Global 3000
Service Pack Note

POP Invoice Input - Revisions

Author	DCP	
Project	ZO60_000140.docx	
Version	1.0	1 of 8

INTRODUCTION

This service pack updates purchase invoicing to revise the dialogue and create the Creditors Ledger batches and transactions directly replacing the need for an interface file.

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| **WARNING: Before this service pack is applied any unconfirmed invoice details in POP must be finalised and posted into Creditors Ledger. There must not be any outstanding posting files between POP and Creditors Ledger and Intrastat.** |
| Prior to this service pack, when an invoice was composed, its details were written to a holding file, however if several users were creating invoices at the same time, all their invoices were added to the same file, until one user ended their session. When a session was ended, all invoices in the file were transferred to a Creditors Ledger interface file for posting to Creditors Ledger. |
| This service pack modifies invoice entry to operate in a similar manner to Creditors Ledger transaction entry. On starting invoice entry, the user is presented with a list of existing POP batches to which they can choose to add new batches or process existing ones.

 Existing (open) POP batches can be amended allowing the addition, amendment or deletion of the individual invoices within them. This can be done up until the point the batch is posted. The batch remains inaccessible to users of Creditors Ledger during this time. When the batch is posted in POP, postings similar to those currently carried out at End of Session take place as follows:

 • The invoice details in Creditors Ledger are completed, including cost variance postings if these are being posted via Creditors Ledger.

 • The batch is posted in Creditors Ledger.

 • Items that are to be posted directly to General Ledger are added to an intermediate file so that they can be transferred to General Ledger using the Process Costs function. |
| Note: These changes remove the use of interface files between POP and Creditors Ledger. Prior to this service pack the interface file was also used by Global 3000 Intrastat which has been updated to obtain invoice information directly from the Creditors Ledger. |

POP Invoice Input – Purchase Invoice Batches Window
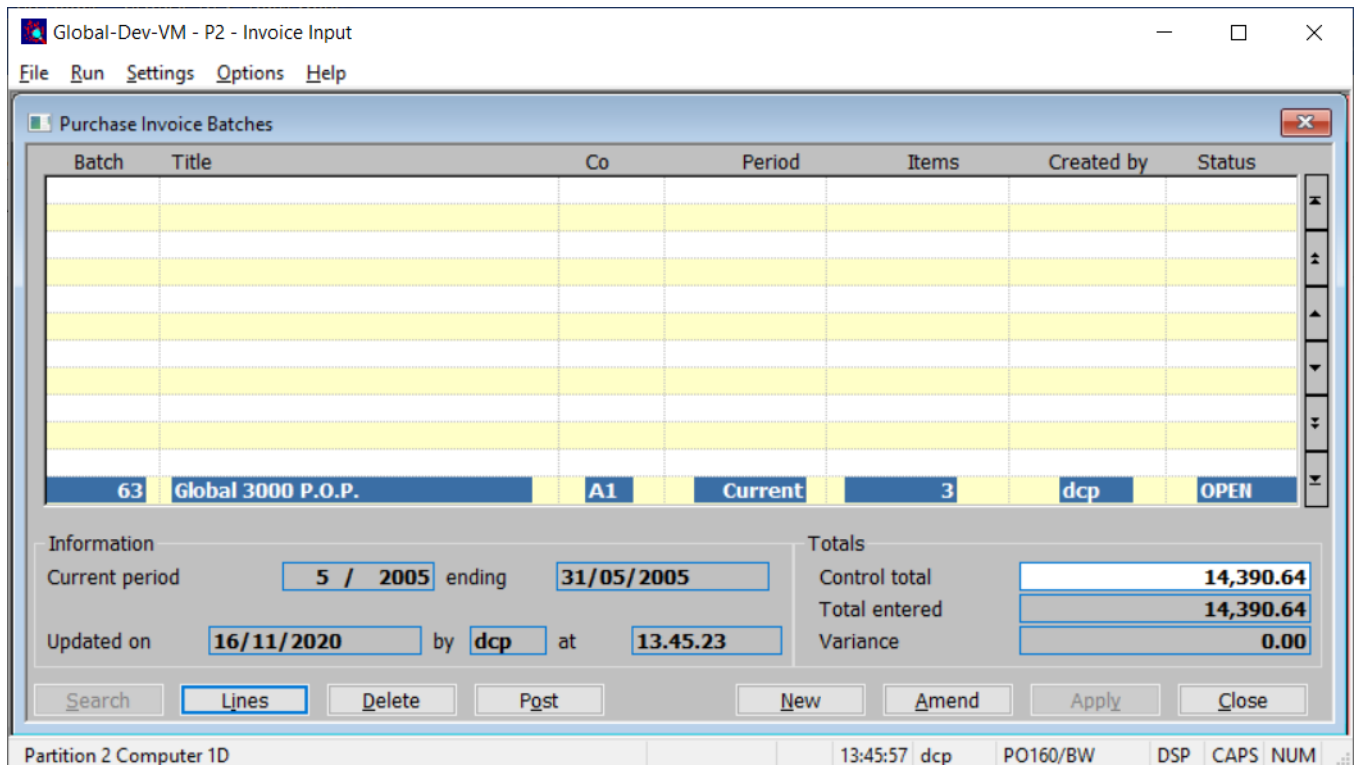
This window appears when you select Invoice Input from the Order Processing menu.

