



Business World User Guide

Title	Project Life Cycle Invoicing from IRAREV and IRACAP Work orders
Summary	To enable use of Internal invoicing whereby the provider of the service collects all income and expenditure on its own costc and later charges it to the receiver of the service (using project type IRAREV or IRACAP).
Audience	Finance and PLC administrators.
Content	<ol style="list-style-type: none"> 1. Important terminology 2. Timesheet hours that can go into the invoice base 3. When do time and materials go into the invoice base? 4. Project & work order billing setup 5. Entering a quotation into the invoice base 6. Invoice base enquiry/entry screen 7. TS01 invoice proposal – invoicing the receiver 8. Deleting an invoice proposal 9. Invoice proposal workflow 10. Authorising an invoice proposal as work order manager 11. Costc Manager approval 12. Amending a rejected invoice proposal as it's initiator 13. Enquiry to find what has finished in workflow and is ready to invoice 14. Generating the invoice (TS02 process) 15. Checking the GL07 report produced 16. Business world help – action to take if notified of a TS02 GL07 failure 17. Further information

IMPORTANT TERMINOLOGY

Work order	The area being worked on – this could be a particular site or a type of work e.g. annual inspections. It is a 12-digit code incorporating the project code.
Project	This is used to group work orders. For example, work on voids might be one project with each site being a separate work order. This is a 9-digit code and the first 6 digits are a cost centre. Note that all projects <u>must</u> have at least one work order.
Provider	The costc providing the service, forms the first 6 digits of the work order code (where project type is IRAREV or IRACAP).
Receiver	The costc receiving the service. Held on the Work Order Information tab of the work order.
Invoice base	The holding place of different types of cost <u>before</u> being charged to the receiver: can be the cost of hours or purchases, or a quotation.
Project type: IRAREV or IRACAP	Project type dictates the type of hourly cost that will be charged onto the receiver. IRA = Internal recharge Adhoc Rev = Revenue – charges base pay and overheads for hours in invoice base Cap – Capital – only charges base pay for time costs Internal recharge Adhoc – either for revenue or capital: allows a work order to belong to the provider of the service but then recharge to a different receiver costc via an Invoice Proposal.
Invoice rule	Dictates what type of expense can go into the invoice base. <i>NB Landscapes are currently using quotation invoice rule for Revenue works, they could also use costplus for these works.</i>
Invoice rule: COSTPLUS	The invoice base accepts both <ul style="list-style-type: none"> 1) The cost of hours: this could be just the base pay element (if project type is IRACAP) or include the overhead element too (if IRAREV). 2) The cost of materials/services from purchase orders – if the work order code is on the payment it will automatically go into the invoice base <i>Can be used against revenue or capital works.</i>
Invoice rule: QUOTATION	The invoice base only accepts a quotation amount entered into it manually. This invoice rule can be used for Revenue work (and should not be used for Capital). <i>Must only be used against revenue works.</i>
Revenue work	General running expenditure including maintenance works, energy bills, wages etc.
Capital work	Expenditure on land, buildings or equipment (assets) used to provide services for periods greater than a year (so includes the costs of extending the life of an asset or improvements).

TIMESHEET HOURS THAT CAN GO INTO THE INVOICE BASE

Only timesheet hours that have a transferred status can go into the invoice base.

Timesheet status	Meaning	Notes
T	Transferred	Processed into the General Ledger (credit the costc of the resource and debit the costc of the work order).
C	Closed	Either in workflow or ready to transfer (by systems team).
P	Draft	Not yet set to ready therefore not in workflow.
N	Ready	Not yet gone into workflow.

The hours have to be against a work order (& project) that can receive costs in the invoice base.

This will be a **Work order** linked to a project set up as **project type IRAdhoc/IRACAP** and will be using an **invoice rule of Costplus**.

Only Costplus can charge timesheet hours onto the receiver, **Quotation** does not accept hours.

WHEN DO TIME AND MATERIALS GO INTO THE INVOICE BASE?

When a timesheet has finished in workflow it becomes available to be '**transferred**'.

A timesheet becomes **transferred** because of a process run by BW Help.

This 'timesheet process' makes various checks (e.g. that the timesheet has been authorised, that the time entered is against valid work orders etc), before posting any valid income or expenditure (inc/exp) related to those hours into the General Ledger (GL).

This is the end of the line for most hours' costs.

However, if the time has been spent on a work order where the invoice rule is **Costplus** (and the **project type IRAREV or IRACAP**) then the timesheet process does two things:

- It puts the time inc/exp onto the provider costc – posting a transaction into the GL.
- It has also put these hours costs into the **Invoice base** – because they have not yet charged the receiver of the service.

In addition, the timesheet process also checks for purchasing expenditure coded to the costplus work order and, at the same time, moves these costs into the **invoice base**.

PROJECT & WORK ORDER BILLING SETUP

For the work order to invoice (recharge) the receiver costc there are a few prerequisites:

- The **project type** must be **IRACAP** or **IRAREV**.
- The customer must be **9999998** (internal billing).
- The invoice rule must be **costplus** or **quotation**.
- The work order information tab must have a **Receiver costc** and a **Capital receiver work ord** if the receiver costc is capital (begins with 'C' or 'SC').
- *It might also have a **Revenue receiver work ord** where the **receiver costc** is not capital*
- Lastly the **Billing** tab must be correct – see below:

If the **Billable** status is set to 'Billable' and the **Separate Invoice** box is ticked with **Inv.spec** set to 'Standard invoice specification' (on both the project and work order) each work order is capable of separately billing the receiver costc.

Invoice level INV.RULE	Invoice rule Cost plus overheads COSTPLUS	Invoice status Billable N
Separate invoice <input checked="" type="checkbox"/>		
Separate invoice Inv.spec Standard Invoice Specification		Billing address Street address Country United Kingdom Postcode
Payment terms Due Immediately		

Or

Invoice level INV.RULE	Invoice rule Quotation QUOTATION	Invoice status Billable
Separate invoice <input checked="" type="checkbox"/>		
Separate invoice Invoice specification Standard Invoice Specification		Billing address Street address Country United Kingdom Postcode

ENTERING A QUOTATION INTO THE INVOICE BASE

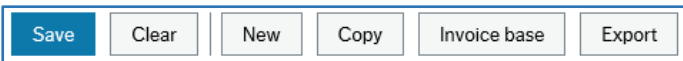
The invoice base is a collection of costs per work order that can be recharged to another costc.

Costs that can be recharged include time (hours) and materials ordered by Purchase Order. It is also possible for a work order to charge a pre-agreed set price to the receiver – a quotation.

You do not need to enter anything manually into the invoice base unless the work order is quotation based.

To enter a monetary amount into the invoice base first call up the quotation work order in question.

From the Menu item **Project management** select **Project information** and then **Work orders**. In the **Lookup** field enter the required work order code (remember that it should be revenue). In the button list at the bottom of the screen choose **Invoice base**



The screen will open on the **Summary** tab.

Click the **Load** button (you have to do this before you can access any of the tabs)

This particular work order doesn't currently have any results for the above invoice status.

Click the **Fixed price** tab and the **Add** button

The screenshot shows the 'Invoice base' selection criteria interface. It includes fields for 'Responsible', 'Work order' (AT2080RQU101), 'Project' (AT2080RQU), 'Customer', 'Cost centre', 'Date to invoice' (02/03/2021), and 'Time period to' (202049). An 'Invoice status' section has checkboxes for 'Ready for invoicing', 'Partly invoiced', 'Parked', 'Not to be invoiced', and 'On proposal'. Below these are tabs for 'Summary', 'Time and ACE', 'Fixed price', and 'Other invoice elements'. A table titled 'Transactions up to and including period 202049' is shown with columns for Zoom, Project, Work order, Activity, Element, Description, Date to invoice, Time period, Currency, To be invoiced, Invoice plan, and Inv. status. At the bottom left, the 'Add' button is highlighted with a red box.

The screen changes to a Zoom screen giving you more fields.

Start typing the details in the top section – **Fixed price (zoom)** – once you have entered the amount the row will populate.

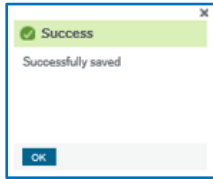
Multiple rows can be entered by clicking **Ok** and then **Add** again (you might need to scroll down to see this).

The Time period will default in with the current week but can be set back if required (if invoicing for an earlier period).

The screenshot shows the 'Fixed price (Zoom)' screen. The 'Fixed price (Zoom)' section is expanded, showing fields for 'Activity' (GENE), 'Element' (Quotation), 'Curr. amount' (2,000.00), 'Date to invoice' (10/02/2021), and 'Time period' (202046). The 'Add' button at the bottom left is highlighted with a red box. Below this is a table titled 'Transactions up to and including period 202049' with columns for Zoom, Project, Work order, Activity, Element, Description, Date to invoice, Time period, To be invoiced, and Inv. status. A single row is visible in the table with the following data: AT2080R..., AT2080RQU1..., GENE, Quotation, Quotation re Lords Hill car park - ref LIR- 10..., 10/02/2021, 202046, 2,000.00, N. At the bottom, there are buttons for 'Save', 'Clear', 'Create invoice proposals', 'Recalculate prices', 'Export', and 'Project'.

Click **OK** if you need to add more lines

Click **Save** when you have finished adding lines.



Click **OK**

The screen will go back to the transaction listing on the tab you were on.

Invoice base

Selection criteria

Responsible: []

Work order: AT2080RQU101
Lords Hill car park

Project: AT2080RQU
Landscapes Project type IRAREV with...

Customer: []

Cost centre: []

Date to invoice: 02/03/2021

Time period to*: 202049
Week 49 - 01/03/21 - 07/03/21

Invoice status

- Ready for invoicing
- Partly invoiced
- Parked
- Not to be invoiced
- On proposal

Load

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Zoom	Project	Work order	Activity	Element	Description	Date to invoice	Time period	Currency	To be invoiced	Invoice plan	Inv.status	Filter
<input type="checkbox"/>	AT2080R...	AT2080RQU1...	GENE	Quotation	Quotation re Lords Hill car park ref LIR - 10...	10/02/2021	202048	GBP	2,000.00		N	
										Σ	2,000.00	

Add Delete

If you go back to the **Summary** tab and click **load** again it will populate with the total just entered:

Invoice base

Selection criteria

Responsible:

Work order: Lords Hill oar park

Project: Landsoapes Project type IRAREV with...

Customer:

Cost centre:

Date to invoice: Week 49 - 01/03/21 - 07/03/21

Time period to*:

Invoice status

Ready for invoicing

Partly invoiced

Parked

Not to be invoiced

On proposal

Load

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Search | Detail level: Level 1 - Project | Copy to clipboard

#	Work order	Work order (T)	Element	T.per	Cur	Curr. amount	To be invoiced	Inv.status (T)
+ Σ1	AT2080RQU		Landsoapes Project type IRAREV with Quotation Invoice...			2,000.00	2,000.00	
Σ						2,000.00	2,000.00	

Time executed 04/03/2021 13:26:03 Number of rows 3

Transactions for later invoicing

Search | Detail level: Level 1 - Project | Copy to clipboard

#	Work order	Work order (T)	Element	T.per	Cur	Curr. amount	To be invoiced	Inv.status (T)

Time executed 04/03/2021 13:26:03 Number of rows 0

Save | Clear | Create invoice proposals | Recalculate prices | Export | Project

INVOICE BASE ENQUIRY/ENTRY SCREEN

The invoice base has four different tabs and shows costs associated with each work order that will be charged onto the receiver costc (& work order if applicable, i.e. capital).

