Remit To Location'. The 'Treasury Department' and 'SERVALL INC.' are also visible.

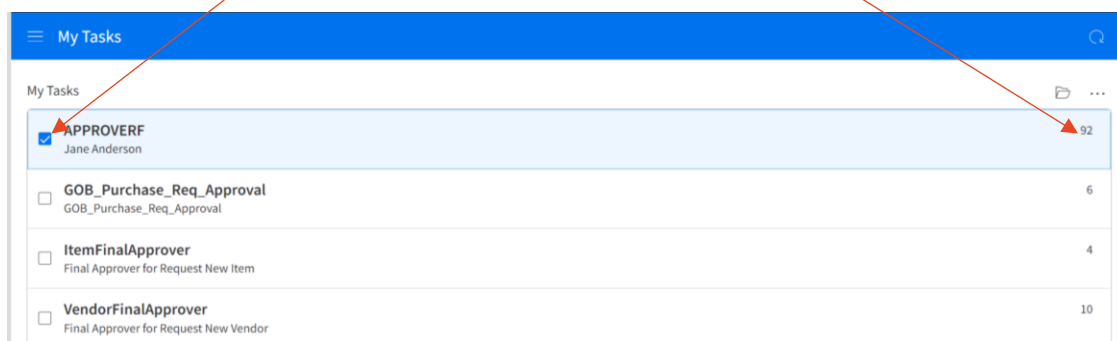
Approving invoices

Invoices that require approval can be viewed by using the **Match Specialist** role->**Manage Invoices**->**Pending Approval** tab. To approve or reject them follow the steps below:

1. Select the **Approver** role



2. Landing page displays your available tasks, each tasks shows the number of outstanding work orders to complete. Open the task for approving invoices.



- This page displays a list of invoice assigned for your approval. Select the invoice that you wish to approve/reject as shown below, and click Approve or Reject.

My Work (Jane Anderson) Refresh ...

Work Items ✓ Approve ✗ Reject ↶ Reassign 📄 ⋮

W...	Work Description	Start Date	Due Date	Fill...	Originator	Authentic...
<input type="checkbox"/> 18449	Invoice 202201110B for vendor H. N. Rogers (Stationery) Limited has been submitted for your approval	1/11/2022 12:19:53 PM	3/4/2023 4:19:17 AM		smithb@gob.bb	smithb@gol
<input type="checkbox"/> 18450	Invoice 202201110B-1 for vendor H. N. Rogers (Stationery) Limited has been submitted for your approv	1/11/2022 12:24:40 PM	3/4/2023 4:24:04 AM		smithb@gob.bb	smithb@gol
<input type="checkbox"/> 18451	Invoice 202201110B-2 for vendor H. N. Rogers (Stationery) Limited has been submitted for your approv	1/11/2022 12:05:55 PM	3/4/2023 4:05:19 AM		smithb@gob.bb	smithb@gol
<input checked="" type="checkbox"/> 18452	Invoice 202201110B-2 for vendor H. N. Rogers (Stationery) Limited has been submitted for your approv	1/11/2022 12:08:36 PM	3/4/2023 4:08:00 AM		smithb@gob.bb	smithb@gol
<input type="checkbox"/> 18482	Journal Approval - 9002 - 6 - TRSYEXPJAN009-001MS - Approval Team - GOB_JRNL_LVL_1	1/17/2022 1:00:51 PM	3/10/2023 5:00:14 AM		springerme@gob.bb	springerme

Details History Messages **Related Links (1)**

Related Links 📄 📄 📄 ⋮

Name	Target	Open
View invoice	/fsm/Approver/navigation/PayablesInvoice(31%2C110).InvoiceLinkbackNav?web10x=true	Open

- To review the details of the invoice before approval/rejection, click the Open button. This opens a new tab with detailed information about the invoice and the vendor.

