


# Invoices

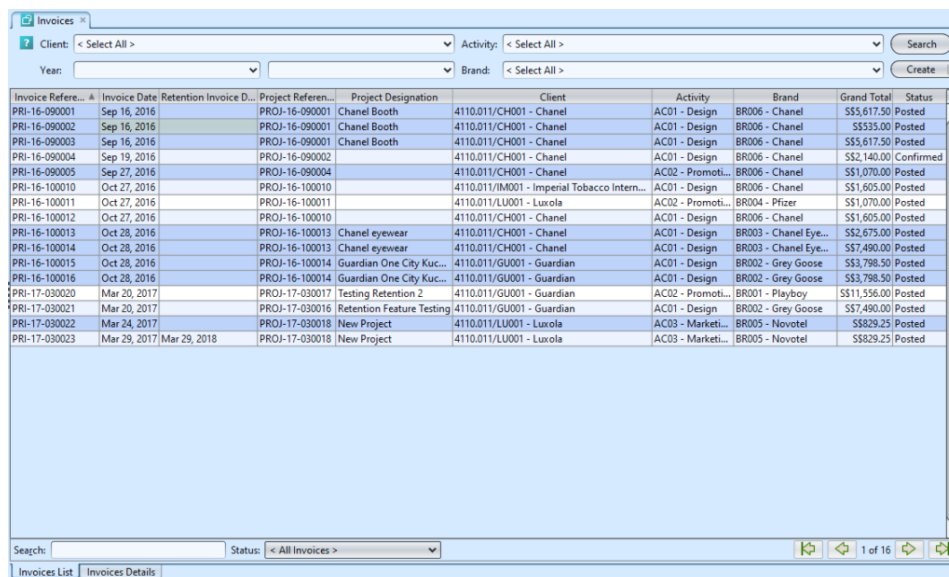
Invoices view allows user to view and manage projects' invoices for service rendered. Issuing of the invoices itself is to be done from **"Projects"** application.

Below are available actions for the user from **"Invoices"**:

 View and search for invoice details

 Issue proforma invoice: see **"Projects"** application

 Track and issue Retention Claim Invoice



The screenshot shows the 'Invoices' application window. At the top, there are filters for Client, Activity, Year, and Brand, along with a Search button and a Create button. Below the filters is a table with the following columns: Invoice Reference, Invoice Date, Retention Invoice Date, Project Reference, Project Designation, Client, Activity, Brand, Grand Total, and Status. The table contains 16 rows of data, including invoices for Chanel Booth, Guardian One City Kuc..., and New Project. At the bottom of the window, there is a Search field, a Status dropdown menu, and a pagination bar showing '1 of 16'.