Tab		
Summary	A summary by project or work order.	Gives a total for amounts on the other tabs.
Time and ACE	Applicable details from timesheet entry.	Shows the hours, and cost of those hours, entered on a timesheet where the invoice rule is costplus.
Fixed Price	Relates to quotations.	Sums entered directly into the invoice base where the invoice rule is quotation.
Other invoice elements	Other costs that aren't time or a quote.	Costs from purchase orders or journals where the invoice rule, of the work order, is costplus.

From Menu item **Project management** select **Billing** and **Invoice base** and then **Invoice base** again. It opens as a blank screen – enter the details you wish to view in the selection criteria – this could be one work order or project or where the responsible (work order manager) is a particular person. Click **Load** - this will populate the screen with anything that is already in the invoice base – according to what Invoice status boxes are ticked on the top right hand side.

Viewing a Revenue Quotation example:

The user wants to view everything (with invoice status as per the tick box) for project AT2080RQU.

The screenshot shows the 'Invoice base' application interface. At the top, there are 'Selection criteria' fields for Responsible, Work order (AT2080RQU), Cost centre, Date to invoice (04/03/2021), and Time period to (202049). An 'Invoice status' panel on the right has checkboxes for 'Ready for invoicing', 'Partly invoiced', 'Parked', 'Not to be invoiced', and 'On proposal'. A 'Load' button is present. Below the criteria is a tabbed interface with 'Summary', 'Time and ACE', 'Fixed price', and 'Other invoice elements'. A blue callout box points to the 'Summary' tab with the text: 'This section is showing the summary results at Level 1 - Project'. The 'Summary' section displays 'Transactions up to and including period 202049' with a table showing a total of 2,350.00. Below this is a section for 'Transactions for later invoicing' which is currently empty. At the bottom, there are buttons for 'Save', 'Clear', 'Create invoice proposals', 'Recalculate prices', and 'Export'.

This is the same search but shown at Level 2 - work order

Invoice base

Selection criteria

Responsible: []

Work order: []

Project: AT2080RQU
Landscapes Project type IRAREV with...

Customer: []

Cost centre: []

Date to invoice: 04/03/2021

Time period to*: 202049
Week 49 - 01/03/21 - 07/03/21

Invoice status

- Ready for invoicing
- Partly invoiced
- Parked
- Not to be invoiced
- On proposal

Load

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Search | Detail level: Level 2 - Work order | Copy to clipboard

#	Work order	Work order (T)	Element	T.per	Cur	Curr. amount	To be invoiced	Inv.status (T)
+ Σ2	AT2080RQU101	Lords Hill car park				2,000.00	2,000.00	
+ Σ2	AT2080RQU103	Void at no 1 Bear Cottage				350.00	350.00	
- Σ1	AT2080RQU	Landscapes Project type IRAREV with Quotation Invoice...				2,350.00	2,350.00	
Σ						2,350.00	2,350.00	

Time executed 04/03/2021 13:41:28 Number of rows 5

Note: A blue callout box points to the 'Level 2 - Work order' dropdown menu with the text: "This section is showing the summary results at Level 2 – Work order."

This project is **quotation** based, therefore we know to look at the **Fixed price** tab to see the details. It shows the same data although with slightly more information such as the Date to invoice column:

Invoice base

Selection criteria

Responsible: []

Work order: []

Project: AT2080RQU
Landscapes Project type IRAREV with...

Customer: []

Cost centre: []

Date to invoice: 04/03/2021

Time period to*: 202048
Week 49 - 01/03/21 - 07/03/21

Invoice status

- Ready for invoicing
- Partly invoiced
- Parked
- Not to be invoiced
- On proposal

Load

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Zoom | Project | Work order | Activity | Element | Description | Date to invoice | Time period | To be invoiced | Invoice plan | Inv.status | Filter

Zoom	Project	Work order	Activity	Element	Description	Date to invoice	Time period	To be invoiced	Invoice plan	Inv.status	Filter
<input type="checkbox"/>	AT2080R...	AT2080RQU1...	GENE	Quotation	Quotation re Lords Hill car park ref LIR - 10000028	10/02/2021	202048	2,000.00		N	
<input type="checkbox"/>	AT2080R...	AT2080RQU1...	GENE	Quotation	Void clearance at 1 Bear Cottage - watch out for G...	10/02/2021	202048	350.00		N	
Σ								2,350.00			

Add | Delete

Save | Clear | Create invoice proposals | Recalculate prices | Export

Note: Red boxes highlight the 'Element' column (showing 'Quotation'), the 'Date to invoice' column (showing '10/02/2021'), and the 'Time period' column (showing '202048') in the table above.

A **quotation** project will only have detail on the **Fixed price** tab.

A **costplus** project may have detail on the **Time and ACE** tab plus the **Other invoice elements** tab (the latter is where expenses from purchase order invoices will show).

Viewing a Capital Costplus example:

The user has requested everything (with invoice status as per the tick box) for project AT2080CCP.

Because of the **costplus invoice rule** it may have information on the other two tabs – **Time and ACE** (for costs derived from a timesheet) and **Other invoice elements** (for costs derived from purchase order costs or journals).

Invoice base

Selection criteria

Responsible: []

Work order: []

Project: **AT2080CCP**
Landscapes Project type IRACAP with...

Customer: []

Cost centre: []

Date to invoice: 04/03/2021

Time period to*: 202049
Week 49 - 01/03/21 - 07/03/21

Invoice status

Ready for invoicing

Partly invoiced

Parked

Not to be invoiced

On proposal

Load

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Search | Detail level: Level 1 - Project | Copy to clipboard

#	Work order	Work order (T)	Element	T.per	Cur	Curr. amount	To be invoiced	Inv.status (T)
+ Σ1	AT2080CCP		Landscapes Project type IRACAP with Costplus Invoice...			439.84	439.84	
Σ						439.84	439.84	

Time executed 04/03/2021 14:30:56 | Number of rows 6

If we set it to work order level and open up the detail

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Search | Detail level: Level 2 - Work order | Copy to clipboard

#	Work order	Work order (T)	Element	T.per	Cur	Curr. amount	To be invoiced	Inv.status (T)
1	AT2080CCP101		Millbrook roundabout hydroseeding	H	202003	159.92	159.92	Ready for invoicing
- Σ2	AT2080CCP101		Millbrook roundabout hydroseeding			159.92	159.92	
3	AT2080CCP102		River Walk Drainage	E	202049	120.00	120.00	Ready for invoicing
4	AT2080CCP102		River Walk Drainage	H	202003	159.92	159.92	Ready for invoicing
- Σ2	AT2080CCP102		River Walk Drainage			279.92	279.92	
- Σ1	AT2080CCP		Landscapes Project type IRACAP with Costplus Invoice...			439.84	439.84	
Σ						439.84	439.84	

Time executed 05/03/2021 11:45:20 | Number of rows 6

Element: H = hours, E = expenses (from a Purchase order or journal) and Q = quotation.

Work order AT2080CCP102 has both hours and expenses in the invoice base ready for invoicing

Element type H will be on the **Time and ACE** tab.

Element type Q would be on the **Fixed price** tab but this is a costplus project so it will be empty.

Element type E will be on the **Other invoice elements** tab.

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Project	Work order	Activity	Element	Description	ACE	Time period	Resource	Resource name	Curr. amount	Inv value	Price	Units to invoice	To be invoiced	Inv status
AT2080CCP	AT2080CCP101	GENE	Hours	Landscapes Project type IRACAP with Costplus Invoice...		202003	100		159.92	8.00	19.99	8.00	159.92	N
AT2080CCP	AT2080CCP102	GENE	Hours	Landscapes Project type IRACAP with Costplus Invoice...		202003	100		159.92	8.00	19.99	8.00	159.92	N
Σ									319.84	16.00		16.00	319.84	

Add | Delete | Change values

This Time and ACE tab is showing both work orders with hours against them – AT2080CCP101 & AT2080CCP102

Fixed price tab is empty because there are no quotes in here – invoice rule is costplus so it cannot accept quotes.

The **Other invoice elements** tab does have a row – this could be expenditure from a purchase order or a journal correcting something that originally didn't have the work order on it.

If there's nothing in the invoice base yet this message will show at the bottom of the screen

Although you can enter items in the invoice base from each individual work order (as shown on pages 5 to 8) you can also enter a quotation from this screen looking at the whole invoice base (rather than a view of just one work order).

Click on the Fixed Price tab to enter a Quotation amount

Either click in the first blank row or use the **Add** button seen when you scroll down: this will take you into the Zoom screen.

Invoice base

Selection criteria

Responsible

Work order

Project

Customer

Cost centre

Date to invoice

Time period to*

Invoice status

- Ready for invoicing
- Partly invoiced
- Parked
- Not to be invoiced
- On proposal

1. Type the work order you wish to enter a quote for

Enter the work order or project you wish to look in the invoice base for and click **Load**

Summary | Time and ACE | Fixed price | Other invoice elements

Fixed price (Zoom)

Work order

Project

Activity*

Element*

Description*

3. Enter the amount you wish to charge, other amount boxes autofill

4. Enter the activity & a description

Amounts	Inv Curramount	To be invoiced	Invoiced
Curr. amount	1,000.00	1,000.00	0.00

Invoicing

Customer

Date to invoice

Time period*

Invoice status*

Status*

2. Enter the date to invoice (it will be picked up if an invoice proposal is run that includes this date)

Save | Clear | Create invoice proposals | Recalculate prices | Export

Click **Save**

TS01 INVOICE PROPOSAL INVOICING THE RECEIVER

From the Menu item **Project management**:

Select **Billing, Invoice proposals** and then **Create invoice proposals**.

In the variant box click the drop down and choose **IRA* Generate Project Invoice Proposal**. As you tab out, the number of parameters on the screen should change to this below:

Note that it is useful to write down the **BatchID** this proposal is going to use.

Create invoice proposals

Variant: IRA* Generate Project Invoice Proposal

General parameters

Open parameters

BatchID* Fields that can be changed 21010523

Date to invoice* 05/01/2021

Time period to* Week 41 - 04/01/21 - 10/01/21

Project* 202041

Work order *

Work order relation *

Work order rel.value *

Invoice date* 05/01/2021

Fixed parameters

Printer parameters

Buttons: Save | Your ordered reports | Report variants | Create menu | Export

'Time period to' picks up anything in the invoice base with a date earlier than the end date of this week – so if you want to invoice monthly in arrears you could amend this.

To run a proposal for just one work order, enter its number here (or you can enter a multiple such as AT2080* - which will pick up any work orders (that have project type IRA*) and begin AT2080. The same could be done on the Project field. You could even run it based on the RESNO relation on work order – add RESNO in *work order relation* and the resource id of the work order manager in the *work order rel.value* field.

Finally click the **Save** button.

Example – running an invoice proposal for just one work order

Create invoice proposals

Variant: IRA* Generate Project Invoice Proposal

General parameters

Open parameters

BatchID*: 2102244

Date to invoice*: 24/02/2021

Time period to*: Week 48 - 22/02/21 - 28/02/21
202048

Project*: *

Work order: AT2080CCP100

Work order relation: *

Work order rel.value: *

Invoice date*: 24/02/2021

Example: running an invoice proposal for one project

SO Create invoice proposals x

Create invoice proposals

Variant: IRA* Generate Project Invoice Proposal

General parameters

Open parameters

BatchID*: 2103052

Date to invoice*: 05/03/2021

Time period to*: Week 49 - 01/03/21 - 07/03/21
202049

Project*: AT2080RQU

Work order: *

Work order relation: RESNO

Work order rel.value: *

Invoice date*: 05/03/2021

Fixed parameters

Buttons: Save, Your ordered reports, Report variants, Create menu, Export

Work order is left as an asterisk so that it runs for all work orders on the project.