Invoice Approval

Vendor: **H. N. Rogers (Stationery) Limited (29)** Invoice Date: **1/11/2022** Invoice Amount: **1,762.50 BBD**

Invoice Number: **202201110B-2** Due Date: **1/11/2022**

Invoice Distributions Purchase Orders Related Documents Comments Errors Approval Tracking

Company	Voucher	Purchase Order
Ministry of Innovation, Science and Smart Technology (31)	110	78
Processor	Remit To Location	
Entered Taxable Amount	Entered Tax Amount	
0.00	262.50	
Total Invoiced Taxable Amount	Total Invoiced Tax Amount	
0.00	262.50	
Total Accrued Taxable Amount	Total Accrued Tax Amount	
0.00	0.00	

- To view the vendor information, click the ellipses->Drill Around->Vendor. This opens the vendor's landing page.

The screenshot shows the 'Invoice Approval' interface for vendor 'H. N. Rogers (Stationery) Limited (29)'. The invoice number is 202201110B-2, dated 1/11/2022, with an amount of 1,762.50 BBD. A dropdown menu is open, showing options like 'Invoice Detail', 'Vendor', 'Match Invoice Information', etc. The 'Drill Around' option is highlighted, which leads to the vendor's landing page.

- To approve/reject the invoice, return to the 1st tab, select the Work Item and click the required action.

The screenshot shows the 'My Work (Jane Anderson)' interface. It displays a list of work items for approval. The first item is 'Invoice 202201110B-2 for vendor H. N. Rogers (Stationery) Limited has been submitted for your approval'. Below the list, there is a table of related links.

Name	Target	Open
View invoice	/fsm/Approver/navigation/PayablesInvoice/31%2C110:InvoiceLinkbackNav?webIDx=true	Open

Working with Exceptions

Select **Match Specialist** role > **Work List For Reconciliation** and select the **Unassigned** tab.

Select the invoice and click **Add To My Work List**.

Company	Vendor	Vendor Search Name	Invoice	Due Date	Purchase Or...	Ship To Location	Authority Code	Buyer	Invoice Amount	Has Recei...
5000	9081	BRYDENS XPRESS (OFFICE SUPP	22120200B-PO1	2/21/2020	255	CENTRAL STORES		7104130021	1,175.00	Yes
5000	9020	F & B AUTOMOTIVE ART INC.	M	20	440	0202- IMD		6909250067	35,000.00	Yes

After assigning to the match specialist, the invoice would be moved to **My Work List** tab.

Match Specialist List

Company	Vendor	Vendor Search Name	Invoice	Due Date	Purchase Order	Ship To Location	Authority Code	Buyer	Buyer Name	Invoice Amount	Match Reference No
28	5	H. N. ROGERS (STATIONERY) LIMITED	23620200B-PO1	6/23/2020	10	0202		202714	Jackson, Michael	82.49	
28	6	SERVALL INC.	17720200B	8/1/2020	21	0202		202723	Arthur, Marlo	60.00	
9002	8	CPS, INC.	TEST -CB 2020/06/22	7/24/2020	7	0202		202723	Arthur, Marlo	293.75	
9002	3	CARIBBEAN INDUSTRIAL INC.	06202020-SDG	6/25/2020	14	GPDS		202714	Jackson, Michael	10,547.00	

Click **Open** which opens the below window, then select **OK**

Invoice line	Total quantity	Total cost	Set	Total discrepancy
Invoice line	0.0000	0.00		
Receiver line	0.0000	0.00		
Discrepancy	0.0000	0.00		