Purpose This window enables you to enter new batches, to view existing batches created using Purchase Invoicing, to select batches for enquiry and, if the batch is open, for amendment, deletion and posting. Batches are listed in the upper scrolled part of the window. Further details are shown in the lower part of the window for each batch as you scroll through the list.

Note The details shown in this window are known as the 'batch header details. When you first enter the window they are displayed in reverse chronological order.

The prompts are:

Batch *(Display only.)* For existing batches, the batch number is displayed here. When you are adding a new batch, this prompt is blank. Creditors Ledger automatically allocates a batch number to the batch when you complete your replies in this window.

Title Enter a description for the batch in up to 20 characters. This can be left blank.

Co *(Skipped in single company systems)* Enter the two-character id of the company to which the batch belongs. The default is the currently selected company. Press Search for a pop-up enquiry.

Period Enter 'C' for the current period (the default) or 'N' for the next period. All transactions in the batch will be posted to this period regardless of their transaction date.

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Items	*(Display only.)* The number of items in the batch. When creating a new batch this is zero.
Note	The maximum number of items in a single batch is 9999. Deleted invoices are included in this total.
Created by	*(Display only.)* The operator id of the person who created the batch.
Status	*(Display only.)* This indicates the batch status. It can be:

- ***Empty**. The batch contains no items. This is the status when starting a new batch.

- **Deleted**. The batch has been deleted. You can only delete Open or *Empty batches.

- **Open**. The batch has not been posted. You can amend existing transactions or add further transactions.

- **Posted.** The batch has been posted to Creditors Ledger

- ***Post**. An attempt at posting the batch failed to complete. You need to restart the posting process.

Current Period….ending	*(Display only)* The period number, year and end date of the current period in the Creditors Ledger.
Updated on...by...at	*(Display only.)* The date and time the batch was last updated, and the operator id of the person responsible.
Control total	You can enter a control total for the batch to help pinpoint inadvertent errors. If you do enter a control total, you cannot close the batch until the actual total of the batch matches the control total. Leave the control total as zero if you do not want to use this feature.
	The control total is a hash total of the transactions (including tax); i.e. a total of the transaction amounts including tax regardless of currency. For example, for a batch containing one transaction of 2350.00 Euros and one transaction of 117.50 British pounds, you would enter a control total of 2467.50.
Total entered	*(Display only.)* The actual sum of the values of the entered transactions including tax.
Variance	*(Display only.)* If a control total has been entered, this shows the difference between the 'Control total' and the 'Total entered'.

The buttons are:

Search	Press for a lookup where available.
Lines	*(Only available for open batches)* Add to, amend or enquire on the invoices in the batch.
Enquire	*(Only available for posted batches)* Press this to enquire upon posted batches (within Creditors Ledger).
Post	*(Only if both tax and receipt analyses are complete.)* When you select this option, you are asked to confirm that you want to close the batch of invoices. On confirmation:

- The invoice details in Creditors Ledger are completed, including cost variance postings if these are being posted via Creditors Ledger.

- The batch is posted in Creditors Ledger.