This will pick up both of these work orders which currently have rows ready to invoice in the invoice base (AT2080RQU101 and AT2080RQU103)

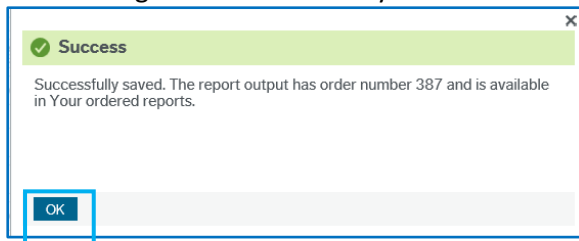
Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

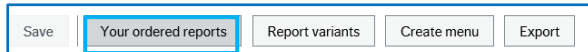
#	Work order	Level 2 - Work order	Work order (T)	Element	T.per	Cur	Curr. amount	To be invoiced	Inv status (T)
+ I2	AT2080RQU101	Lords Hill car park					2,000.00	2,000.00	
+ I2	AT2080RQU103	Veld at no 1 Bear Cottage					350.00	350.00	
- I1	AT2080RQU	Landscapes Project type IRAREV with Quotation Invoice...					2,350.00	2,350.00	
Z							2,350.00	2,350.00	

Time executed: 05/03/2021 13:52:28 | Number of rows: 5

This message is received when you **Save**



Click **OK** and then click on **Your ordered reports**



The **TS01** you just ordered will appear in the first two lines of the report – file **a** and file **f**.

Your ordered reports												
Scheduled												
From	05/03/2021		To	05/03/2021								
Filter												
Ordered reports												
<input type="checkbox"/>	Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
<input type="checkbox"/>		GGREW...	IRA* Generat...	TS01	387	05/03/2021	05/03/2021	DEFAULT	ts01a_387.lis	Finished		
<input type="checkbox"/>		GGREW...	IRA* Generat...	TS01	387	05/03/2021	05/03/2021	DEFAULT	ts01f_387.lis	Finished		

The **'f'** report is in an invoice style layout whereas the **'a'** report shows the resource and weeks involved and is perhaps more useful.

You might also receive an **'e'** file if there are any errors

Ordered reports												
<input type="checkbox"/>	Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queu...	File name	Status	Zoom	Show log
<input type="checkbox"/>		SRAY01	IRA* Generat...	TS01	335	13/01/2021	13/01/2021	DEFAULT	ts01a_335.lis	Finished		
<input type="checkbox"/>		SRAY01	IRA* Generat...	TS01	335	13/01/2021	13/01/2021	DEFAULT	ts01e_335.lis	Finished		
<input type="checkbox"/>		SRAY01	IRA* Generat...	TS01	335	13/01/2021	13/01/2021	DEFAULT	ts01f_335.lis	Finished		

Clicking on the **Show report** box for this line will give details of the error

RT	Project	Work order	Activity	IC	Period

Illegal work order					
	AT2080107	AT2080107101	GENE	HRSMAT	202007

If you have an error look at the work order entry screen in the first instance (could be a date issue or the work order has been closed etc) and contact BW Help BW.help@southampton.gov.uk if you need assistance.

Click on **Show report** for the **ts01a** line:

Your ordered reports

Scheduled

From: To:

Ordered reports

<input type="checkbox"/>	<input type="checkbox"/>	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
<input type="checkbox"/>	<input checked="" type="checkbox"/>	GGREW...	IRA* Generat...	TS01	387	05/03/2021	05/03/2021	DEFAULT	ts01a_387.lis	Finished	<input type="button" value="Q"/>	<input checked="" type="button" value="P"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	GGREW...	IRA* Generat...	TS01	387	05/03/2021	05/03/2021	DEFAULT	ts01f_387.lis	Finished	<input type="button" value="Q"/>	<input checked="" type="button" value="P"/>

This example has two invoices:

```

*****
Report : TS01A                               Southampton City Council           Page: 1
Client : SO                                   Southampton City Council           05/03/2021
User   : GGREWAL01                           IRA* Generate Project Invoice Proposal 13:54:22

PROTOTYPE: IRAREV

Invoice : Work order: AT2080RQU101 Lords Hill car park
CustID  : 9999998 Internal Billing

FIXED PRICE
Project: AT2080RQU Landscapes Project type IRAREV with Quotation Invo
Inv.rule      Work order   Activity      ExtRef                                     Amount in GBP
-----
QUOTATION    AT2080RQU101  GENE      Quotation re Lords Hill car park ref LIR - 100002 2,000.00
TOT Project AT2080RQU
-----
Total                                               FIXED PRICE: 2,000.00
-----
Total Work order AT2080RQU101 2,000.00
    
```

```

Report : TS01A                               Southampton City Council           Page: 2
Client : SO                                   Southampton City Council           05/03/2021
User   : GGREWAL01                           IRA* Generate Project Invoice Proposal 13:54:22

PROTOTYPE: IRAREV

Invoice : Work order: AT2080RQU103 Void at no 1 Bear Cottage
CustID  : 9999998 Internal Billing

FIXED PRICE
Project: AT2080RQU Landscapes Project type IRAREV with Quotation Invo
Inv.rule      Work order   Activity      ExtRef                                     Amount in GBP
-----
QUOTATION    AT2080RQU103  GENE      Void clearance at 1 Bear Cottage - watch out for g 350.00
TOT Project AT2080RQU
-----
Total                                               FIXED PRICE: 350.00
-----
Total Work order AT2080RQU103 350.00
    
```

Looking back at the invoice base - we can see the two work order amounts are on a proposal – we have to amend the invoice status tick box in order to see them.

(Access the invoice base via menu item **Project management / Billing / Invoice base / Invoice base**).

Invoice base

Selection criteria

Responsible: []

Work order: []

Cost centre: []

Project: AT2080RQU
Landscapes Project type IRAREV with...

Date to invoice: 05/03/2021

Customer: []

Time period to*: 202049
Week 49 - 01/03/21 - 07/03/21

Invoice status

Ready for invoicing

Partly invoiced

Parked

Not to be invoiced

On proposal

Load

Summary: Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202049

Search: [] Detail level: Level 2 - Work order Copy to clipboard

#	Work order	Work order (T)	Element	T.per	Cur	Curr. amount	To be invoiced
+ Σ2	AT2080RQU101	Lords Hill car park				2,000.00	2,000.00
+ Σ2	AT2080RQU103	Void at no 1 Bear Cottage				350.00	350.00
- Σ1	AT2080RQU	Landscapes Project type IRAREV with Quotation Invoice...				2,350.00	2,350.00
Σ						2,350.00	2,350.00

Save Clear Create invoice proposals Recalculate prices Export

DELETING AN INVOICE PROPOSAL

If an invoice proposal doesn't include everything you think it should you can delete it.

From the Menu item **Project management: Select Billing, Invoice proposals** and then **Delete invoice proposal** – enter the batch id and click **Save**.

Delete invoice proposal

General parameters

Open parameters

BatchID* 2105242

Printer parameters

Save Your ordered reports Report variants Create menu Export

The items picked up in it will be available to pick up again in another invoice proposal.

INVOICE PROPOSAL WORKFLOW

Summary

Project management invoicing has workflow on it. This means that there is a route each invoice proposal follows:

1. Work order manager – approve/reject
2. Costc manager – approve/reject

If the work order manager rejects the invoice proposal it will go back to the initiator to be amended or have its status changed as requested.

If the costc manager rejects the invoice proposal it will initially go back to the work order manager who can approve it or send back to the initiator for amendment.

From the Menu item **Project management:**

Select **Billing, Invoice proposals, Workflow enquiry – Invoice proposals**

Enter the BatchID from the **TS01** you ran earlier (if you didn't note it down check the report output on the **TS01a** – the parameters used are shown at the top) and click Search.

Workflow enquiry - Invoice proposals

Selection criteria

Company like: SO

Project manager like:

Customer like:

Project like:

BatchID like: 21010523

SeqNo like:

Workflow status like:

Task owner like:

Active:
Historical:

Results

Search | Detail level | All levels | Copy to clipboard

#	T	Process	Step	Task owner (T)	Workflow status (T)	Customer	Customer (T)	Attribute (T)	Inv.level	Project manager (T)	Description	Cur	Curr. amount	SeqNo	Com
1	A	Invoice Propo...	Work order manager Appr...	AL	Workflow in progr...	9999998	Internal Bill...	WORKORD	AT2080101...		IRA revenue maintenance Snowyacres PL	GBP	37.39	2	SO
2	A	Invoice Propo...	Work order manager Appr...	AL	Workflow in progr...	9999998	Internal Bill...	WORKORD	AT2080101...		IRA revenue maintenance Snowyacres PL	GBP	37.39	3	SO
3	A	Invoice Propo...	Work order manager Appr...	MA	Workflow in progr...	9999998	Internal Bill...	WORKORD	AT2080104...		Hector's Castle Refurbishment works	GBP	19.99	0	SO
4	A	Invoice Propo...	Work order manager Appr...	MA	Workflow in progr...	9999998	Internal Bill...	WORKORD	AT2080104...		Hector's Castle Refurbishment works	GBP	19.99	1	SO
Σ 1												21010523		114.76	

If these two boxes (Active and Historical) are ticked, you can see any batch id at any time.

Workflow enquiry - Invoice proposals

Selection criteria

Company like: SO

Project manager like:

Customer like:

Project like:

BatchID like: 2103052

SeqNo like:

Workflow status like:

Task owner like:

Active:
Historical:

Results

Search | Detail level | All levels | Copy to clipboard

#	T	Process	Step	Task owner (T)	Workflow status (T)	Customer	Customer (T)	Attribute (T)	Inv.level	Project manager (T)	Description	Cur	Curr. amount	SeqNo	Com
1	A	Invoice Propo...	Work order Invoice manager App...	MATTHEW.LO...	Workflow in progr...	9999998	Internal Bill...	WORKORD	AT2080RQU...	Lovell, Matthew	Lords Hill car park	GBP	2,000.00		
2	A	Invoice Propo...	Work order Invoice manager App...	MATTHEW.LO...	Workflow in progr...	9999998	Internal Bill...	WORKORD	AT2080RQU...	Lovell, Matthew	Void at no 1 Bear Cott...	GBP	350.00		
Σ 1												2103052		2,350.00	

You can use the **Choose columns** button to reduce the number of columns shown – just untick those that you don't need to see (it does retain this information after logging out and back in).

Choose columns

Columns			
Process	<input checked="" type="checkbox"/>	Customer	<input type="checkbox"/>
Customer (T)	<input type="checkbox"/>	Step	<input checked="" type="checkbox"/>
Attribute (T)	<input type="checkbox"/>	Task owner (T)	<input checked="" type="checkbox"/>
Inv.level	<input checked="" type="checkbox"/>	Workflow status (T)	<input checked="" type="checkbox"/>
Project manager (T)	<input type="checkbox"/>	Description	<input checked="" type="checkbox"/>
Cur	<input checked="" type="checkbox"/>	Curr. amount	<input checked="" type="checkbox"/>
SeqNo	<input checked="" type="checkbox"/>	Company	<input type="checkbox"/>

This will result in a reduced number of columns:

Workflow enquiry - Invoice proposals

Selection criteria

Company like: SO Active
Historical

Project manager like: ...