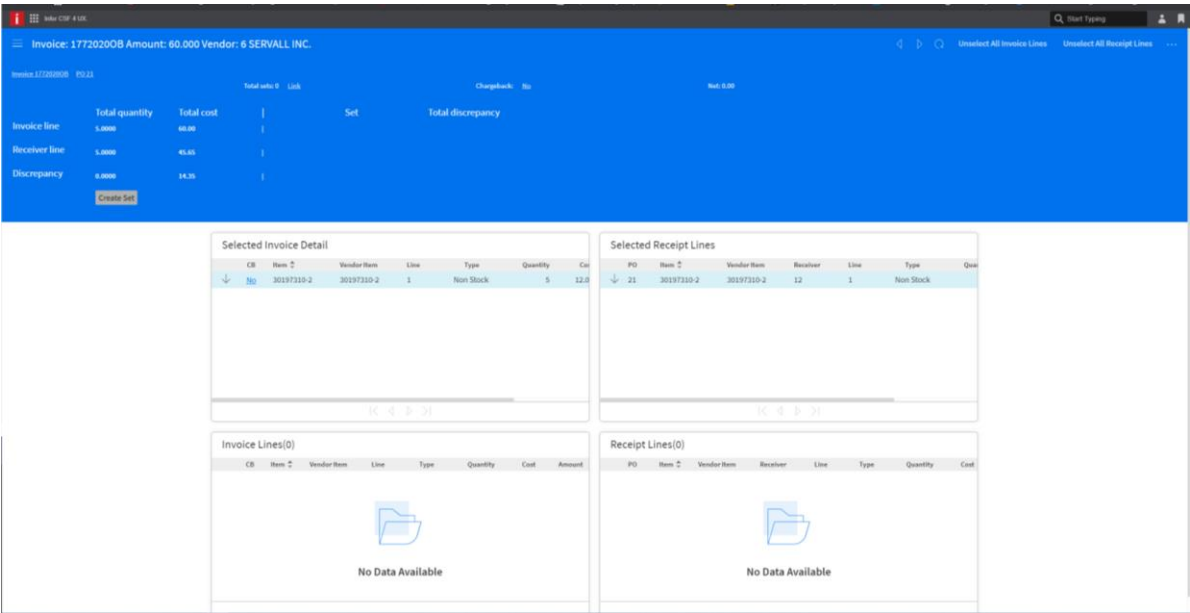
CB	Item	Vendor Item	Line	Type	Quantity	Cost	Amount
No	30197310-2	30197310-2	1	Non Stock	5	12.0	

PO	Item	Vendor Item	Receiver	Line	Type	Quantity	Cost
21	30197310-2	30197310-2	12	1	Non Stock		

Select all **Invoice Lines** which changes the direction of the arrow to south, if there are other arrows pointing up then **Select all Receipt Lines**.

