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	

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. *NB Landscapes are currently using quotation invoice rule for Revenue works, they could also use costplus for these works.*

Invoice rule: COSTPLUS	The invoice base accepts both
	   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
	Can be used against revenue or capital works.

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). *Must only be used against revenue works.*
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 <u>both</u> the project and work order) each work order is capable of separately billing the receiver costc.

Or

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**
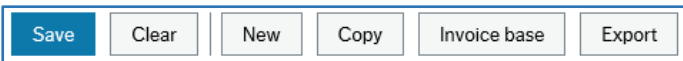
The screen will open on the **Summary** tab.
Click the **Load** button (you have to do this before you can access any of the tabs)

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 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.

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

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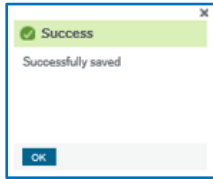
 Click **OK**

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

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
AT2080RQU101 ...
Lords Hill car park

Project
AT2080RQU ...
Landscapes Project type IRAREV with...

Customer
| ... |

Invoice status

☑ Ready for invoicing
☑ Partly invoiced
☑ Parked
☐ Not to be invoiced
☐ On proposal

Cost centre
| ... |

Date to invoice
04/03/2021 📅

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

[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	Landscapes 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.

This is the same search but shown 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:

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).

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

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.

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.

	Zoom	Project	Work order	Activity	Element	Description	Date to invoice	Time period	To be invoiced	Inv.status	
					▼		🔲			▼	Filter

Transactions up to and including period 202049

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

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.

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

Transactions up to and including period 202049

	Project	Work order	Activity	Element	Description	Time period	Resource	Inv Curramount	To be invoiced	Inv.status	
				▼						▼	Filter
	AT2080C...	AT2080CCP1...		Expenses	Payment against purchase order mis...	202049		120.00	120.00	N	

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

	order	order (T)	Element	T.pcr	Cur

Save   Clear   Create invoice proposals   Recalculate prices   Export

ℹ No records match your search criteria.
ℹ Information: 1

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).
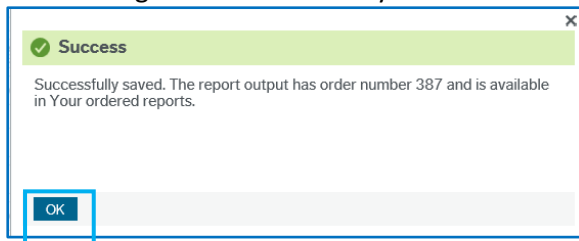Click on the Fixed Price tab to enter a Quotation amount

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

Transactions up to and including period 202109

	Zoom	Project	Work order	Activity	Element	Description	Date to invoice	Tim
					▼		🔲	

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

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

Responsible

Work order

Project
AT2080RQU
Landscapes Project type IRAREV with...

Customer

Invoice status
- ✔ Ready for invoicing
- ✔ Partly invoiced
- ✔ Parked
- ☐ Not to be invoiced
- ☐ On proposal

Cost centre

Date to invoice
24/05/2021

Time period to *
202109
Week 09 - 24/05/2021 - 30/05/20...

Load

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

Summary   Time and ACE   Fixed price   Other invoice elements

Fixed price (Zoom)

4. Enter the activity & a description

Work order
AT2080RQU104
Somerton AVE Garden reinstatment

Project
AT2080RQU
Landscapes Project type IRAREV with...

Activity *
GENE
GENERAL

Element *
Quotation

Description *
Quotation for Somerton Ave Garden reinstatement

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

— Amounts
Curr. amount   1,000.00

Inv Curramount   1,000.00

To be invoiced   1,000.00

Invoiced   0.00

— Invoicing
Customer
9999998
Internal Billing

Date to invoice
13/10/2021

Time period *
202129
Week 29 - 11/10/2021 - 17/10/2021

Invoice status *
Ready for invoicing
N

Status *
Active
N

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

OK

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.

Finally click the **Save** button.

Example – running an invoice proposal for just one work order

Example: running an invoice proposal for one project

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)

This message is received when you **Save**

Click **OK** and then click on **Your ordered reports**
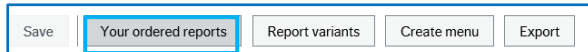
The **TS01** you just ordered will appear in the first two lines of the report – file **a** and file **f**.