Customer like: ...

Project like: ...

BatchID like:

SeqNo like:

Workflow status like:

Task owner like: ...

Results

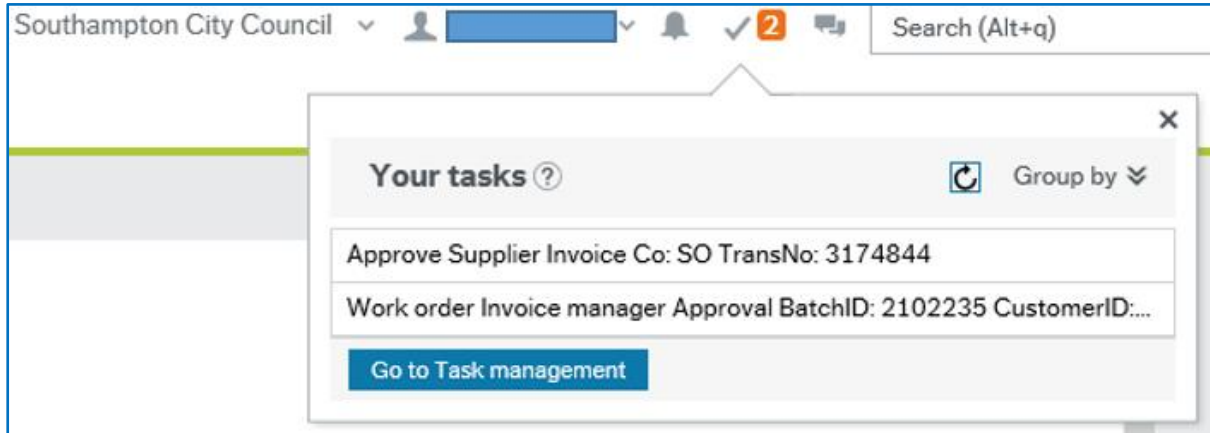
Search Detail level: All levels Copy to clipboard

#	T	Process	Step	Task owner (T)	Workflow status (T)	Inv.level	Description	Cur	Curr. amount
1	A	Invoice Proposal	Work order Invoice manager Approval	M	Workflow in progress	AT2080RQU101	Lords Hill car park	GBP	2,000.00
2	A	Invoice Proposal	Work order Invoice manager Approval	M	Workflow in progress	AT2080RQU103	Void at no 1 Bear Cottage	GBP	350.00
Σ1									2,350.00

AUTHORISING AN INVOICE PROPOSAL AS WORK ORDER MANAGER

When you login to the web you will have tasks showing in the top right of your screen.

If you click on the orange square it shows the tasks you have



You can click on the **Go to Task management** button but an alternative is to just click on the task line itself – so here the ‘Work order manager Approval BatchID: 2102235 CustomerID: ...’ line.

If you do want to use the Task management option you don't get the Batch index column on the left with the ability to approve all at once.

You may have multiple batches so it's a good idea to sort by **batch id** as per top left of screen shot below.

The first invoice we are looking at is time based.

Summary of this invoice with description of this work order and totals of any previous values.

The image is a system 'mockup' of the invoice showing cost, hours and work order code.

Index are on the left: whichever is highlighted will show in the right-hand panel.

The Invoice details section shows who did the hours and material costs if there are any.

Project	Work Order	Activity	Resource	Week	Hours	Amount in GBP
AT2080101	AT208010103				2.00	74.78
		TOT HOURS			2.00	74.78
		TOT HOURS				74.78

Work order Invoice manager Approval

Sort by [] Ascending <<
 Select all visible items

Invoice proposal approval
 A new invoice Proposal requires your approval. Please review and action.

Invoice proposal
 BatchID: 2101131
 Customer: Internal Billing
 Project/Work order: AT2080102106
 Amount to be invoiced: 96.96

Image
 Southampton City Council
 Civic Centre
 Civic Centre Road
 Southampton United Kingdom
 SO14 7LY

Invoice
 VAT RegNo : GB GB 189 5949 82
 InvoiceNo :
 Invoice date : 19/01/2021
 Due date : 19/01/2021
 Work order : AT2080104101
 Order date : 14/10/2020
 CustomerID : 9999998
 Exclief :
 Invoice date : 19/01/2021
 Due date : 19/01/2021
 Our ref: NA
 Your ref: NA

Workflow log (row 1)

Invoice details

Zoom	Map	Status	Work order	Activity	Description	Resource	Period	Trans date	Units to invoice	Unit	Price	Curr. amount
			To be invol...	AT20801041...	GENE	Quote 123	202007	17/05/2020	0.00		0.00	400.00
												400.00

You can approve each BatchID singly by clicking the Approve button – the blue highlighted one is the one you are approving OR you can tick the box by each BatchID you are okay with and then click the Approve button – all the ticked ones will be approved.

Because this is a quote there are no 'units to invoice' just a Cur.amount.

Buttons: Approve, Reject, Advanced mode, Workflow user log, Log book, Export

As the work order manager, you can **Approve** the invoice or **Reject** it.

If you **approve** it and the cost being recharged is

- Revenue – it will go to the cost manager for authorisation
- Capital – it will go to the cost manager for authorisation
- Schools – it will go to the cost manager for authorisation

If you **reject** it the task will go back to the initiator of the invoice proposal.

In your rejection reason you can ask them to

- **Close** the invoice – will prevent it ever recharging
- **Park** the invoice – will set its status to P and it can't charge until somebody manually changes it to active (N)
- **Postpone** the invoice – prevents it charging this time but will be picked up next time an appropriate invoice proposal is run

The work order manager is also able to ask the initiator to amend the invoice amount on existing lines (*the initiator is unable to add new lines*). You will need valid reasons for so doing.

The initiator is able to regenerate the invoice image after changing the amount so it will match the invoice details section.

Example of **postponement** rejection

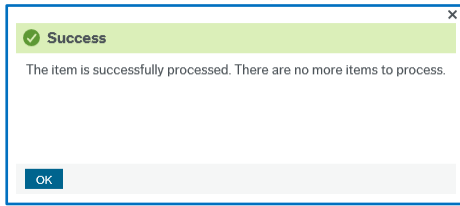
Work order manager Approval - Reject

Enter your comment: Please do not charge this invoice yet - postpone

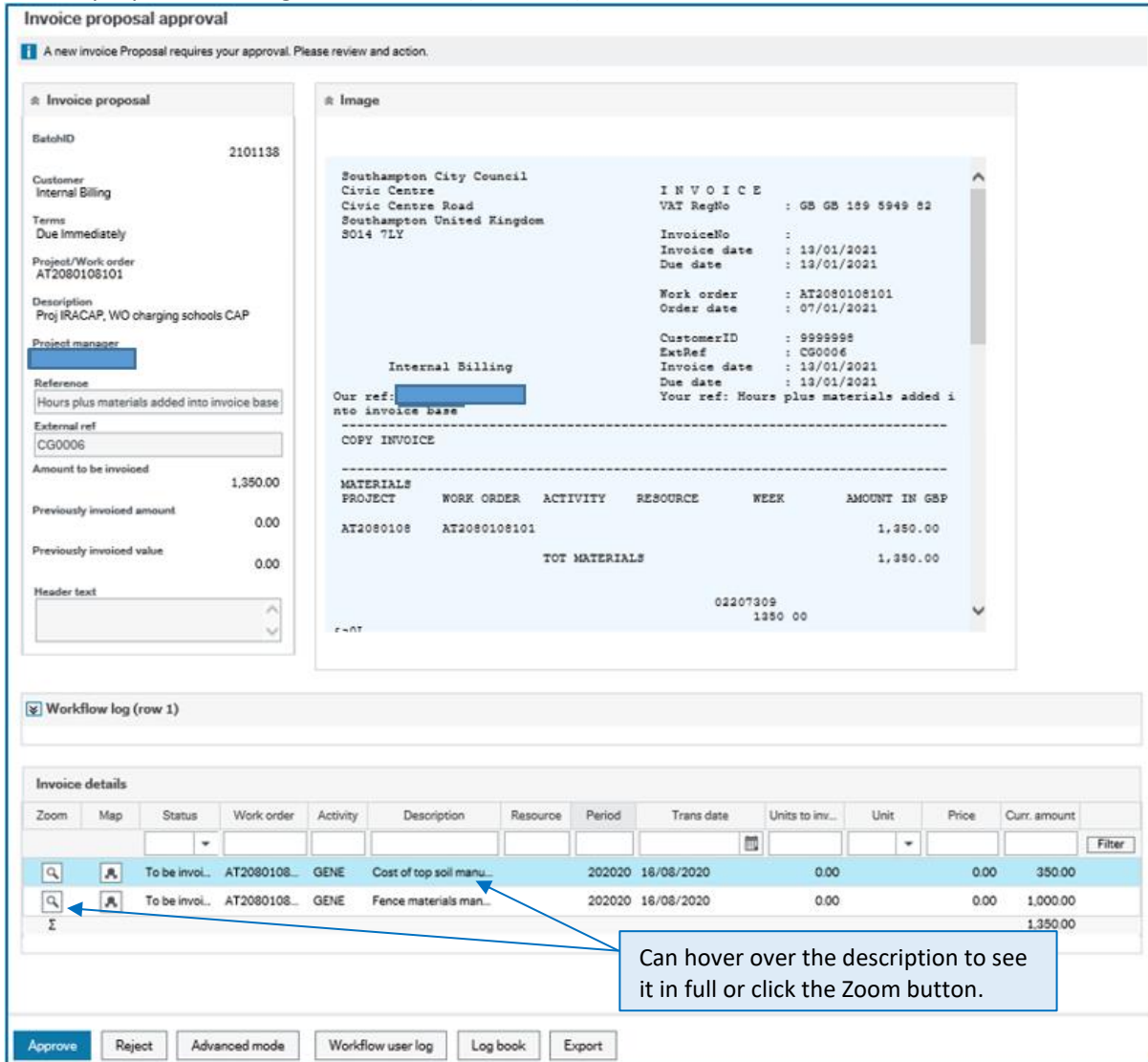
Reject

After entering your comment clicking the reject button will send it back to the initiator

If you click the **Approve** button for an invoice you will get this message (or similar if you have more invoices still to look at).



Invoice proposal showing materials cost (no hours):



The screenshot shows the 'Invoice proposal approval' interface. It includes a message: "A new invoice Proposal requires your approval. Please review and action." The interface is divided into several sections:

- Invoice proposal:** Contains fields for BatchID (2101138), Customer (Internal Billing), Terms (Due Immediately), Project/Work order (AT2080108101), Description (Proj IRACAP, WO charging schools CAP), Project manager, Reference (Hours plus materials added into invoice base), External ref (CG0006), Amount to be invoiced (1,350.00), Previously invoiced amount (0.00), and Previously invoiced value (0.00).
- Image:** Displays a preview of the invoice. The header includes 'Southampton City Council' and 'Internal Billing'. The invoice details show: InvoiceNo, Invoice date (13/01/2021), Due date (13/01/2021), Work order (AT2080108101), Order date (07/01/2021), CustomerID (999999), ExtRef (CG0006), and Invoice date (13/01/2021). A table titled 'MATERIALS' lists items with columns for PROJECT, WORK ORDER, ACTIVITY, RESOURCE, WEEK, and AMOUNT IN GBP. The total amount is 1,350.00.
- Workflow log (row 1):** A table with columns for Zoom, Map, Status, Work order, Activity, Description, Resource, Period, Trans date, Units to inv..., Unit, Price, and Curr. amount. It shows two rows of data for 'To be invol...' with activities 'Cost of top soil manu...' and 'Fence materials man...'. A blue callout box points to the 'Fence materials man...' row with the text: "Can hover over the description to see it in full or click the Zoom button."
- Buttons:** At the bottom, there are buttons for 'Approve', 'Reject', 'Advanced mode', 'Workflow user log', 'Log book', and 'Export'.