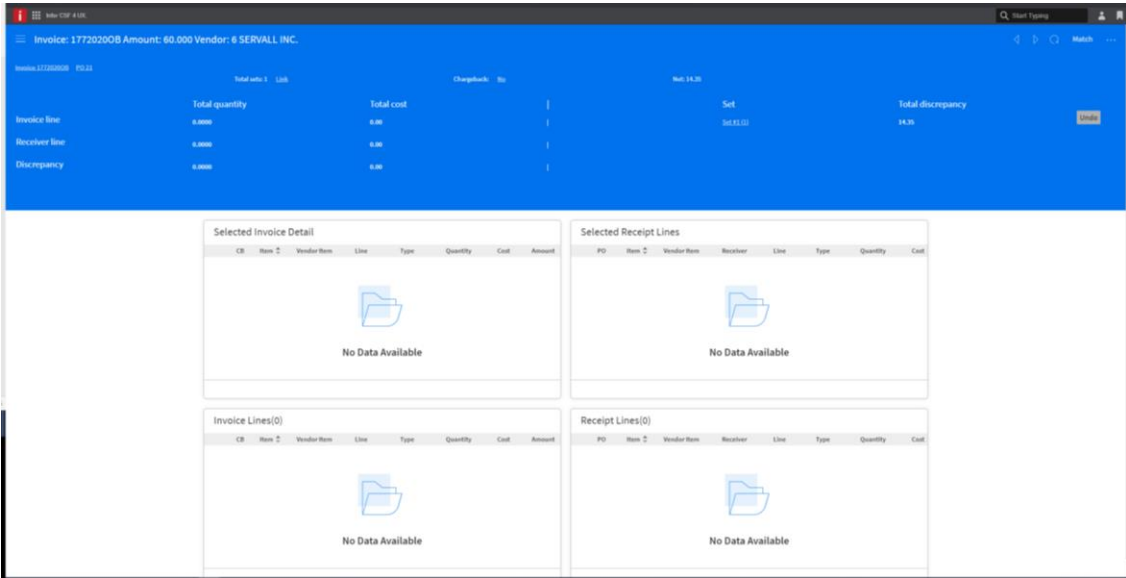
Reconciling Invoice Lines

Click **Create Set**.

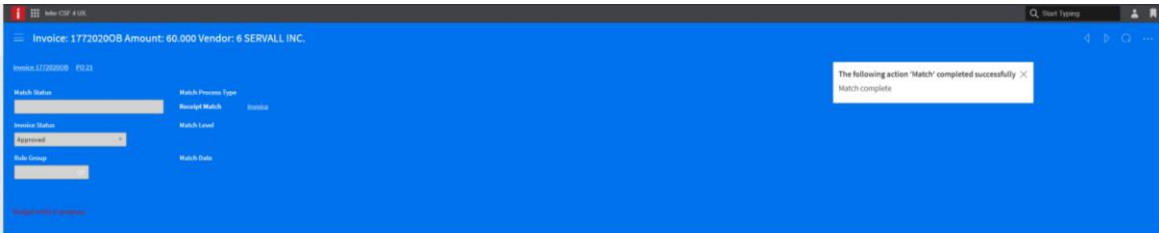


Matching

The Match button is now available, and can be selected.



After selecting Match, the following messages are displayed as shown below.



Changing the Payment method

Unreleased invoice

While creating an invoice, the payment method can be updated. After saving the invoice the invoice processor can select the payment tab to update the payment code.

Invoice 202207060B for SERVALL INC. Submit For Approval Approve Invoice Reassign Processor Email Invoice Create Invoice

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
202207060B	117.50 BBD	0.00	117.50	Unreleased
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
283	17.50	17.50	117.50	TRD_TEAM
				Treasury Processing Team

Main Additional Distributions * **Payment** Pay Schedule * Documentation Currency Amounts Global User Fields

Cash Code: PAYMASTER Treasury Paymaster Account: Payment Code: ACH Automatic Clearing House: Pay Group: Treasury (TRD_1)
Currency: BBD Vendor Payment Amount: Currency: BBD
Default Income Code: Reportable Income Amount:

At the Payment Code field, a search can be done for the required payment method.

Released Invoice

Invoices that were successfully approved the payment method cannot be changed at the payment tab.

Navigate to *Pay Schedule* tab to update the following at the Payment Schedule line:

- Payment Code
- Cash Code
- Due date.

Invoice 202207080B_1 for SERVALL INC. Email Invoice Create Invoice Create and Release

Invoice Number	Invoice Amount	Total Accrued Tax	Total Distributions	Status
202207080B_1	103.00 BBD	0.00	103.00	Released
Voucher	Total Tax Amount	Total Invoiced Tax	Total Payments	Processing Team
295	0.00	0.00	103.00	TRD_TEAM
				Treasury Processing Team

Main Additional Distributions * Payment **Pay Schedule *** Applied Credits * Documentation Currency Amounts Global Appro...