- Items that are to be posted directly to General Ledger are added to an intermediate file so that they can be transferred to General Ledger using the Process Costs function.

Warning!	You cannot amend or delete items after the batch containing them is closed.
Delete	Delete all the invoices and all associated tax and receipt analyses.
Note	The invoices (within Creditors Ledger) are not physically deleted, an empty invoice record marked as deleted is retained for the invoice number to ensure an uninterrupted audit trail.
New	Create a new batch of invoices.
Amend	Amend the title and control total for the current batch.

POP Invoice Input – Purchase Invoices Window

The prompts are:

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Supplier	The supplier code. You cannot enter a supplier which is marked as 'held' for the company which is currently selected. Press Search for a list of suppliers.
Note	You can mark suppliers as held for a specific company in the Company-Dependent Supplier Details window in Creditors Ledger. For further information, see Supplier Maintenance in the Creditors Ledger Manual.
Date	The invoice date. This cannot be later than the end of the selected period.
Reference	A supplier/invoice reference of up to 25 characters. The reference must be unique within each supplier.
Invoice	*(Only if you are creating a new invoice and manual or default invoice numbers are selected in System Parameters.)* Enter the purchase invoice number, or if the default numbering option is selected, you can accept the automatically generated number. POP checks the number you enter against existing invoices in POP and Creditors Ledger to ensure that the number is unique.
Approval	*(Not prompted for if 'Invoice approval' is not in use.)* This defaults to the id of the operator but can be altered. You cannot leave this item blank if the 'Invoice approval' System Parameter is set.
Batch/Item	*(Display Only)* The Creditors Ledger batch and item for the invoice.

Note	When an invoice is entered within POP an empty invoice record is created within Creditors Ledger which is completed during the posting process.
Net	Enter the net amount from the supplier invoice (in supplier currency).
Tax	*(Only if tax analysis is in use)* Enter the tax amount from the supplier invoice (in supplier currency).
Note	When entering a new invoice the tax amount is defaulted based on the net amount and the default tax code for the suppliers' tax status.
Gross	Enter the gross amount from the supplier invoice (in supplier currency).
Note	When entering a new invoice the gross amount is defaulted based on the net and tax amounts entered above. If the gross amount is amended the net amount is recalculated (it is assumed that the tax amount is correct).
Receipts	*(Display only.)* The value of receipts allocated to this invoice so far.
Remainder	*(Display only.)* The difference between the net value and the value of receipts.
Settlement terms	Enter the terms code. The default is the supplier's terms code. A search is available.

The buttons are:

Currency	*(Only available for foreign currency invoices)* Press this to view the exchange rate details for the invoice gross amount. You can enter a spot rate or a specific value in base currency, if any of the exchange rates involved are variable.
Note	For foreign currency invoices, the tax amounts are automatically converted to base currency using the exchange rates for the invoice date held in the tax exchange rate table and cannot be amended.
Tax Analysis	Press this to review and amend the tax analysis for the current invoice.
Review Receipts	Press this to review and amend the receipt analysis for the current invoice.
Invoice Order	Use this option to select items for invoicing from the uninvoiced receipts associated with a particular purchase order. When you select the option, you are prompted to select the purchase order in question.
Invoice Services	Use this option to add services to an invoice which are on the invoice but were not on the original purchase order. Services cannot be negative.
Invoice Extras	This lets you enter lines for extras which are on the invoice but were not on the original purchase order. These can be positive values for delivery, storage, containment, etc., or negative, representing, for example, returns of empty bottles or cases.
Invoice By Ref	Use this option to match invoice lines against those on a supplier advice. When you select this option, you are prompted to select the supplier advice from a list of advices which have not yet been fully invoiced by the current supplier.
Inv Goods Received	Use this option to select items for invoicing from the overall list of goods received not yet invoiced for this supplier
Invoice Direct Order	Use this option to select a direct order to be invoiced.

- If the direct order has not already been selected for invoicing, you are asked for confirmation. POP then selects the whole direct order for invoicing.

- If the direct order has already been selected for invoicing, you are asked if you want to deselect the whole order from the invoice.