Different example showing hours – the work order manager can see the resource and week too.

Invoice proposal approval

A new invoice Proposal requires your approval. Please review and action.

Invoice proposal

BatchID: 2102244

Customer: Internal Billing

Terms: Due immediately

Project/Work order: AT2080CCP100

Description: Brinton Road/Six Dials - wall removal

Project manager: [Redacted]

Reference: CG0027100100

External ref: Capital costplus

Amount to be invoiced: 759.64

Previously invoiced amount: 0.00

Previously invoiced value: 0.00

Header text: [Redacted]

Image

Southampton City Council
Civic Centre
Civic Centre Road
Southampton United Kingdom
SO14 7LY

I N V O I C E
VAT RegNo : GB GB 189 5949 82
InvoiceNo :
Invoice date : 24/02/2021
Due date : 24/02/2021
Work order : AT2080CCP100
Order date : 11/02/2021
CustomerID : 9999998
ExtRef : Capital costplus
Invoice date : 24/02/2021
Due date : 24/02/2021
Your ref: CG0027100100

Internal Billing

Our ref: [Redacted]

COPY INVOICE

PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	HOURS	AMOUNT	IN GBP
AT2080CCP	AT2080CCP100				36.00	759.64	
		TOT HOURS			36.00	759.64	
		TOT HOURS				759.64	

02207309
740 64

Workflow log (row 3)

Zoom	Map	Status	Work order	Activity	Description	Resource	Period	Trans date	Units to inv...	Unit	Price	Curr. amou...
[Icon]	[Icon]	To be invo...	AT2080CCP...	GENE	Landscapes Projec...	[Redacted]	202002	07/04/2020	8.00	Hours	19.99	159.92
[Icon]	[Icon]	To be invo...	AT2080CCP...	GENE	Landscapes Projec...	[Redacted]	202002	08/04/2020	8.00	Hours	19.99	159.92
[Icon]	[Icon]	To be invo...	AT2080CCP...	GENE	Landscapes Projec...	[Redacted]	202002	11/04/2020	4.00	Hours	29.99	119.96
[Icon]	[Icon]	To be invo...	AT2080CCP...	GENE	Landscapes Projec...	[Redacted]	202002	09/04/2020	8.00	Hours	19.99	159.92
[Icon]	[Icon]	To be invo...	AT2080CCP...	GENE	Landscapes Projec...	[Redacted]	202002	06/04/2020	8.00	Hours	19.99	159.92

Approve | Reject | Advanced mode | Workflow user log | Log book | Export

Invoice proposal details (row 3 of 5)

Previous row | Next row

Invoice details

Invoice elements	Hours	Status	To be invoiced
Description	Landscapes Project type IRACAP with Costplus Invoice rule		
— Amounts —			
Unit	Hours	Units to invoice	4.00 Price 29.99
Currency	Sterling Pound (GB)		Curr. amount 119.96
— Hours and ACE —			
Resource	[Redacted]	Time code	Landscapes overtime Time & a Half Hours 4.00
ACE	Price list		
— Fixed price —			
Invoice plan			

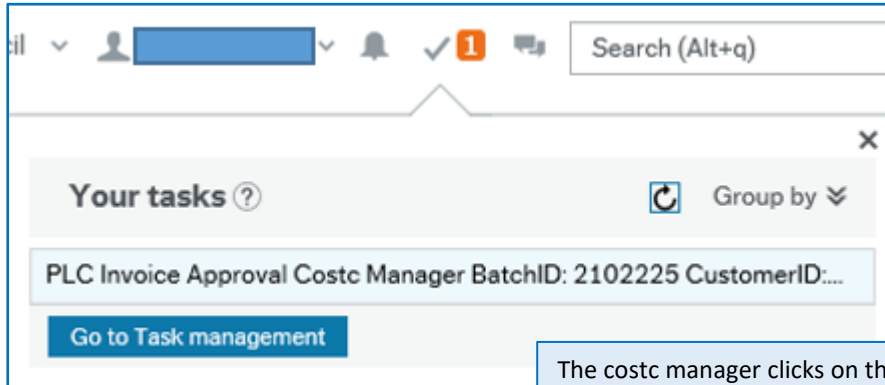
GL Analysis

Work order	AT2080CCP100 Brinton Road/Six Dials - wall remov...	Project	AT2080CCP Landscapes Project type IRACAP with...	Cost centre	AT2080 Landscape Trading
-------------------	--	----------------	---	--------------------	-----------------------------

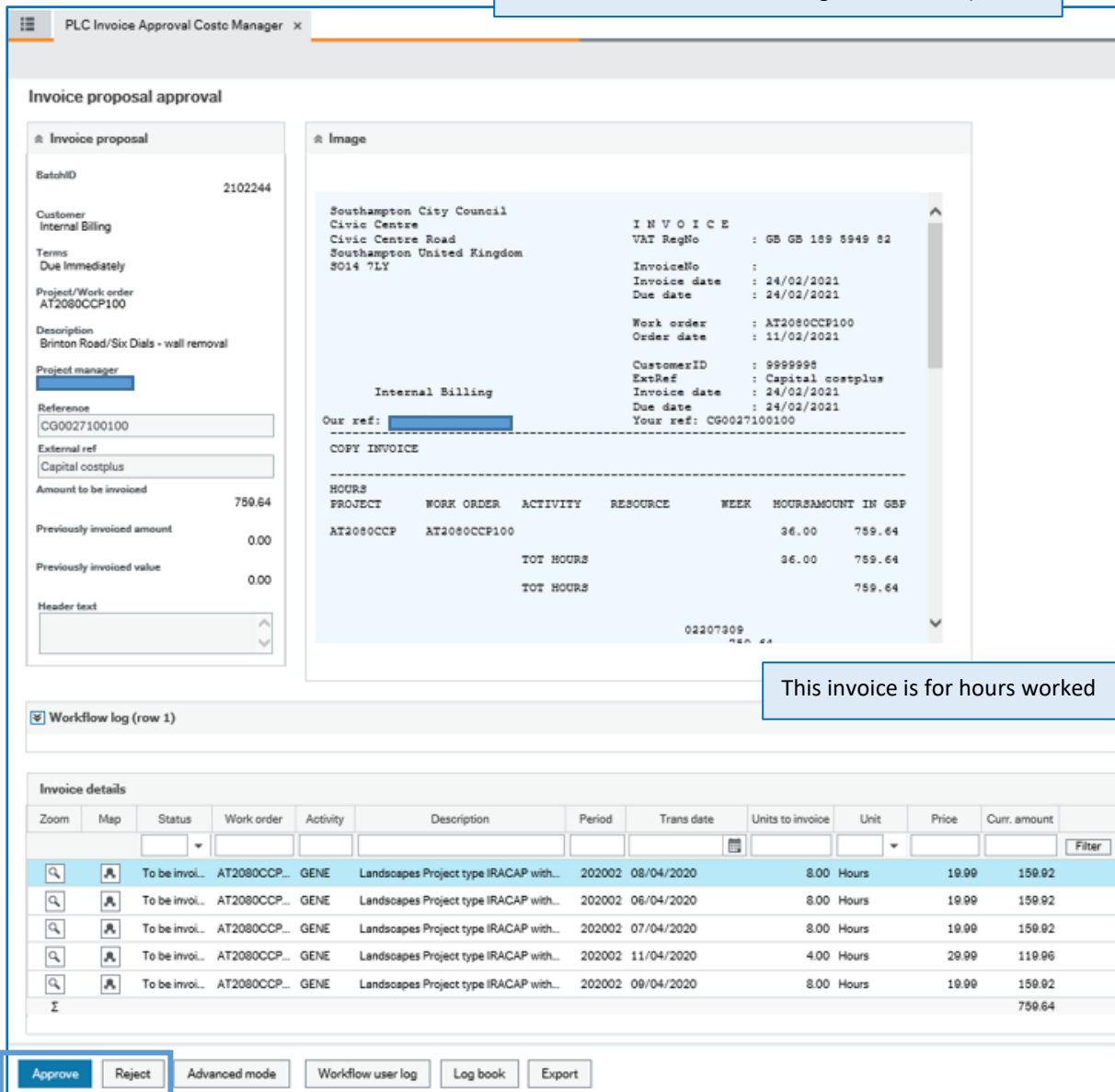
Close

COSTC MANAGER APPROVAL

The Costc manager gets the same approval screen with an image, but less columns are shown in the invoice detail section – the employee is not shown **nor** does the costc manager have the ability to zoom in on each line.



The costc manager clicks on the task description (or could use the Go to Task management button)



This invoice is for hours worked

The costc manager can Approve or Reject back to the work order manager

A quotation invoice will look like this with just an amount and no hours.

The user might not be able to tell it was from a quote but the Invoice details section has 0.00 units to invoice when it's quotation – it will only have a figure in the curr_amount column.

Invoice proposal approval

Invoice proposal

BatchID: 2103052

Customer: Internal Billing

Terms: Due Immediately

Project/Work order: AT2080RQU101

Description: Lords Hill car park

Project manager: Lovell, Matthew

Reference: AT0400

Amount to be invoiced: 2,000.00

Previously invoiced amount: 0.00

Previously invoiced value: 0.00

Image

Southampton City Council
Civic Centre
Civic Centre Road
Southampton United Kingdom
SO14 7LY

I N V O I C E
VAT RegNo : GB GB 189 5949 82
InvoiceNo :
Invoice date : 05/03/2021
Due date : 05/03/2021
Work order : AT2080RQU101
Order date : 11/02/2021
CustomerID : 9999998
ExtRef : Revenue quotation
Invoice date : 05/03/2021
Due date : 05/03/2021
Your ref: AT0400

Internal Billing

Our ref: Lovell, Matthew
Your ref: AT0400

COPY INVOICE

QUOTATION	PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	AMOUNT IN GBP
	AT2080RQU	AT2080RQU101				2,000.00
	TOT QUOTATION					2,000.00

02207309
2000 00

sa0L

Workflow log (row 1)

Invoice details

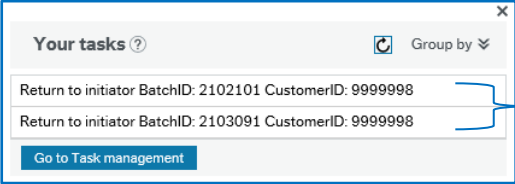
Zoom	Map	Status	Work order	Activity	Description	Resource	Period	Trans date	Units to inv...	Unit	Price	Curr. amou...
		To be invoiced	AT2080RQU...	GENE	Quotation re Lords Hill...		202046	14/02/2021	0.00		0.00	2,000.00
												2,000.00

If the cost manager rejects the task it initially goes back to the work order manager in a task called 'Work order manager invoice proposal check'.

AMENDING A REJECTED INVOICE PROPOSAL AS IT S INITIATOR

Either the work order manager has rejected an item directly to you or they have rejected it to you after the costc manager rejected it to them.