Payment Schedule Update Income Code and Reportable Amount

	Due Date	Payment A...	Discount D...	Discount A...	Payment C...	Cash Code	Invoice Gr...	Separate P...	Pay Imme...	Enclosure
<input checked="" type="checkbox"/>	7/8/2022	103.00		0.00	ACH	PAYMASTER		No	No	No
Total		103.00		0.00						

Paying Invoices

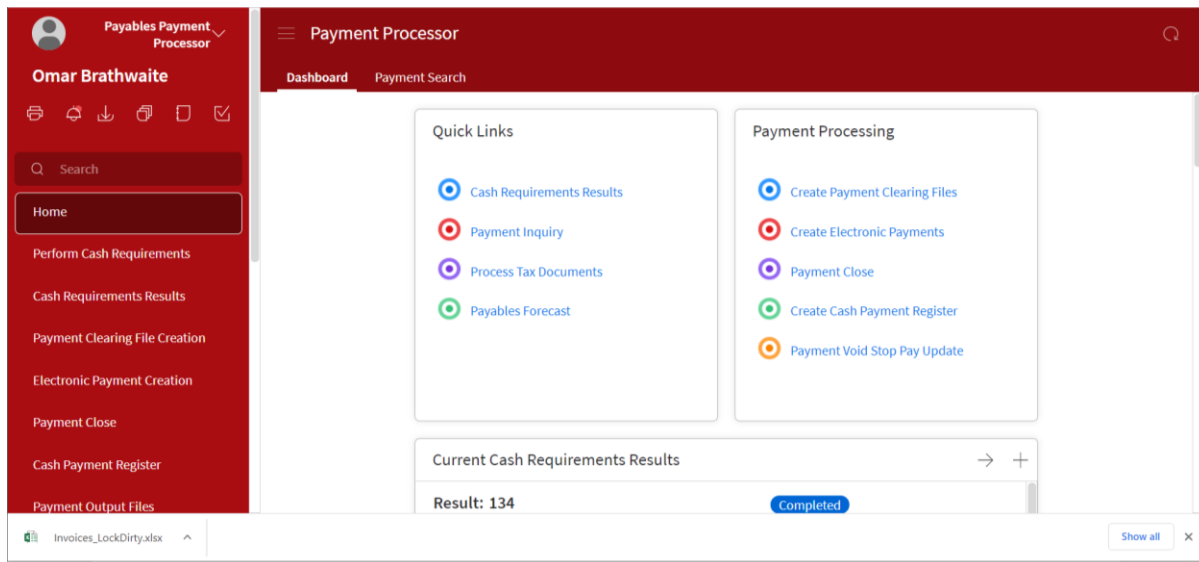
The process of paying invoices is often referred to as the cash payment cycle because it includes three required phases:

- Selecting the invoices for payment – **Perform Cash Requirement**
- Generating the payments: payment numbers – **Complete Payment Cycle**
- Posting the transactions to the global ledger – **Cash Ledger Transactions**.

Invoices must be **released** and any invoice messages should be **Closed** before scheduling them for payment.

Perform Cash Requirements

- Sign in as **Payables Payment Processor** and select **Cash Requirements Results**.



- The below window shows a list of cash requirements/payment runs in the system, only one cash requirement per department or paygroup at any time.
- If there is no cash requirement for your department, click **Perform Cash Requirements**.

Cash Requirements Results

Current

Historical

Current Cash Requirements Results

Perform Cash Requirements

Start Cash Requirements

	Vendor Group	Pay Group	Process Group	Cash Requi...	Creation Date	Created By	Status
	[A] ▾ [C] ▾	[A] ▾ [C] ▾	[A] ▾ [C] ▾	= ▾ [C] ▾	= ▾ [C] ▾	[A] ▾ [C] ▾	[C] ▾
<input type="checkbox"/>	GOB	WED		92	5/14/2021 12:46:47 PM	PAYNERI	ⓘ Created
<input type="checkbox"/>	GOB	SMD		50	5/18/2021 10:17:18 AM	HACKETTJ	Completed
<input type="checkbox"/>	GOB	MIST		113	5/17/2021 12:40:07 PM	BRATHWAITEY	ⓘ Created
<input type="checkbox"/>	GOB	METVT		105	5/18/2021 11:24:38 AM	TAYLORSM	Completed
<input type="checkbox"/>	GOB	MENB		80	5/18/2021 11:49:42 AM	SEALYK	Completed
<input type="checkbox"/>	GOB	MABE		90	5/18/2021 11:45:27 AM	MARSHALLGILLA	Completed
<input type="checkbox"/>	GOB	LVSC		50	5/18/2021 9:33:11 AM	CARRINGTONKI	Completed
<input type="checkbox"/>	GOB	GOV		21	5/18/2021 10:03:18 AM	WATKINS	Completed