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

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:

This example has two invoices:

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***).

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**.

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.

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	☑	Customer	☐
Customer (T)	☐	Step	☑
Attribute (T)	☐	Task owner (T)	☑
Inv.level	☑	Workflow status (T)	☑
Project manager (T)	☐	Description	☑
Cur	☑	Curr. amount	☑
SeqNo	☑	Company	☐

OK

This will result in a reduced number of columns:

Workflow enquiry - Invoice proposals

⌃ Selection criteria

Company like	SO		Active	☑
Project manager like		...	Historical	☑
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	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
									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
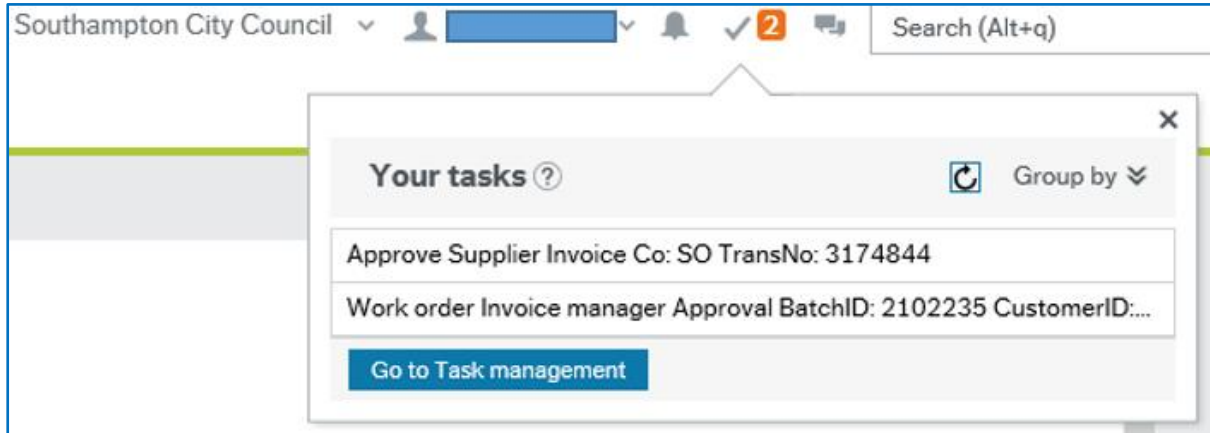
You can click on the **Go to Task management** button but an alternative is to just click on the task line itself – so here the 'Work order manager Approval BatchID: 21022235 CustomerID: …' line.
If you do want to use the Task management option you don't get the Batch index column on the left with the 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.

This invoice is Quotation based

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.