Access your rejected items from Tasks



It is easiest to click on one of these rows but you can click on the Go to Task management button instead

The example below does not show hours – it is an expense amount (e.g. from a purchase order).

Invoice proposal approval
The Invoice Proposal has been rejected. Please review and action.

Invoice proposal
BatchID: 2102101
Customer: Internal Billing
Terms: Due Immediately
Project/Work order: AT2080108103
Description: Proj IRACAP, WO charging schools CAP SC70.
Project message: [button]
Reference: [button]
External ref: SC7039
Amount to be invoiced: 85.00
Previously invoiced amount: 1,030.00
Previously invoiced value: 0.00
Header text: [input]

Workflow log (row 1)
10/02/2021 15:38 MATTHEW LOVELL (MLOVELL01) - Rejected - "TEST REJECTION TO CHECK PREV INITIATOR SCREEN"
10/02/2021 15:36 Sarah Ray (SRAY01) - Distributed
(Enter a comment)
[Copy]

Invoice details

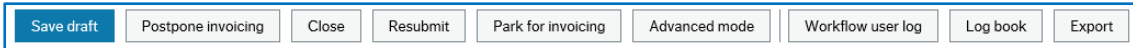
Zoom	Map	Status	Work order	Activity	Description	Resource	Period	Trans date	Units to invoice	Unit	Price	Curr. amount	Filter
			To be invol...	AT2080108...	GENE	test re initiator screen	202042	17/01/2021	0.00		0.00	85.00	
			To be invoice...	AT2080108103	GENE			202042				85.00	

The workflow log will show the message from the work order manager

[Regenerate document] [Refresh]

If the amounts are changed these buttons are important to change the image

Underneath are the options buttons



Depending on the work order managers instructions you can:

Amend the amount (&/or hours) on the invoice.

Save the amended invoice and then use the **Regenerate document** and **Refresh** buttons within the image section to produce an invoice that reflects the changes just made.

Resubmit – send the amended invoice back to the work order manager and then cost manager for approval.

Changing status of the invoice

Postpone invoicing – this prevents it charging this time, but it will get picked up again (& go through workflow) next time an invoice proposal is run.

Close - Closing an item will prevent it from ever recharging.

Park for invoicing - Parking an item sets its status to P and it can't charge until somebody changes it to N (in the invoice base).

Amending amount to invoice - example

In the workflow log the initiator has been asked to amend the overtime hours line

The initiator can change the hours or the amount

Workflow log (row 2)

Zoom	Map	Status	Work order	Activity	Description	Resource	Period	Trans date	Units to inv...	Ung	Price	Curr. amou...
		To be invoic...	AT2080CCP...	GENE	Landscapes Project...		202003	14/04/2020	8.00	Hours	19.99	159.92
		To be invoic...	AT2080CCP...	GENE	Landscapes Project t...		202015	11/07/2020	4.00	Hours	19.99	119.96
		To be invoic...	AT2080CCP...	GENE	Landscapes Project...		202015	10/07/2020	8.00	Hours	19.99	159.92
		To be invoic...	AT2080CCP...	GENE	Landscapes Project...		202015	09/07/2020	8.00	Hours	19.99	159.92
												599.72

Here the price per hour has been amended, reducing the total to £559.72 from £599.72

External ref
Capital costplus
Amount to be invoiced: 599.72
Previously invoiced amount: 0.00
Previously invoiced value: 0.00
Header text:

COPY INVOICE

HOURS	PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	HOURS	AMOUNT	IN GBP
	AT2080CCP	AT2080CCP101				28.00	599.72	
			TOT HOURS			28.00	599.72	
			TOT HOURS				599.72	

02207309
599.72

Regenerate document Refresh

Workflow log (row 2)

Invoice details

Zoom	Map	Status	Work order	Activity	Description	Resource	Period	Trans date	Units to inv...	Unit	Price	Curr. amount
		To be invo...	AT2080CCP...	GENE	Landscapes Project t...		202003	14/04/2020	8.00	Hours	19.99	159.92
		To be invo...	AT2080CCP...	GENE	Landscapes Project ty		202015	11/07/2020	4.00	Hours	19.99	79.96
		To be invo...	AT2080CCP...	GENE	Landscapes Project t...		202015	10/07/2020	8.00	Hours	19.99	159.92
		To be invo...	AT2080CCP...	GENE	Landscapes Project t...		202015	09/07/2020	8.00	Hours	19.99	159.92
		Σ										559.72

Price amended from £29.99 to £19.99

If this were to be resubmitted back into workflow now the image would not match the Invoice details.

To correct this the user must first keep the changes by clicking **Save draft**

Success
Successfully saved
OK

Click OK

Next use **Regenerate document** to run a **TS56** report which will make a new image.

Success
The report output has order number 23 and is available in Your ordered reports.
OK

Click OK

The task screen doesn't have a direct link to **Your ordered reports**. You can go and open it from the menu if you want to know when it has finished (accessed via **Common, Ordered reports**) or click the **Refresh** button within the **image** section – the image will change when the **TS56** has finished running.

These amount changes are not reflected in the invoice base so if later parked or postponed the original values will still be there and might need changing next time it's picked up in an invoice proposal.

Amount to be invoiced: 559.72
Previously invoiced amount: 0.00
Previously invoiced value: 0.00
Header text:

PROJECT WORK ORDER ACTIVITY RESOURCE WEEK HOURS AMOUNT IN GBP
AT2080CCP AT2080CCP101 28.00 559.72
TOT HOURS 28.00 559.72
TOT 559.72

02207309
559.72

Regenerate document Refresh

The amount to be invoiced has updated too

Amount now matches the Invoice details section

Finally click the **Resubmit** button to send back to the work order manager

Changing status - example

Two options change the status of the invoice but allow it to still be invoiced later – these are **Park** and **Postpone**.

The third option of **Close** will mean the row cannot invoice in future.

Example of postpone

The invoice is in the **invoice base** and has a status of **R** – on an invoice proposal

Invoice base

Selection criteria

Responsible: [...]

Work order: AT2080CCP101
Project: AT2080CCP
Customer: [...]

Cost centre: [...]
Date to invoice: 10/03/2021
Time period to: 202050

Invoice status:
 Ready for invoicing
 Partly invoiced
 Parked
 Not to be invoiced
 On proposal

Transactions up to and including period 202050

Project	Work order	Activity	Element	Description	Time period	Resource	Resource name	Curr. amount	Inv. value	Price	Time code	To be invoiced	Inv. status
AT2080CCP	AT2080CCP101	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202003			159.92	8.00	19.99	N	159.92	R
AT2080CCP	AT2080CCP101	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202015			159.92	8.00	19.99	N	159.92	R
AT2080CCP	AT2080CCP101	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202015			159.92	8.00	19.99	N	159.92	R
AT2080CCP	AT2080CCP101	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202015			119.96	4.00	20.00	LOT15	119.96	R

It is in the initiators tasks as a rejected item and the manager has asked for it to be postponed – i.e. not invoiced at this time.

SO Return to initiator

Invoice proposal approval

The Invoice Proposal has been rejected. Please review and action.

Invoice proposal

BatchID: 2103102

Customer: Internal Billing

Terms: Due Immediately

Project/Work order: AT2080CCP101

Description: Millbrook roundabout hydroseeding

Project manager: [redacted]

Reference: CG0039100100

External ref: [redacted]

Capital costplus

Amount to be invoiced: 559.72

Previously invoiced amount: 0.00

Previously invoiced value: 0.00

Header text: [redacted]

Image

Southampton City Council
Civic Centre
Civic Centre Road
Southampton United Kingdom
SO14 7LY

Internal Billing

Our ref: [redacted]

COPY INVOICE

PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	HOURS	AMOUNT	IN	GBP
AT2080CCP	AT2080CCP101				28.00	559.72		
		TOT HOURS			28.00	559.72		
		TOT				559.72		

02207309
559.72

Buttons: Save draft, Postpone invoicing, Close, Resubmit, Park for invoicing, Advanced mode, Workflow user log, Log book, Export

Click Postpone invoicing

Success

The item is successfully processed. There are no more items to process.

Click OK.
The same can be done with **Park for invoicing**.

The lines are now back in the invoice base **Ready to invoice**

Invoice base

Selection criteria

Responsible: ...

Work order: AT2080CCP101 ... Project: AT2080CCP ... Customer: ...

Cost centre: ... Date to invoice: 10/03/2021 ... Time period to*: 202050 ...

Invoice status

- Ready for invoicing
- Partly invoiced
- Parked
- Not to be invoiced
- On proposal

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202050

Project	Work order	Activity	Element	Description	Time period	Resource	Resource name	Curr. amount	Inv. value	Price	Time code	To be invoiced	Inv. status
AT2080C...	AT2080CCP...	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202003			159.92	8.00	19.99	N	159.92	N
AT2080C...	AT2080CCP...	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202015			159.92	8.00	19.99	N	159.92	N
AT2080C...	AT2080CCP...	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202015			159.92	8.00	19.99	N	159.92	N
AT2080C...	AT2080CCP...	GENE	Hours	Landscapes Project type IRACAP with Costplus Inv...	202015			119.96	4.00	29.99	LOT15	119.96	N

Example of **close**

Return to initiator x

Invoice proposal approval

The Invoice Proposal has been rejected. Please review and action.

Invoice proposal

BatchID: 21030091

Customer: Internal Billing

Terms: Due Immediately

Project/Work order: AT2080RQU100

Description: Schools Annual Inspection

Amount to be invoiced: 100.00

Previously invoiced amount: 0.00

Previously invoiced value: 0.00

Reference: AT0210

External ref: Revenue quotation

Image

Southampton City Council
Civic Centre
Civic Centre Road
Southampton United Kingdom
SO14 7LY

INVOICE

VAT RegNo : GB GB 189 5949 82

InvoiceNo :
Invoice date : 09/03/2021
Due date : 09/03/2021

Work order : AT2080RQU100
Order date : 11/02/2021

CustomerID : 999999
ExtRef : Revenue quotation
Invoice date : 09/03/2021
Due date : 09/03/2021
Your ref: AT0210

Our ref: [redacted]

COPY INVOICE

QUOTATION

PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	AMOUNT IN GBP
AT2080RQU	AT2080RQU100				100.00
TOT QUOTATION					100.00

02207309
100 00

09/03/2021

Regenerate document Refresh

Workflow log (row 1)

Invoice details

Zoom	Map	Status	Work order	Activity	Description	Resource	Period	Trans date	Units to invo...	Unit	Price	Curr. amount
		To be invoic...	AT2080RQU...	GENE	test not finished in workfi		202049	07/03/2021	0.00		0.00	100.00
Σ												100.00

Save draft Postpone invoicing **Close** Resubmit Park for invoicing Advanced mode Workflow user log Export Log book

Current invoice base status

Invoice base

Selection criteria

Responsible: []

Work order: AT2080RQU100
Project: AT2080RQU
Customer: []

Cost centre: []
Date to invoice: 10/03/2021
Time period to: 202050

Invoice status:
 Ready for invoicing
 Partly invoiced
 Parked
 Not to be invoiced
 On proposal

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202050

Zoom	Project	Work order	Activity	Element	Description	Date to invoice	Time period	Currency	To be invoiced	Invoice plan	Inv.status	Filter
<input type="checkbox"/>	AT2080R...	AT2080RQU1...	GENE	Quotation	test not finished in work...	03/03/2021	202049	GBP	100.00		R	

When you click the **Close** button you are asked for a comment – enter your note and click **Close**

Return to initiator - Close

Enter your comment: []

Close

Success

The item is successfully processed. There are no more items to process.