<

- The Perform Cash Requirements window opens, enter the following:
 - Vendor Group
 - Pay Group (defaults)
 - Pay Through Date
 - Payment Date

The screenshot shows the 'Perform Cash Requirements' window. At the top, there are two search fields: 'Vendor Group' with 'GOB' and 'GOB Global Vendors' as a suggestion, and 'Pay Group' with 'TRD' and 'Treasury' as a suggestion. Below these is a 'Main' section with four fields: 'Enforce Addenda Record Limits' (set to 'No'), 'Take All Discounts' (set to 'Yes'), 'Pay Through Date' (set to '5/18/2021'), and 'Payment Date' (set to '5/18/2021'). At the bottom are 'Cancel' and 'Submit' buttons.

- Click [Submit](#).

Viewing cash requirements results

Use this procedure to view cash requirements results.

- Either double click or select the cash requirement line you wish to view and open.

The screenshot shows the 'Cash Requirements Results' window. It has a red header with a menu icon, the title 'Cash Requirements Results', and a search icon. Below the header are tabs for 'Current' and 'Historical'. A table titled 'Current Cash Requirements Results' is displayed. The table has columns: Vendor Group, Pay Group, Process Group, Cash Requi..., Creation Date, Created By, and Status. The second row is selected, showing 'GOB' as the Vendor Group, 'SMD' as the Pay Group, '50' as the Cash Requirement, '5/18/2021 10:17:18 AM' as the Creation Date, 'HACKETTJ' as the Created By, and 'Completed' as the Status. An 'Open' button is visible above the table.

	Vendor Group	Pay Group	Process Group	Cash Requi...	Creation Date	Created By	Status
<input type="checkbox"/>	GOB	WED		92	5/14/2021 12:46:47 PM	PAYNERI	Created
<input checked="" type="checkbox"/>	GOB	SMD		50	5/18/2021 10:17:18 AM	HACKETTJ	Completed
<input type="checkbox"/>	GOB	MIST		113	5/17/2021 12:40:07 PM	BRATHWAITEY	Created
<input type="checkbox"/>	GOB	METVT		105	5/18/2021 11:24:38 AM	TAYLORSM	Completed
<input type="checkbox"/>	GOB	MENB		80	5/18/2021 11:49:42 AM	SEALYK	Completed
<input type="checkbox"/>	GOB	MABE		90	5/18/2021 11:45:27 AM	MARSHALLGILLA	Completed
<input type="checkbox"/>	GOB	LVSC		50	5/18/2021 9:33:11 AM	CARRINGTONKI	Completed
<input type="checkbox"/>	GOB	GOV		21	5/18/2021 10:03:18 AM	WATKINSS	Completed

- When the line opens, the **Parameters, Selected Vendors, Invoices and Payments** can be viewed.
 - Parameters** - shows the fields that were populated for the job that was run.
 - Selected Vendors**: shows a list of vendors in the payment run to be paid. This includes the Vendor Search Name, Pay Vendor, Remit To Code, Cash Code, Bank Transaction, Vendor, Total Payment Amount, Total Discount Amount, Total Net Payment Amount, Invoice Currency, Total Bank Check Amount, and Check Currency.
 - Selected Invoice Payments**: shows the payment that was created. This includes the Vendor, Cash Code, Bank Code, Reference Number, Payment Processing Hold Code, Payment Number, Payment Date, and Bank Check Amount.

Scheduled Payments: shows payments that are scheduled. Includes cash management groups, paid vendor, paid name.