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

If you **approve** it and the costc being recharged is
- Revenue – it will go to the costc manager for authorisation
- Capital – it will go to the costc manager for authorisation
- Schools – it will go to the costc 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
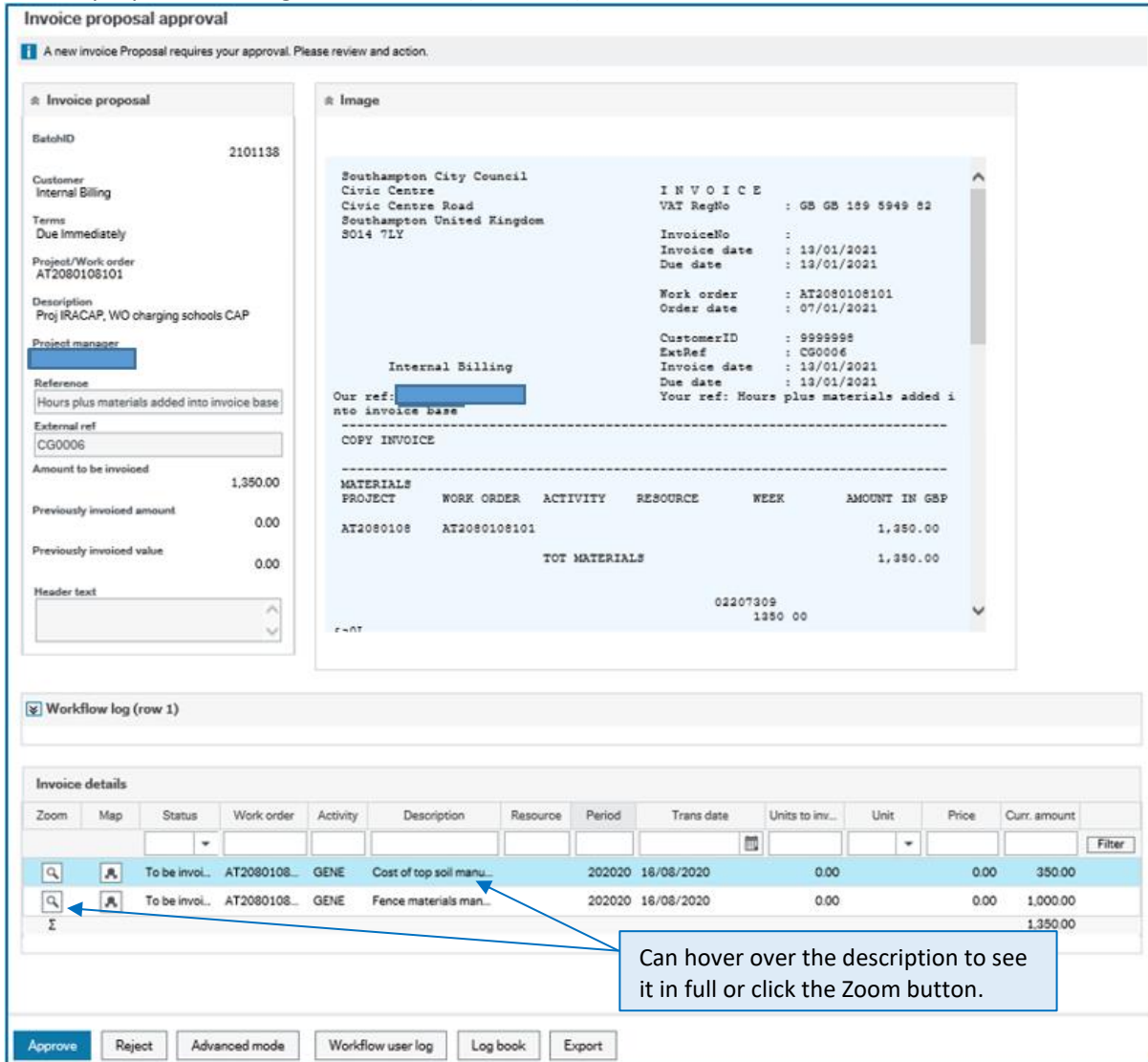
After entering your comment clicking the reject button will send it back to the initiator

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).
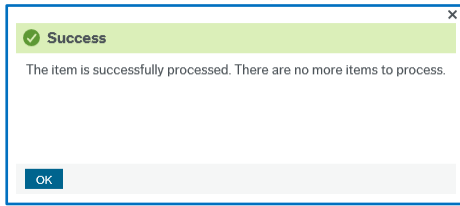
Invoice proposal showing materials cost (no hours):

Can hover over the description to see it in full or click the Zoom button.