OK

Invoice base status has now changed to C and this item cannot be picked up in another invoice proposal.

Invoice base

Selection criteria

Responsible: []

Work order: AT2080RQU100
Project: AT2080RQU
Customer: []

Cost centre: []
Date to invoice: 10/03/2021
Time period to: 202050

Invoice status:
 Ready for invoicing
 Partly invoiced
 Parked
 Not to be invoiced
 On proposal

Summary | Time and ACE | Fixed price | Other invoice elements

Transactions up to and including period 202050

Zoom	Project	Work order	Activity	Element	Description	Date to invoice	Time period	Currency	To be invoiced	Invoice plan	Inv.status	Filter
<input type="checkbox"/>	AT2080R...	AT2080RQU1...	GENE	Quotation	test not finished in work...	03/03/2021	202049	GBP	100.00		C	

ENQUIRY TO FIND WHAT HAS FINISHED IN WORKFLOW AND IS READY TO INVOICE

Accessed via **Project management, Billing, Invoice proposals – ‘Invoice proposal maintenance’**

This screen shows all active batches (invoice proposals) currently in the system.

- Some batches will be approved and ready for the TS02 invoicing process to be run.
- Some will be partly approved and the invoicing process can be run but it will only pick up approved rows leaving the unapproved for another TS02.
- Other batches will not have any rows approved yet and cannot be invoiced.

In the screen shot below the focus is on the first batch (in blue) 2106082 for work order AT2080CCP104 – and it has a message at the bottom of the screen to say that it is still in workflow.

Invoice proposal maintenance

Sort by [] Ascending <<

Select all visible items

BatchID	Project/Work order	Amount to be invoiced
2106082	AT2080CCP104	5,829.45
2106087	AT2080CCP105	1,557.60
2106089	AT2080CCP115	32,190.46
21060812	AT2080CCP106	481.44
21060815	AT2080CCP116	11,049.32
21060817	AT2080CCP120	10,803.27
21060819	AT2080CCP121	1,814.61
21060821	AT2080CCP130	160.48
21060821	AT2080CCP128	3,248.00
21060821	AT2080CCP123	160.48

Invoice proposal

BatchID: 2106082

Project/Work order: AT2080CCP104

Description: TownHill Green - New open space, Outdoor (

Customer: 9999998

Internal Billing: 10067721

Project manager: Lovell, Matthew

Terms: Due Immediately

Reference:

External ref:

Amount to be invoiced: 5,829.45

Previously invoiced amount: 0.00

Previously invoiced value: 0.00

Workflow state: Workflow in progress

Header text:

Image

Southampton City Council
Civic Centre
Civic Centre Road
Southampton United Kingdom
SO14 7LY

I N V O I C E
VAT RegNo : GB GB 189 5949 82

InvoiceNo :
Invoice date : 08/06/2021
Due date : 08/06/2021

Work order : AT2080CCP104
Order date : 24/02/2021

CustomerID : 9999998
ExtRef :
Invoice date : 08/06/2021
Due date : 08/06/2021
Your ref:

Our ref: Lovell, Matthew

COPY INVOICE

HOURS	PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	HOURS	AMOUNT	IN	GBP
	AT2080CCP	AT2080CCP104				241.40	5,181.07		
			TOT HOURS			241.40	5,181.07		
			TOT HOURS				5,181.07		

EXPENSES

PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	AMOUNT	IN	GBP
---------	------------	----------	----------	------	--------	----	-----

Regenerate document Refresh

Save Refresh Invoice plan Invoice Delete invoice proposal Export

i The invoice proposal is currently on workflow. Amendments are not allowed in this window.

i Information: 1

If I click on a different batch 21060812 for work order AT2080CCP106 the message clears – it is finished in workflow and ready to invoice (via TS02) – we could also see this in a workflow enquiry (but requires us to remember all our current batches).

The screenshot shows the 'Invoice proposal maintenance' interface. On the left, a list of batches is displayed, with batch 21060812 selected. The main area shows details for this batch, including project information, customer details, and a preview of the invoice document. The invoice preview shows a table of hours and amounts for work order AT2080CCP106.

HOURS	PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	HOURS	AMOUNT	IN	GBP
	AT2080CCP	AT2080CCP106				24.00	481.44		
			TOT HOURS			24.00	481.44		
			TOT HOURS						481.44

There is one batch, at the bottom of the screen, which was an invoice proposal for multiple work orders 21060821 and every different work order shows the message that it's currently in workflow:

This screenshot shows the 'Invoice proposal maintenance' interface with a different batch selected. The workflow log for batch 21060821 is visible, showing approval and distribution steps. The invoice details section at the bottom shows a table with columns for Zoom, Project, Work order, Activity, Invoice ele..., Description, Resource, Trans date, Units to inv..., Price, Curr. amou..., and Currency.

Workflow log (row 1)

- 08/06/2021 15:40 WADE HOLMES (WHOLMES01) - Approved
- 08/06/2021 12:19 MATTHEW LOVELL (MLOVELL01) - Approved
- 08/06/2021 12:10 SONIA GREWAL (GGREWAL01) - Distributed

Invoice details

Zoom	Project	Work order	Activity	Invoice ele...	Description	Resource	Trans date	Units to inv...	Price	Curr. amou...	Currency
------	---------	------------	----------	----------------	-------------	----------	------------	-----------------	-------	---------------	----------

Information: 1

The invoice proposal is currently on workflow. Amendments are not allowed in this window.

However, if we run an Invoice proposal workflow enquiry we can see that some work orders have been authorised so we could invoice those by putting this batch number in the TS02 – it will pick up everything that’s already authorised but leave the rest for another time.

Workflow enquiry - Invoice proposals

Selection criteria

Company like: SO
 Project manager like:
 Customer like:
 Project like:
 BatchID like: 21060821
 SeqNo like:
 Workflow status like:
 Task owner like:

Active
 Historical

Results

#	T	Process	Step	Task owner (T)	Workflow status (T)	Customer	Customer (T)	Attribute (T)	Inv./level	Project manager (T)	Description	Cur	Curr. amount	SeqNo
1	A	Invoice Propo...	PLC Invoice Approval Costo Man...	CLIFFORD BRO...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP124	Lovell, Matthew	Town Quay S...	GBP	640.00	...
2	A	Invoice Propo...	PLC Invoice Approval Costo Man...	CLIFFORD BRO...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP124	Lovell, Matthew	Town Quay S...	GBP	1,419.00	...
3	A	Invoice Propo...	PLC Invoice Approval Costo Man...	CLIFFORD BRO...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP125	Lovell, Matthew	Hoglands MU...	GBP	2,440.00	...
4	A	Invoice Propo...	PLC Invoice Approval Costo Man...	CLIFFORD BRO...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP125	Lovell, Matthew	Hoglands MU...	GBP	3,000.00	...
5	A	Invoice Propo...	PLC Invoice Approval Costo Man...	CLIFFORD BRO...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP125	Lovell, Matthew	Hoglands MU...	GBP	965.08	...
6	A	Invoice Propo...	PLC Invoice Approval Costo Man...	CLIFFORD BRO...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP125	Lovell, Matthew	Hoglands MU...	GBP	2,001.25	...
7	A	Invoice Propo...	PLC Invoice Approval Costo Man...	CLIFFORD BRO...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP125	Lovell, Matthew	Hoglands MU...	GBP	1,296.24	...
8	A	Invoice Propo...	PLC Invoice Approval Costo Man...	REBECCA DAVI...	Workflow in progr...	0999998	Internal Billi...	WORKORD	AT2080CCP123	Lovell, Matthew	Cuckmere Pl...	GBP	160.48	...
9	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP126	Lovell, Matthew	International...	GBP	204.00	...
10	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP127	Lovell, Matthew	Hood road PL...	GBP	404.00	...
11	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	86.00	10
12	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	95.00	11
13	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	123.00	12
14	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	204.00	13
15	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	226.00	14
16	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	226.00	15
17	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	254.00	16
18	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	291.00	17
19	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	310.00	18
20	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	399.00	19
21	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	440.00	20
22	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP128	Lovell, Matthew	brookwood R...	GBP	594.00	21
23	B	Invoice Propo...			Finished	0999998	Internal Billi...	WORKORD	AT2080CCP130	Lovell, Matthew	Bedford plac...	GBP	160.48	22

GENERATING THE INVOICE (TS02 PROCESS)

It is not necessary for every work order invoice within a batch to have been approved before the batch can be invoiced. The system will pick up whatever is finished in workflow and invoice that leaving the remaining invoices to be processed later.

Running the TS02 invoicing process will charge the receiver in the General Ledger and allocate the income to the provider.

If you wish to see which items within a batch have finished in workflow use the **Workflow enquiry – Invoice proposals** shown here [Invoice proposal workflow](#).

In the example below all rows have a **Workflow status (T)** of Finished:

Workflow enquiry - Invoice proposals

Selection criteria

Company like SO

Project manager like

Customer like

Project like

BatchID like 2012226

SeqNo like

Workflow status like

Task owner like

Results

Search Detail level All levels Copy to clipboard

#	T	Process	Step	Task owner (T)	Workflow status (T)	Inv.level
1	B	Invoice Proposal			Finished	AT2080101103
2	B	Invoice Proposal			Finished	AT2080102104

But you could have something like this – this can still be invoiced.

Workflow enquiry - Invoice proposals

Selection criteria

Company like SO

Project manager like

Customer like

Project like

BatchID like 2103052

SeqNo like

Workflow status like

Task owner like

Results

Search Detail level All levels Copy to clipboard

#	T	Process	Step	Task owner (T)	Workflow status (T)	Inv.level
1	B	Invoice Proposal			Finished	AT2080RQU101
2	A	Invoice Proposal	Work order Invoice manager Approval	M	Workflow in progress	AT2080RQU103

From the Menu item **Project management:**
 Select **Billing, Invoicing, Generate invoices.**

In the drop down for variant choose the variant **Generate Project Invoice – IRA Projects**

Generate invoices

Variant

General parameter

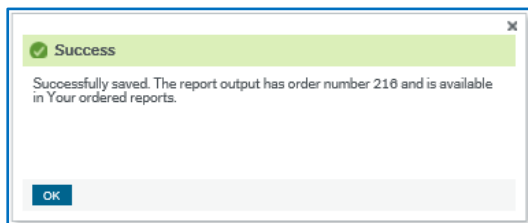
- Generate invoices
- Generate Project Invoice
- Generate Project Invoice - TRD Projects
- Generate Project Invoice - IRA Projects

The screenshot shows a web form titled "Generate invoices". At the top, there is a dropdown menu for "Variant" set to "Generate Project Invoice - IRA Projects". Below this are several sections: "General parameters" (collapsed), "Open parameters" (expanded), "Fixed parameters" (collapsed), and "Printer parameters" (collapsed). The "Open parameters" section contains: "Proposal created by" (dropdown menu with "SRAY01" selected), "BatchID from*" (text input with "2012226"), "BatchID to*" (text input with "2012226"), and "Invoice date*" (calendar input with "07/01/2021" selected). At the bottom of the form are five buttons: "Save", "Your ordered reports", "Report variants", "Create menu", and "Export".

Callouts:

- A blue box with an arrow pointing to the "Proposal created by" dropdown: "You can enter the user id of the invoice proposal initiator but it's not mandatory."
- A blue box with an arrow pointing to the "Invoice date*" input: "Invoice date will default as today."
- A blue box with a bracket pointing to the "BatchID from*" and "BatchID to*" inputs: "You can run for more than one batch at a time."