Editing Cash Requirement Results

A Payables Invoice approver may need to edit a cash requirement for the following reasons:

1. The cash requirement may have invoices that have incorrect payment information or the invoice may need to be cancelled.
2. Additional invoices may need to be added to the cash requirement.

Resetting the parameters

Steps:

- Navigate to the cash requirement results and open your cash requirement.
- Click Reset Parameters.

The screenshot shows the 'Cash Requirements Result 2' screen in the Infor CloudSuite Financials & Supply Management application. The 'Parameters' tab is selected, showing various settings for the cash requirement. A yellow arrow points to the 'Reset Parameters' button in the top right corner of the screen.

- The status will change to Processing, click refresh until it changes to Created.

At this status, the approver can edit the parameters, delete the cash requirement or update the payment information of the selected invoices. Any new invoices that were initially missed will be added to the column **Available Invoices For Selection**.

Cash Requirements Result 2

Vendor Group: GOVS - All Government Vendors | Pay Group: NLS - National Library Services | Status: Created

Process Group: - | Cash Requirements Result: 2

Parameters | Available Invoices For Selection

Main

Enforce Addenda Record Limits: No

Take All Discounts: Yes

Process Payments: Payables Payments

Pay Through Date: 3/29/2021

Payment Date: 3/29/2021

Edit Payment Code: [Field]

Comments: [Field]

Cash Code Options

Cash Code: [Field] | Override Cash Code: [Field]

Additional invoices to be paid

1. After resetting the parameters, the additional invoices, that were listed under the 2nd tab, can be added to the cash requirement for payment by clicking **Select Payments**.
2. The status changes to processing, click Refresh until it changes to **Selected** and then click **Schedule Payments**. The status of the cash requirement changes to **Complete**.

Cash Requirements Result 2

Vendor Group: GOVS - All Government Vendors | Pay Group: NLS - National Library Services | Status: Selected

Process Group: - | Cash Requirements Result: 2

Parameters | Selected Vendors (0) | Selected Invoice Payments (0) | **Available Invoices For Selection**

Payables Payments

	Pay V...	Cash Code	B...	Invoice N...	Suffix	Com...	Proce...	Due Date	Disco...	Pay...	Disco...	Disco...	With...	Net P...	Inve
<input type="checkbox"/>	7	PAYMASTER	PAYMR	92120200B		90	0300	3/31/2021		21.50	0.00	No	No	0.00	BBD
<input type="checkbox"/>	7	PAYMASTER	PAYMR	92120200B		90	0300	4/30/2021		21.50	0.00	No	No	0.00	BBD

20 ▼

Sending an email to approvers

Optionally, you can send an email to the approver assigned to the pending invoice.

- On the **Pending Approval tab**, open an invoice.
- Click Email Current Approver(who you selected to do your approving for the particular invoice(s))
- Specify the **To**, **Cc**, and **Bcc** fields with the necessary email addresses.
- Specify an email Subject.
- Specify the Contents of the email.
- Click **OK**.

Reports

Cloudsuite Financials (CSF) allows the user to create or run reports from any window. These reports assist the user to manage their invoices by grouping them by their statuses. These reports can be further personalized by filtering at each status bucket.

Viewing a report

Part 1 – Invoice Keyer

Ensure you are logged in to **Infor Ming.le** and **Infor CloudSuite Financials** is open.