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

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.
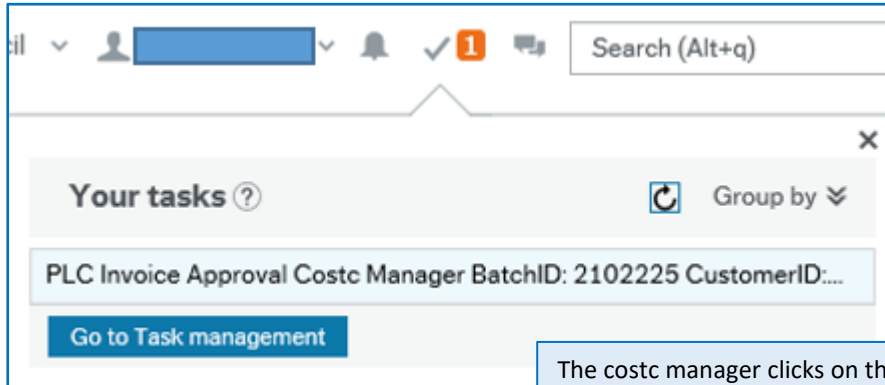
The costc manager clicks on the task description (or could use the Go to Task management button)
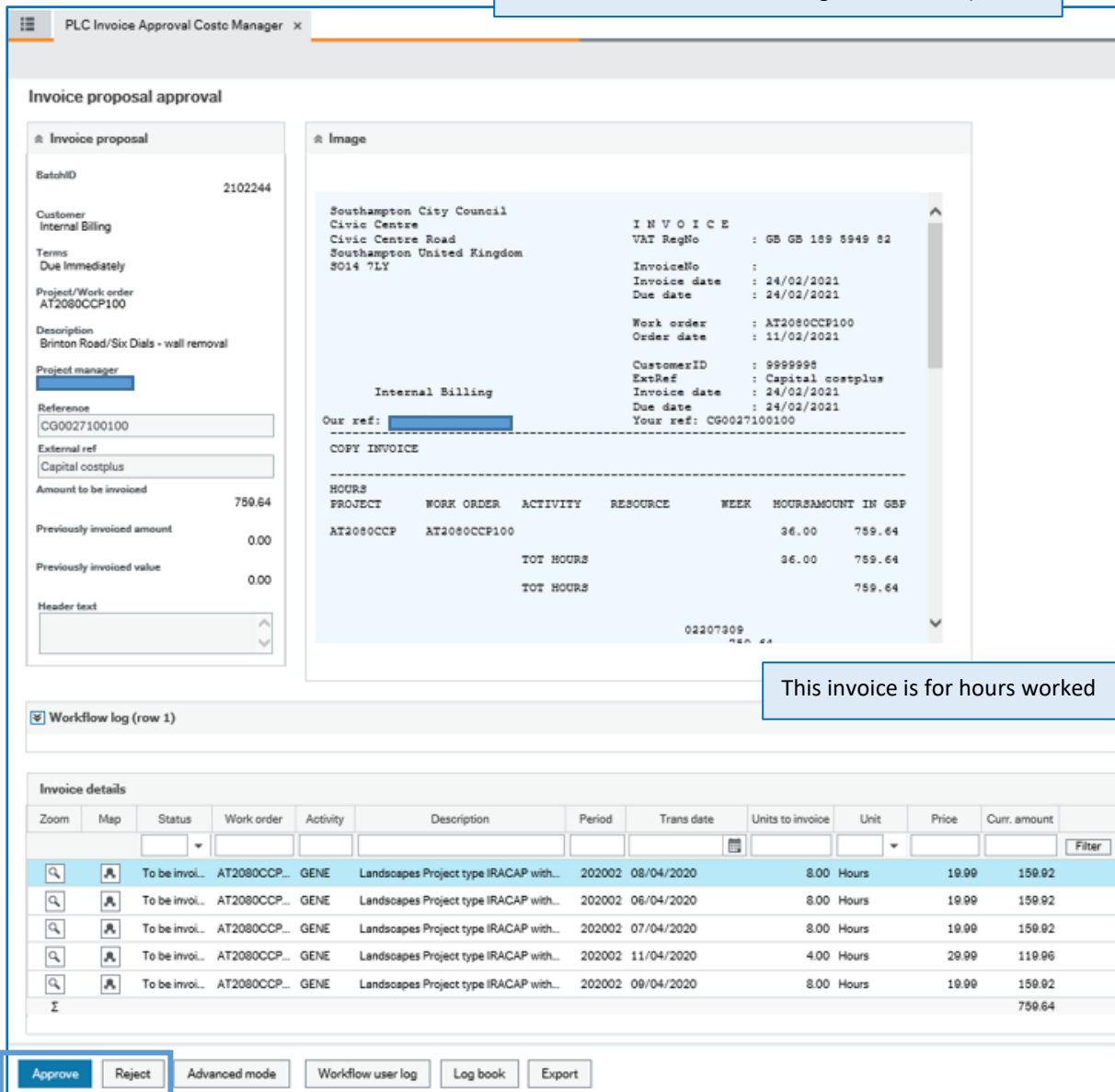
This invoice is for hours worked

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.