| Invoice Reference | Invoice Date | Retention Invoice Date | Project Reference | Project Designation       | Client                                      | Activity          | Brand                 | Grand Total  | Status    |
|-------------------|--------------|------------------------|-------------------|---------------------------|---|-------------------|-----------------------|--------------|-----------|
| PRI-16-090001     | Sep 16, 2016 |                        | PROJ-16-090001    | Chanel Booth              | 4110.011/CH001 - Chanel                     | AC01 - Design     | BR006 - Chanel        | \$55,617.50  | Posted    |
| PRI-16-090002     | Sep 16, 2016 |                        | PROJ-16-090001    | Chanel Booth              | 4110.011/CH001 - Chanel                     | AC01 - Design     | BR006 - Chanel        | \$55,617.50  | Posted    |
| PRI-16-090003     | Sep 16, 2016 |                        | PROJ-16-090001    | Chanel Booth              | 4110.011/CH001 - Chanel                     | AC01 - Design     | BR006 - Chanel        | \$55,617.50  | Posted    |
| PRI-16-090004     | Sep 19, 2016 |                        | PROJ-16-090002    |                           | 4110.011/CH001 - Chanel                     | AC01 - Design     | BR006 - Chanel        | \$52,140.00  | Confirmed |
| PRI-16-090005     | Sep 27, 2016 |                        | PROJ-16-090004    |                           | 4110.011/CH001 - Chanel                     | AC02 - Promoti... | BR006 - Chanel        | \$51,070.00  | Posted    |
| PRI-16-100010     | Oct 27, 2016 |                        | PROJ-16-100010    |                           | 4110.011/IM001 - Imperial Tobacco Intern... | AC01 - Design     | BR006 - Chanel        | \$51,605.00  | Posted    |
| PRI-16-100011     | Oct 27, 2016 |                        | PROJ-16-100011    |                           | 4110.011/LU001 - Luxola                     | AC02 - Promoti... | BR004 - Pfizer        | \$51,070.00  | Posted    |
| PRI-16-100012     | Oct 27, 2016 |                        | PROJ-16-100010    |                           | 4110.011/CH001 - Chanel                     | AC01 - Design     | BR006 - Chanel        | \$51,605.00  | Posted    |
| PRI-16-100013     | Oct 28, 2016 |                        | PROJ-16-100013    | Chanel eyewear            | 4110.011/CH001 - Chanel                     | AC01 - Design     | BR003 - Chanel Eye... | \$52,675.00  | Posted    |
| PRI-16-100014     | Oct 28, 2016 |                        | PROJ-16-100013    | Chanel eyewear            | 4110.011/CH001 - Chanel                     | AC01 - Design     | BR003 - Chanel Eye... | \$57,490.00  | Posted    |
| PRI-16-100015     | Oct 28, 2016 |                        | PROJ-16-100014    | Guardian One City Kuc...  | 4110.011/GU001 - Guardian                   | AC01 - Design     | BR002 - Grey Goose    | \$53,798.50  | Posted    |
| PRI-16-100016     | Oct 28, 2016 |                        | PROJ-16-100014    | Guardian One City Kuc...  | 4110.011/GU001 - Guardian                   | AC01 - Design     | BR002 - Grey Goose    | \$53,798.50  | Posted    |
| PRI-17-030020     | Mar 20, 2017 |                        | PROJ-17-030017    | Testing Retention 2       | 4110.011/GU001 - Guardian                   | AC02 - Promoti... | BR001 - Playboy       | \$511,556.00 | Posted    |
| PRI-17-030021     | Mar 20, 2017 |                        | PROJ-17-030016    | Retention Feature Testing | 4110.011/GU001 - Guardian                   | AC01 - Design     | BR002 - Grey Goose    | \$57,490.00  | Posted    |
| PRI-17-030022     | Mar 24, 2017 |                        | PROJ-17-030018    | New Project               | 4110.011/LU001 - Luxola                     | AC03 - Marketi... | BR005 - Novotel       | \$58,29.25   | Posted    |
| PRI-17-030023     | Mar 29, 2017 | Mar 29, 2018           | PROJ-17-030018    | New Project               | 4110.011/LU001 - Luxola                     | AC03 - Marketi... | BR005 - Novotel       | \$58,29.25   | Posted    |

## View and Search for Invoice Details:

1. Click on **"Invoices List"** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which client to search for in the **"Client"** text field box or select from drop-down list

3. Result can be sorted alphabetically by clicking the fields' columns

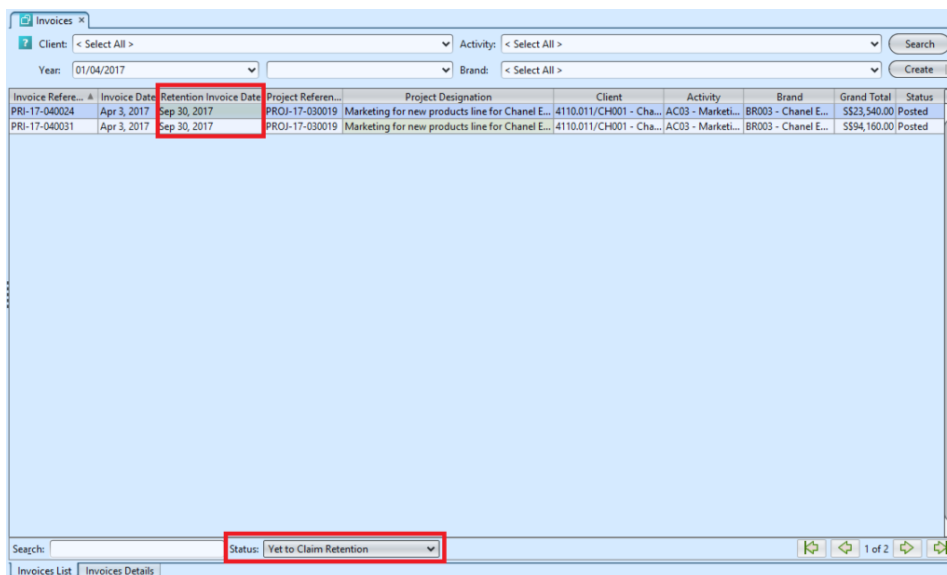
4. Double click on invoice document to view full details of the document, it will bring up the details on **"Invoice Details"** tab for the selected document

