Perceptive AP Invoice eForm

User Guide

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AP Invoice eForm

What is Perceptive AP Invoice eForm?

The Perceptive Accounts Payable (AP) Invoice eForm provides a configurable, pre-packaged HTML-based form for processing and approving invoices for payment.

You can use AP Invoice eForm with enterprise resource planning (ERP) applications such as Lawson, PeopleSoft, and SAP.

Getting Started

Find the AP Invoice eForm version

To find the AP Invoice eForm version, complete the following step.

- In **ImageNow**, open the eForm and locate the version number in the bottom right corner.

Navigate between fields

To navigate between eForm fields, complete either of the following actions.

1. To move to the next field, press TAB.
2. To move to the previous field, press SHIFT + TAB.

What are required fields?

Your administrator defines the required eForm fields. You must enter the necessary data into all required fields before processing the eForm. The required fields contain a blue outline. After you run validation in the eForm or click **Save**, any blank required fields contain a red outline.

Processing Documents

Select an invoice type

To select the invoice type, complete the following step.

- Under **INVOICE INFORMATION**, select one of the following invoice types from list.
    - To process an invoice without the creation of a purchase order, select **Non-PO**.
    - To process an invoice that has an associated purchase order from the buyer, select **PO**.
    - To process an invoice from a supplier representing a credit amount that the supplier owes to a buyer, select **Credit**. Credit invoices represent either a quantity credit or a price reduction.

Select a business unit and location

To select a business unit and the business unit location, complete the following steps.

1. Under **BUSINESS INFORMATION**, in the **Business Unit** list, select the business unit.
2. In the **Location** list, select the business unit location.

Clear the eForm data

To clear the eForm data, complete the following steps.

1. On the blue header, click the **Clear Form Data** button.
2. When a confirmation message displays, click **Yes**.

Print the eForm data

To print the eForm data, complete the following steps.

1. On the blue header, click the **Print Form** button.
2. In the **Print** dialog box, select the options for the print job and click **Print**.

Open or close an eForm section

To open or close an eForm section, such as INVOICE INFORMATION, complete the following steps.

1. Click on the heading label of each section to open or close it.
    - When a section is closed, click the plus sign (**+**) next to the heading to open it.
    - When a section is open, click the minus sign (**-**) next to the heading to close it.

Purchase Order Invoices

What are purchase order invoices?

A purchase order (PO) is a document issued by a buyer to a seller. It indicates the types, quantities, and agreed prices for products or services. Acceptance of a PO by a seller forms a contract between the buyer and the seller. An invoice for goods or services that references one or more purchase orders is considered a PO invoice.

Select a PO number

To select a PO number, complete the following steps.

1. Under **BUSINESS INFORMATION**, in the **Business Unit** list, select the name of the business unit. In the **Location** list, select the business unit address.
2. To select a PO number, under **INVOICE INFORMATION**, complete any of the following steps.

- Type the PO number
- Search for a PO by the vendor number
- Search for a PO by the vendor name

Select a remit-to address

To select a remit-to address, complete the following steps.

1. Under **INVOICE INFORMATION**, next to **Vendor Name**, click the **Look Up Remit To** icon
2. In the **Search** dialog box, select a remit to address and click **OK**.

Match PO lines

To match PO lines, under INVOICE LINES, complete one of the following steps.

- To match all the line items in the invoice, select the **Select All** check box.
- To match individual line items, for each line item, select the **Match** check box.

Non-Purchase Order Invoices

What are non-purchase order invoices?

Non-purchase order (Non-PO) invoices are created without a purchase order. Non-PO invoices are created with reference to a vendor. A Non-PO invoice must contain vendor number, invoice number, invoice date, and invoice amount.

Select a vendor

To select a vendor, under INVOICE INFORMATION, complete one of the following steps.

- Type the vendor number
- Search for a vendor by the vendor name

Credit memos

What are credit memos?

A credit memo is a document that a seller issues to a buyer for goods or services. The seller issues credit memo for the same or lower amount than the invoice. Whenever the buyer returns the goods to the seller because of any dispute or any other reason for which the buyer does not pay the seller the full amount mentioned in the invoice, the seller issues a credit memo to the buyer. Credit memos must contain vendor number, credit memo number, credit date, and credit amount.

Select a PO number or a vendor

To select a PO number and a vendor, complete the following actions.