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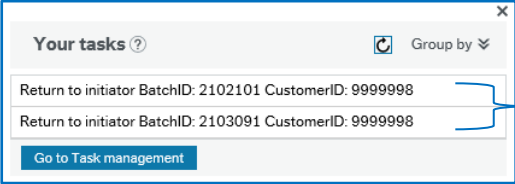
It is easiest to click on one of these rows but you can click on the Go to Task management button instead

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

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

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

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Underneath are the options buttons

| Save draft | Postpone invoicing | Close | Resubmit | Park for invoicing | Advanced mode | Workflow user log | Log book | Export |
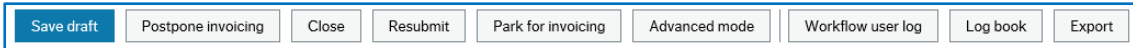
Depending on the work order managers instructions you can:

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 costc 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

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

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**

Click OK

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

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.

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

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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

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.

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

Example of **close**

Current invoice base status

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

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

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.

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).

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:

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.

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

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

— Σ1

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

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

— Σ1
Σ

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	Generate invoices ▾

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

⌄ General paramet

Generate invoices

Variant	Generate Project Invoice - IRA Projects	▼

☰ **General parameters**

> You can enter the user id of the invoice proposal initiator but it's not mandatory.

Open parameters

Proposal created by	SRAY01	▼
BatchID from *	2012226	
BatchID to *	2012226	
Invoice date *	07/01/2021	📅

> You can run for more than one batch at a time.

> Invoice date will default as today.

☰ **Fixed parameters**

☰ **Printer parameters**

Save	Your ordered reports	Report variants	Create menu	Export

Click **Save**

✅ **Success**

Successfully saved. The report output has order number 216 and is available in Your ordered reports.

[OK]
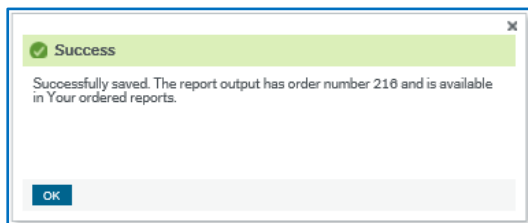
Click **OK**

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

Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log
	SRAY01	Posting Invoi...	GL07	23136	07/01/2021	07/01/2021	DEFAULT	gl07a_so_23...	Finished	🔍	
	SRAY01	Generate Pro...	TS02	216	07/01/2021	07/01/2021	DEFAULT	ts02a_216.lis	Finished	🔍	
	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

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 [05/03/2021] 📅 To [05/03/2021] 📅

[Filter]

Ordered reports

	Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log	
☐	📄	GGREW...	Posting Invoi...	GL07	23351	05/03/2021	05/03/2021	DEFAULT	gl07a_so_23...	Finished	🔍	📄	
☐	📄	GGREW...	Generate Pro...	TS02	267	05/03/2021	05/03/2021	DEFAULT	ts02a_267.lis	Finished	🔍	📄	

◀ Your ordered reports > Generate Project Invoice - IRA Projects

Generate Project Invoice - IRA Projects

```
Southampton City Council
Civic Centre                        I N V O I C E
Civic Centre Road                   VAT RegNo      : GB GB 189 5949 82
Southampton United Kingdom
SO14 7LY                            InvoiceNo      : 64000085
        Internal Billing            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

-----------------------------------------------------------------------
QUOTATION
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    : GGREWAL01                           Posting Invoices - IRA                                            15:26:14

                                                 STATEMENT BATCH_INPUT

Orig.acc   Per.   Account   Cat1     Cat2      Cat3     Cat4        Cat5    Cat6    Cat7    Cus/Sup     Trans. text    TC         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	Generate Project Invoice - IRA Projects ▼

≫ **General parameters**

Open parameters

Proposal created by	▼
BatchID from *	2103052
BatchID to *	2103052
Invoice date *	05/03/2021 📅

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

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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:

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

CHECKING THE GL07 REPORT PRODUCED

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

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.

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).

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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.

> This is the easiest thing to look for.

> **Note: it now shows 'Error log Batch_input**.

```
Report  : GL07                          Southampton City Council                        Page:    1
Client  : SO                            Southampton City Council                        12/10/2020
User    : SRAY01                          Posting Invoices - IRA                        13:15:21

                                         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 E99999     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	☐
6	E-mail distribution	☐
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	☒

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