Click **Save**



Click **OK**

Click the **Your ordered reports** button: there are 3 files produced for each **TS02** run.

Your ordered reports

Scheduled

From 07/01/2021 To 07/01/2021

Filter

There are two TS02 files and if it has worked there should be one GL07 file.

Ordered reports

<input type="checkbox"/>	Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
<input type="checkbox"/>		SRAY01	Posting Invoi...	GL07	23136	07/01/2021	07/01/2021	DEFAULT	gi07a_so_23...	Finished		
<input type="checkbox"/>		SRAY01	Generate Pro...	TS02	216	07/01/2021	07/01/2021	DEFAULT	ts02a_216.lis	Finished		
<input type="checkbox"/>		SRAY01	Generate Pro...	TS02	216	07/01/2021	07/01/2021	DEFAULT	ts02b_216.lis	Finished		

Refresh Clear Print Download Export

See the next section to find out how to check the **GL07** is okay.

If I try to run the **TS02** for a batch that has only part finished in workflow

SO Generate invoices x

Generate invoices

Variant Generate Project Invoice - IRA Projects

General parameters

Open parameters

Proposal created by

BatchID from * 2103052

BatchID to * 2103052

Invoice date * 05/03/2021

Fixed parameters

Printer parameters

Success

Successfully saved. The report output has order number 267 and is available in Your ordered reports.

OK

The system does run it for the finished row.

Your ordered reports

Scheduled

From: To:

Ordered reports

<input type="checkbox"/>	Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
<input type="checkbox"/>	<input type="checkbox"/>	GGREW...	Posting Invoi...	GL07	23351	05/03/2021	05/03/2021	DEFAULT	gl07a_so_23...	Finished	<input type="button" value="Q"/>	<input type="button" value="P"/>
<input type="checkbox"/>	<input type="checkbox"/>	GGREW...	Generate Pro...	TS02	267	05/03/2021	05/03/2021	DEFAULT	ts02a_267.lis	Finished	<input type="button" value="Q"/>	<input type="button" value="P"/>

Generate Project Invoice - IRA Projects

Southampton City Council
 Civic Centre
 Civic Centre Road
 Southampton United Kingdom
 SO14 7LY
 Internal Billing

I N V O I C E
 VAT RegNo : GB GB 189 5949 82
 InvoiceNo : 64000085
 Invoice date : 05/03/2021
 Due date : 05/03/2021
 Work order : AT2080RQU101
 Order date : 11/02/2021
 CustomerID : 9999998
 ExtRef : Revenue quotation

Our ref: Lovell, Matthew Your ref: AT0400

 COPY INVOICE

PROJECT	WORK ORDER	ACTIVITY	RESOURCE	WEEK	AMOUNT IN GBP
AT2080RQU	AT2080RQU101				2,000.00
TOT QUOTATION					2,000.00

GL07 runs without error

Report : GL07 Southampton City Council Page: 1
 Client : SO Southampton City Council 05/03/2021
 User : GGRENAL01 Posting Invoices - IRA 15:26:14

STATEMENT BATCH INPUT

Orig. acc	Per.	Account	Cat1	Cat2	Cat3	Cat4	Cat5	Cat6	Cat7	Cus/Sup	Trans. text	IC	Amount in GBP
TRANS 63000104													
R27505	202009	R27505	AT0400	AT2080RQU		AT2080RQU101			SO	R9999998		0	2,000.00
R96000	202009	R96000	AT2080	AT2080RQU		AT2080RQU101			SO	R9999998		0	2,000.00-
												TOT Debit amount :	2,000.00
												TOT Credit amount :	2,000.00
												TOT Net amount :	0.00

After the other row is approved, we can still access this batch in the invoicing drop down

Generate invoices

Variant:

General parameters

Open parameters

Proposal created by:

BatchID from*:

BatchID to*:

Invoice date*:

Click **Save** and **OK**

Your ordered reports

Scheduled

From: 05/03/2021 To: 05/03/2021

Filter

Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
23352	05/03/2021	05/03/2021	DEFAULT	gl07a_so_23...	Finished		
268	05/03/2021	05/03/2021	DEFAULT	ts02a_268.lis	Finished		

Your ordered reports > Generate Project Invoice - IRA Projects

Generate Project Invoice - IRA Projects

Southampton City Council
 Civic Centre
 Civic Centre Road
 Southampton United Kingdom
 SO14 7LY
 Internal Billing

I N V O I C E
 VAT RegNo : GB GB 189 5949 82
 InvoiceNo : 64000086
 Invoice date : 05/03/2021
 Due date : 05/03/2021
 Work order : AT2080RQU103
 Order date : 11/02/2021
 CustomerID : 9999998
 ExtRef : Revenue quotation

Our ref: Lovell, Matthew Your ref: NA

 COPY INVOICE

QUOTATION PROJECT	WORK ORDER	ACTIVIITY	RESOURCE	WEEK	AMOUNT IN GBP
AT2080RQU	AT2080RQU103				350.00
TOT QUOTATION					350.00

The transaction posting is shown in the **GL07** file – it takes a few minutes to actually post into the General ledger but the details are shown in the GL07 report:

Report : GL07 Southampton City Council Page: 1
 Client : SO Southampton City Council 05/03/2021
 User : GGREVAL01 Posting Invoices - IRA 15:43:52

STATEMENT BATCH_INPUT

Orig. acc	Per.	Account	Cat1	Cat2	Cat3	Cat4	Cat5	Cat6	Cat7	Cus/Sup	Trans. text	IC	Amount in GBP
TRANS 63000105													
R27510	202009	R27510	AH0320	AT2080RQU		AT2080RQU103			SO	R9999998		0	350.00
R96005	202009	R96005	AT2080	AT2080RQU		AT2080RQU103			SO	R9999998		0	350.00-
												TOT Debit amount :	350.00
												TOT Credit amount :	350.00
												TOT Net amount :	0.00

In this example it will debit (charge) the receiver £350 on account R27510 costc AH0320 (and shows it's from work order AT2080RQU103) and credit (give income to) the provider on account R96005 on costc AT2080 (against the work order AT2080RQU103).

If you run a **TS02** and all invoices are still in workflow you will get this result

Your ordered reports > Generate Project Invoice - IRA Projects

Use a workflow enquiry to find out where invoices are.

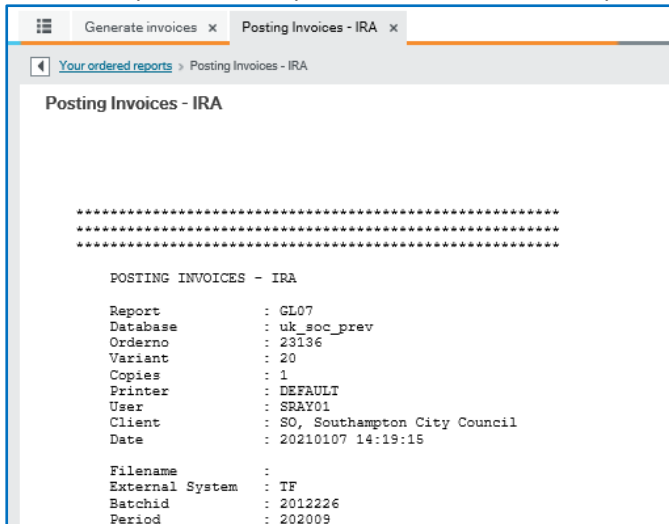
NO INVOICE PROPOSAL FOUND

CHECKING THE GL07 REPORT PRODUCED

From your ordered reports click the **Show report** button on the **GL07** row

Ordered reports												
<input type="checkbox"/>	Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
<input type="checkbox"/>		SRAY01	Posting Invoi...	GL07	23136	07/01/2021	07/01/2021	DEFAULT	gl07a_so_23...	Finished		
<input type="checkbox"/>		SRAY01	Generate Pro...	TS02	216	07/01/2021	07/01/2021	DEFAULT	ts02a_216.lis	Finished		
<input type="checkbox"/>		SRAY01	Generate Pro...	TS02	216	07/01/2021	07/01/2021	DEFAULT	ts02b_216.lis	Finished		

A file will open with the parameters used at the top of the page.



Scroll down to see details of the posting and whether it worked or not

This first screen shot shows a **GL07** report that has worked.

```

Report : GL07
Client : SO
User   : SRAY01
                Southampton City Council
                Southampton City Council
                Posting Invoices - IRA
                STATEMENT BATCH_INPUT
                Page: 1
                07/01/2021
                14:19:15
    
```

Orig. acc	Per.	Account	Cat1	Cat2	Cat3	Cat4	Cat5	Cat6	Cat7	Cus/Sup	Trans. text	TC	Amount in GBP
TRANS 63000057													
C03135	202009	C03135	CG0071	CG0071100		CG0071100100			SO	R9999998	AT2080102104 Mag	0	12.07
R27510	202009	R27510	AT0370	AT2080101		AT2080101103			SO	R9999998		0	45.07
R96000	202009	R96000	AT2080	AT2080101		AT2080101103			SO	R9999998		0	45.07-
R96205	202009	R96205	AT2080	AT2080102		AT2080102104			SO	R9999998		0	12.07-
												TOT Debit amount :	57.14
												TOT Credit amount :	57.14
												TOT Net amount :	0.00

This is the text you want it to show.

This is the transaction number that can be found in the General Ledger (about 10 minutes after this report has run).

It is rare to get a GL07 failure after generating the invoice via the TS02 but if you do please flag it asap with BW.help@southampton.gov.uk

This second screen shot shows a GL07 report that has failed.

Note: it now shows 'Error log Batch_input.'

This is the easiest thing to look for.

Error log BATCH_INPUT

Orig. acc	Per.	Account	Cat1	Cat2	Cat3	Cat4	Cat5	Cat6	Cat7	Cus/Sup	Trans. text	TC	Amount in GBP
TRANS_63000033													
R27505	202004	R99999		S02448 *****	AT0410101	AT0410101100				R9999998		0	296.89
R96015	202004	R96015	AT0410	AT0410101		AT0410101100			SO	R9999998		0	296.89-
												TOT Debit amount :	296.89
												TOT Credit amount :	296.89
												TOT Net amount :	0.00

It still has a transaction number although it has failed.

Areas underlined with asterisks are a problem.

BUSINESS WORLD HELP ACTION TO TAKE IF NOTIFIED OF A TS02 GL07 FAILURE

If the TS02 GL07 posting has failed as notified by the initiator correct the error and then re-run the GL07.

This can only be accessed via desktop:

Project Management, Fixed registers, System setup, Posting of time costs and invoice details (variant 0).

In External system choose **TF – Transaction number invoicing (TS02)**

Choose the BatchId that had failed and needs to be reprocessed.

This variant 0 does not use the ag16 TSBILL that amends the coding to the receiver details (etc) as that has already happened when the GL07 first ran.

Period is the period it will be posted into – normally the current active one.

so (GL07) Posting of time costs an...

Show fixed parameters Create report template Log level parameter Tmp table parameter Company List

Variant

	Param name	Value
1	Copies	1
2	Server queue	DEFAULT 64-bit Report Queue (Serial)
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
12	External system	TF - Transaction number invoicing (TS02)
13	BatchID	2011202
14	Period	Dec 2020
15	Post Y/N	<input checked="" type="checkbox"/>

Save and check the output, let the problem reporter know the outcome.

FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact Business World Help at BW.help@southampton.gov.uk