1. Under **INVOICE INFORMATION**, complete any of the following steps to select a PO number.
    - Type the PO number
    - Search by PO number
    - Search by Vendor name
2. To change the vendor address in the Vendor Number box, complete the following substeps.
    1. Under **INVOICE INFORMATION**, next to the **Vendor Number** box, click the **Look Up Vendor** icon.
    2. In the **Search** dialog box, in the **Vendor Name** box, type minimum three characters of a vendor name and click the **Start Search** button.
    3. In the **Vendor** list, select the vendor name you want and click **OK**.

eForm Fields

What is an invoice number?

An invoice number is a unique identifier that suppliers associate with each invoice. In AP Invoice eForm, invoice number is a required field in PO and non-PO invoices.

What is an invoice date?

An invoice date is the date on which the invoice is issued. AP Invoice eForm accepts the standard date format based on the displayed language. For example, if the eForm is in English, the date format is MMDDYYYY. If the eForm is in Spanish, the date format is DDMMYYYY. Slashes in the date format are optional.

What is an invoice amount?

The total monetary amount of the invoice is called an invoice amount. A negative monetary amount is indicated with a leading minus sign (**-**). The format of the invoice amount changes with the currency type you select in the eForm.

Validation

What is validation?

Before you save or route a document with AP Invoice eForm, the validation button lets you verify that you've entered all of the required data and that you provided values in the correct format. After you run validation, any fields that require your attention contain a red outline.

Validate eForm data

Before you save or route a completed eForm, validate the data to check for any errors or omissions. To validate the eForm, complete the following step.

- At the bottom of the eForm, click the **Validate** button.

What is the duplicate invoice check?

The "duplicate invoice check" is an automatic process that runs in the eForm background. It validates each new invoice against other invoices in the database to find if there is a duplicate. Your system administrator determines which eForm fields define a unique invoice, such as the invoice number and vendor. After you enter data in the defined fields, the eForm displays an error message if there is a duplicate invoice in the system.

Currency Formats

What sets the default eForm currency?

For PO invoices, the PO Amount may be associated with a default currency that you cannot edit. This currency is set automatically by the country and language of the vendor, also known as the locale. You can select a currency type for PO invoices without a default currency and for PO invoices and credit memos.

Select the currency type

To select the currency type for PO invoices without a default currency or for non-PO invoices and credit memos, complete the following steps.

1. In the **Business Unit** list, select a business unit.
2. In the **Location** list, select the business unit location.
3. Under **INVOICE INFORMATION**, select the invoice type and complete one of the following substeps.
    - For PO invoices, in the **Currency** list, select a currency code.
    - For non-PO invoices or credit memos, in the **Vendor** list, select a vendor. Then, in the **Currency** list, select a currency code.

Localization

Find the displayed language

To find the displayed language in the AP Invoice eForm, complete the following step.

- In **ImageNow**, open the eForm and locate the language code in the bottom right corner, next to the version number.

Find the date format

To find the date format, complete the following step.

- Hover over **Invoice Date**, **Invoice Due Date**, or**Invoice Posting Date** to view the expected date format, such as MMDDYY or MMDDYYYY.

Value Added Tax

What is value added tax?

Value added tax (VAT) is a product consumption tax. It is most often used in the European Union (EU). Rates vary across countries within the EU and are dependent upon the type of goods sold.

Modify VAT jurisdiction and VAT code values

The eForm can provide default VAT jurisdiction and VAT code values based on the business unit you select. To modify a VAT jurisdiction and VAT code, complete the following steps.

1. In the **Business Unit** list, select a business unit.
2. In the **Location** list, select the business unit location.
3. Under **INVOICE INFORMATION**, select the invoice type.
4. Under **INVOICE LINES** or **GL DISTRIBUTIONS**, depending on your invoice type, in the **Jurisdiction** field, type the VAT jurisdiction.
5. In the **VAT Code** list, select the VAT code.

Add On Cost

What are add on costs?

Add on costs (AOC) let you categorize and distribute sales tax, freight, miscellaneous charge, and other additional amount charges. These charges appear in PO invoices but are not included in the original purchase order. In AP Invoice eForm, you can assign an AOC code for each PO general ledger (GL) header-level amount with the AOC list.

Enter an AOC amount

This is a placeholder for your content.