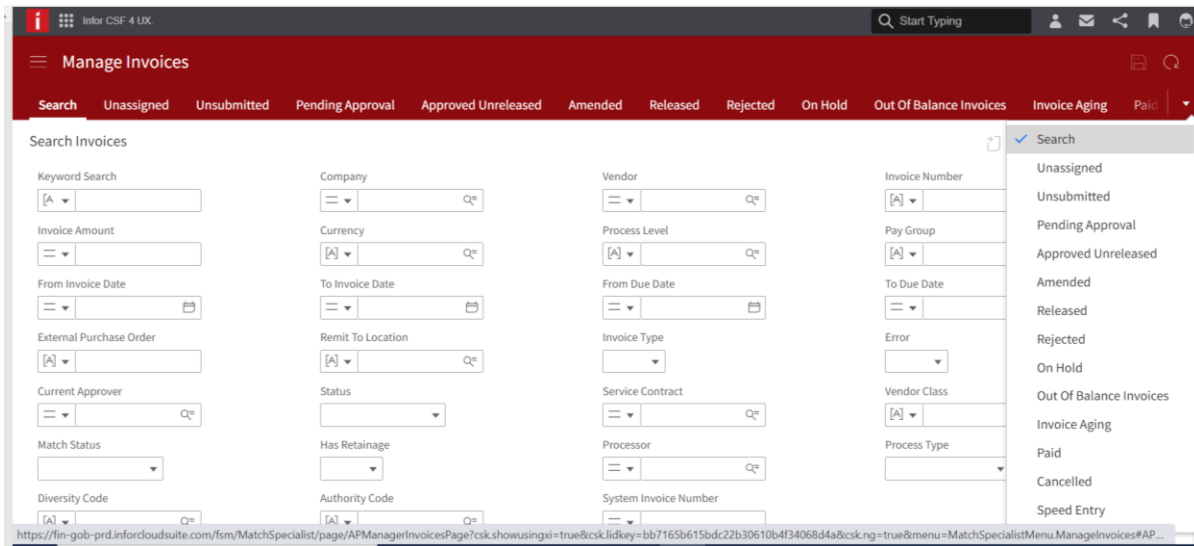
1. Select the role **Payables Invoice Processor**. The **Process Invoices** landing page opens and a search for required invoice can be completed, using the fields at the below window.
- The reports for the Payables Invoice Processor are **Unsubmitted** and **Rejected**.

The screenshot shows the 'Process Invoices' window in Infor CloudSuite Financials. The 'Unsubmitted' tab is selected, and the search form is visible. The search form includes fields for External Purchase Order, Current Approver, Match Status, Diversity Code, Remit To Location, Status, Has Retainage, Authority Code, Invoice Type, Service Contract, Processor, System Invoice Number, Error, Vendor Class, and Process Type. A search button is located on the right side of the search form. Below the search form is a table with columns: Company, Vendor, Vendor Name, Invoice Number, Suffix, Cancel Sequence, Invoice Amount, Invoice Date, Due Date, Status, Hold Code, Process T..., System Invoice Nbr, and External P... The URL at the bottom is https://fin-gob-prd.inforcloudsuite.com/fsm/PayablesProcessor/page/APClerkInvoicesPage?csk.lidkey=bb71658615bdc22b30610b4f34068d4a&csk.ng=true&csk.showusingai=true#APClerkInvoicesPage_Search_0.

2. Click the **Unsubmitted** tab; this displays a list of invoices to be submitted for approval. If these invoices are no longer required, they should be deleted or any errors corrected and submitted for approval.
3. Click the **Rejected** tab; this displays a list of rejected invoices that requires immediate action by the keyer. When reinstated, the invoice status changes to Unreleased and drops in the **Unsubmitted** tab.

Part 2 – Approver

1. Select the role **Match Specialist**. Select **Manage Invoices**, the landing page opens showing the different invoice statuses.



2. Both 1st and 2nd level approvers can view the following reports: **Pending Approval**, **Approved Unreleased** and **Released** tabs.

Pending Approval invoices require the completion of the approval process. They can be rejected, and returned to the invoice processor for further action.

Approved Unreleased invoices not be going to Release for the following reasons:

- They may have errors that need to be resolved.
- Close any open messages (pg 24). (done by the invoice processor)
- Click the Release or Matched button. (done by the approver)
- Some of the Invoices may need to be matched in Smart Reconciliation (pg 39)

Released invoices – These invoices require a payment run to update their status to Historical. These may be stuck because the due date is set in the future. Update the **Due date** at the Pay Schedule tab. (pg 41)