## Track Retention Claim Invoice:

1. Open **"Invoices"** in Project module. Click on **"Invoices List"** tab at the bottom of screen

2. User can sort to view the list invoices with retention invoice (due) date, by clicking on the "Retention Invoice Date" column.

3. Select **"Yet to Claim Retention"** status in the **"Status"** drop-down list. it will filter the list view to show only invoices where Retention Claim Invoices have not been created.



## Issue Retention Claim Invoice:

1. Open **"Invoices"** in Project module. Click on **"Invoices List"** tab at the bottom of screen

2. Select **"Yet to Claim Retention"** status in the **"Status"** drop-down list. it will filter the list view to show only invoices where Retention Claim

Invoices have not been created.

The screenshot shows the 'Invoices' window with a list of invoices. The 'Retention Invoice Date' column is highlighted in red for the first two rows. The 'Status' dropdown at the bottom is set to 'Yet to Claim Retention'.

| Invoice Refer... | Invoice Date | Retention Invoice Date | Project Referen... | Project Designation                             | Client                  | Activity          | Brand               | Grand Total  | Status |
|------------------|--------------|------------------------|--------------------|---|-------------------------|-------------------|---------------------|--------------|--------|
| PRI-17-040024    | Apr 3, 2017  | Sep 30, 2017           | PROJ-17-030019     | Marketing for new products line for Chanel E... | 4110.011/CH001 - Cha... | AC03 - Marketi... | BR003 - Chanel E... | \$523,540.00 | Posted |
| PRI-17-040031    | Apr 3, 2017  | Sep 30, 2017           | PROJ-17-030019     | Marketing for new products line for Chanel E... | 4110.011/CH001 - Cha... | AC03 - Marketi... | BR003 - Chanel E... | \$594,160.00 | Posted |

3. Select an invoice and double-click to open the document.

4. If there is retention for the service, user can create Retention Invoice for the Retention Amount by clicking on the **"Create Retention Invoice(s)"** link at the bottom of screen of the invoice. Click **"Yes"** to proceed.

This will create and open a new **"Retention Claim Invoice"** document, amount = **"Retention Amount"** as indicated on the (source) invoice. This is based on the agreed retention % of the project of the invoice.

The screenshot shows the 'Invoice Lines' window with a table of invoice lines. The 'Retention Amt' column is highlighted in red. The 'Create Retention Invoice(s)' button is highlighted in red at the bottom.

| # | Service                      | Description  | Amount       | Retention Amt | Amount       | Tax Rate           | Tax Amount  | Invoic... |
|---|------------------------------|--|--------------|---------------|--------------|--------------------|-------------|-----------|
| 1 | SRV-Proposal - Creative P... | Marketing campaign for new products line for Chanel Eyewear in May 20... | \$520,000.00 | \$52,000.00   | \$518,000.00 | Sales Tax Accou... | \$51,260.00 | 20%       |
| 2 | MTD-201609-01 - Made T...    | 3 sets of stages and marketing billboards                                | \$54,000.00  | \$50.00       | \$54,000.00  | Sales Tax Accou... | \$5280.00   | 20%       |

5. Click **"Confirm Retention Invoices"** to confirm the invoice

**Retention Claim Invoices** | Invoices | **Drafted**

**Header**

Invoice Date: 03/04/2017 | Invoice Reference: RETCL-17-040013

Project Reference: PROJ-17-030019

Client: 4110.011/CH001 - Chanel | Currency: SGD

Deliver To: 4110.011/CH001 - Chanel

Delivery Location: Chanel - HQ | Contact Person: Cecilia Tan

Brand: BR003 - Chanel Eyewear

Client Manager: EM01 - Christopher | Branch: HQ - Head Office

Payment Term: 60D-EOM - 60 Days End Of Month | Activity: AC03 - Marketing

Client Location: Chanel - HQ | Contact Person: Cecilia Tan

Project Designation: Marketing for new products line for Chanel Eyewear

Invoice Lines | Postings | Receipts | Notes / Attachments

| # | Service                          | Description  | Total Amt   | Tax Rate           | Tax Amount |
|---|----------------------------------|--|-------------|--------------------|------------|
| 1 | SRV-Proposal - Creative Proposal | Marketing campaign for new products line for Chanel Eyewear in May 2017<br>Media channels: TV, radio, and publicity events at 3 designated malls | \$52,000.00 | Sales Tax Accou... | \$5140.00  |

