



# Global 3000 Service Pack Note Logged Invoice Approval

<b>Author</b>	DCP		
<b>Project</b>	ZP60_000151.doc		
<b>Version</b>	1.0		1 of 4

## INTRODUCTION

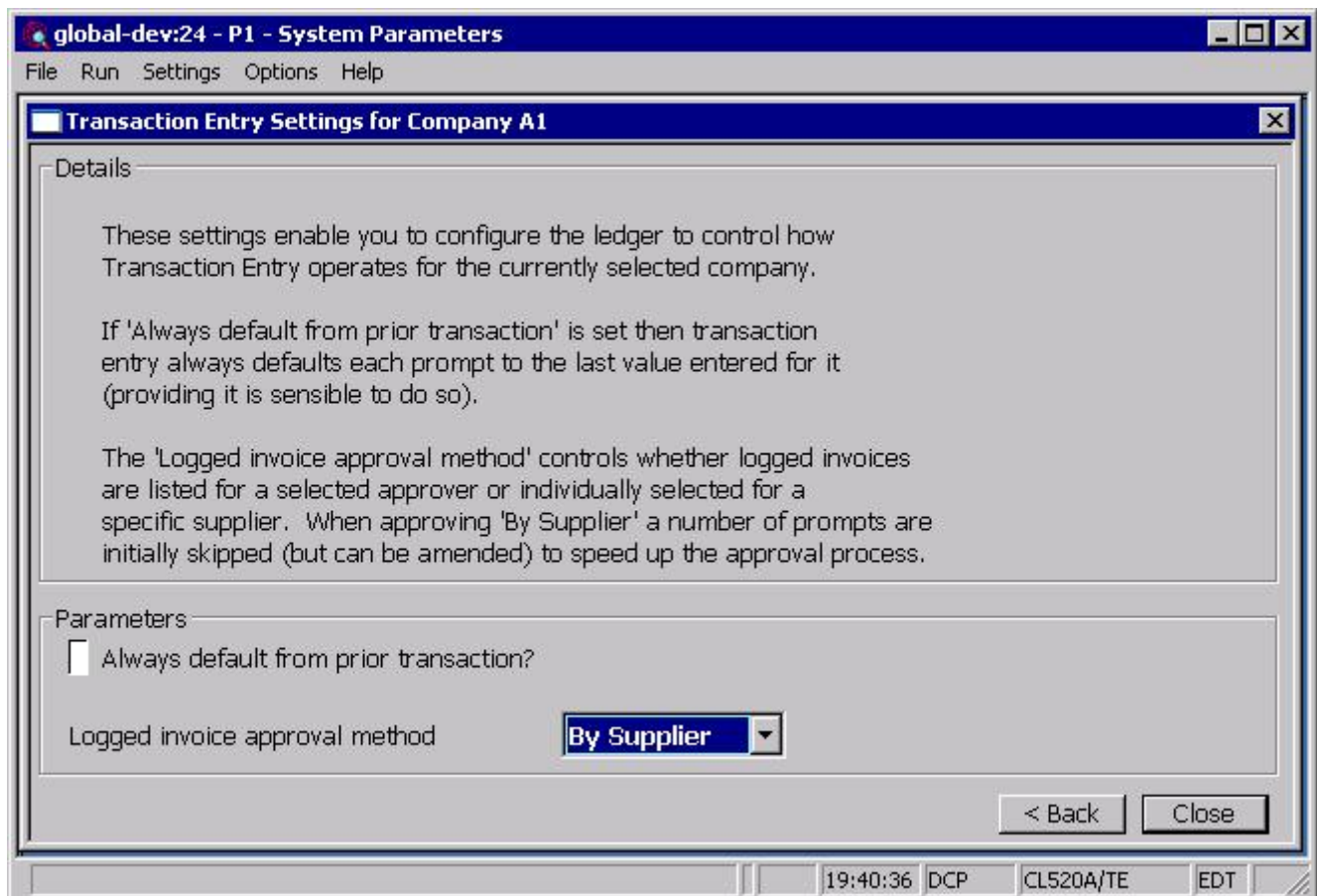
This service pack provides the ability to approve logged invoices without the need to first select an approver.

This service pack introduces a new system parameter (CL Parameters\Operating Options\Transaction Entry Settings) named 'Logged invoice approval method'. The new parameter can be set to either 'By Approver' or 'By Supplier'. When set to 'By Approver' the software operates as present, when set to 'By Supplier' the approval of logged invoices is as follows:

The operator is not prompted for an approver; instead they are prompted for a supplier and a currently unapproved logged invoice. Once these have been entered the selected logged invoice details are displayed with the following options, 'Approve' (the default), 'Reject' or 'Cancel'. If 'Approve' is selected the user is immediately returned to invoice line entry, however the following input fields are skipped (although the user can go back to them if required); 'Hold', 'Currency', 'Terms', 'Tax Code', 'Comment 1' and 'Comment 2'. In addition the 'GL Analysis' window automatically closes once the balance to analyse reaches zero. The user is then returned to the supplier/logged invoice prompt screen.

## DOCUMENTATION CHANGES

### Transaction Entry Settings Window



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**Logged invoice approval method?**

This parameter can be set to either 'By Approver' or 'By Supplier'.

- When set to 'By Approver', you are prompted for an approver and then presented with a list of unapproved logged invoices marked for the attention of the selected approver. Once a logged invoice is selected for approval you are returned to the items in batch (invoices) window where the invoice details can be amended if required.
- When set to 'By Supplier', you are prompted for a supplier (unless one has already been specified) and an unapproved logged invoice. Once an unapproved logged invoice has been selected its details are displayed with the option to approve or reject it. If you choose to approve it you are returned to the items in batch (invoice) window, in this mode a number of the prompts are initially skipped (although you can go back and amend them if required). In addition when approving logged invoices by supplier mode the GL Analysis window automatically closes once the balance to analyse reaches zero and you are returned to the supplier/logged invoice prompts.

## Transaction Entry – Logged Invoice Selection Window



This window appears when you press the 'Logged' button within the Items in Batch (Invoices) window and the method of logged invoice approval is set to 'By Supplier'.

**Purpose** This window is used to select an unapproved logged invoice for approval.

*The prompts are:*

**Supplier** *(Only if a supplier has not already been selected in the Items in Batch (Invoices) window).* Enter the supplier for whom the logged invoice (requiring approval/rejection) was raised. A search is available.

**Logged Invoice** Enter the number of an unapproved logged invoice (for the selected supplier) number which is to be approved or rejected. A search is available.

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# Transaction Entry – Logged Invoice Details Window

This window appears when you confirm your responses in the ‘Logged Invoice Selection’ window.

**Purpose** This window shows the details of the selected logged invoice and provides the options of approving or rejecting it.

*The prompts are:*

The window shows the following details for the selected logged invoice: the supplier code, date, invoice number, net amount, terms code, tax code, tax amount, the supplier name, narrative, comments, purchase order number, gross amount, discount and discount date, due date and tax registration details.

*The buttons are:*

**Approve** Select this to mark the logged invoice as approved.

**Reject** Select this to mark the logged invoice as rejected. You are asked for confirmation. This excludes the logged invoice from the unapproved invoice list.

**Note** Rejected logged invoices cannot be re-instated and will be purged or archived in accordance with the setting of the [History Options Window](#) in Creditors Ledger System Parameters.

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