CL Interface Definitions Window
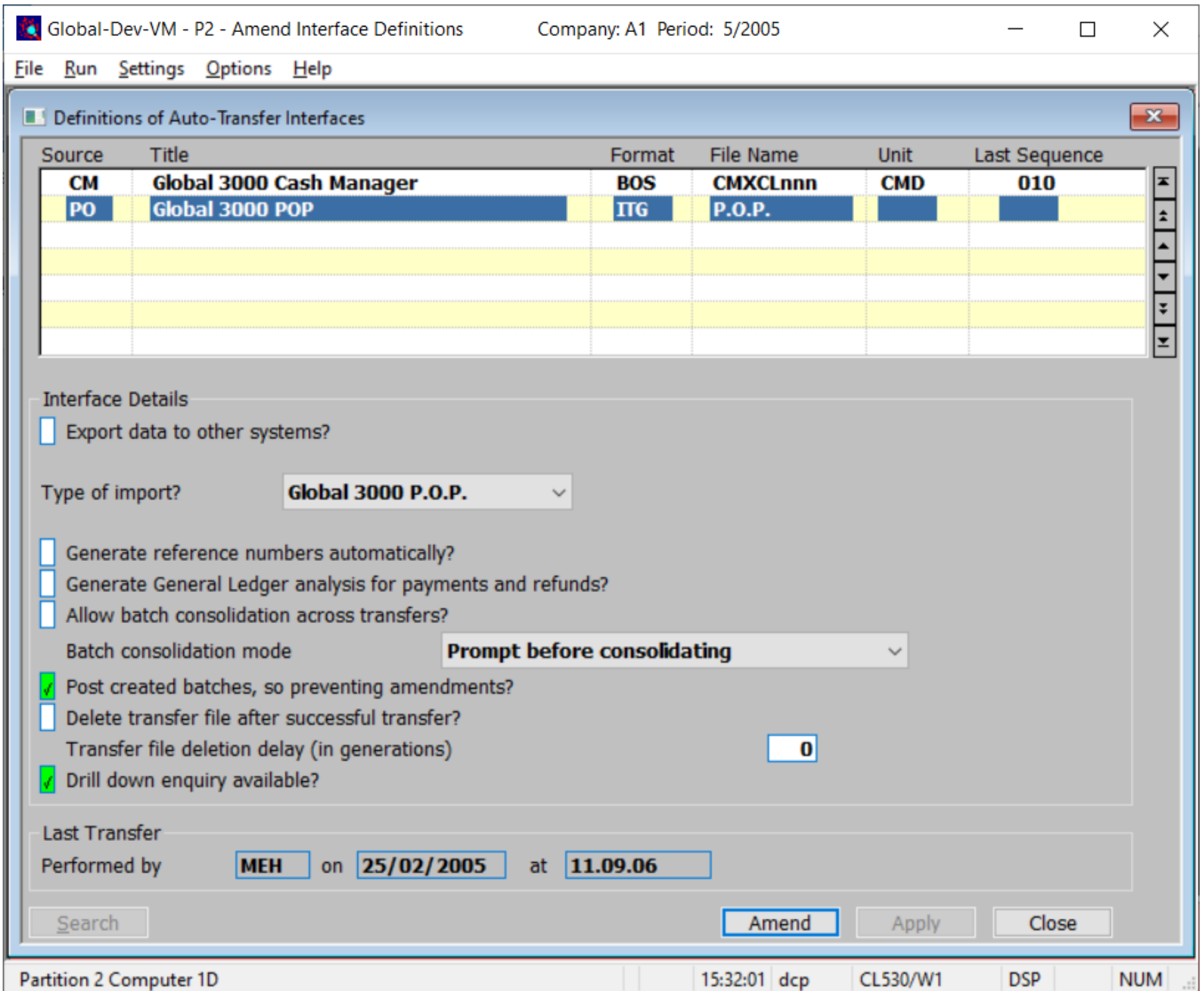
Type of import   Select one of the following:

- **Normal**, the transactions are placed in an interface file by the sending system and imported into Creditors Ledger when required by the user (via the Auto-Transfer option).

- **Host System**, the transactions are imported from a fixed CSV format file on the host system.

- **Direct Posting**, the Creditors Ledger transactions and batches are created directly by the sending system.

- **Global 3000 P.O.P.**, this is an interface between the Creditors Ledger and a Global 3000 Purchase Order Processing system. Note, this is a special form of direct posting interface.

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