Total [Amount: \$52,000.00 + Tax: \$5140.00] = Grand Total: \$52,140.00

**Confirm Retention Invoices** | [Open Project](#) | [Create New](#) | [Save](#) | [Revert](#) | [Delete](#)

Retention Claim Invoices List | Retention Claim Invoices Details

6. Click **"Post Retention Invoices"** button at the bottom left of screen to post the Retention Claim Invoice. Journal entries applicable for the invoice will be automatically created under **"Postings"** tab

**Post Retention Invoices** | [Open Project](#)

**Retention Claim Invoices List** | **Retention Claim Invoices Details**

Invoice Lines | **Postings** | Receipts | Notes / Attachments

Journal: Sales Journal - SGD | Date: 03/04/2017 | Document #: RETCL-17-040013 | Reference #:

| Account #      | Account Name                   | Entity Type | Memo   | Due Date     | Debit       | Credit      | Base Amount    |
|----------------|--------------------------------|-------------|--|--------------|-------------|-------------|----------------|
| 4110.011/CH001 | Chanel                         | Commercial  | Marketing for new products line for Chanel Eyewear | Jun 30, 2017 | \$52,140.00 |             | \$52,140.00 Dr |
| 4110.025       | Retention to be recognized A/C | Commercial  | Marketing for new products line for Chanel Eyewear | Jun 30, 2017 | \$52,000.00 |             | \$52,000.00 Dr |
| 4110.026       | Retention                      | Commercial  | Marketing for new products line for Chanel Eyewear | Jun 30, 2017 |             | \$52,000.00 | \$52,000.00 Cr |
| 4220.003       | Work in Progress - Projects    | Commercial  | Marketing for new products line for Chanel Eyewear | Jun 30, 2017 |             | \$52,000.00 | \$52,000.00 Cr |
| 5120.01        | GST Output                     | Commercial  | Marketing for new products line for Chanel Eyewear | Jun 30, 2017 |             | \$5140.00   | \$5140.00 Cr   |

Total [Amount: \$52,000.00 + Tax: \$5140.00] = Grand Total: \$52,140.00

**Undo-Post Retention Invoices** | [Open Project](#) | [Create New](#) | [Save](#) | [Revert](#) | [Delete](#)

Retention Claim Invoices List | Retention Claim Invoices Details

7. User able to see the Retention Claim Invoice related to the project in the project's **"Project Documents"** tab

Projects

Retention Claim Invoices

Invoices

On Going

Header

Document Date  
30/03/2017

Project Number  
PROJ-17-030019

Promised Date  
01/05/2017

Branch  
HQ - Head Office

Confirmed Date  
30/03/2017

Person in Charge  
EM01 - Christopher

Description  
Marketing for new products line for Chanel Eyewear

Billing Customer  
4110.011/CH001 - Chanel

Brand  
BR003 - Chanel Eyewear

Activity  
AC03 - Marketing

Proposal Customer  
4110.011/CH001 - Chanel

Currency  
SGD

Payment Term  
60D-EOM - 60 Days End Of Month

Contact Location  
Chanel - HQ

Contact Person  
Cecilia Tan

Project Manager

Retention %  
10.00

Retention Due Days  
180

CRM

SCM

Postings

Project Documents

Receipts

Payments

Retention Receipts

Notes / Attachments

| Project Number       | Document Type                   | Document Date | Billing Customer        | Vendor                 | Representative     | Grand Total   | Status   |
|----------------------|---------------------------------|---------------|-------------------------|------------------------|--------------------|---------------|----------|
| <b>CRM Documents</b> |                                 |               |                         |                        |                    |               |          |
| PROP-17-030036       | Proposal                        | Mar 30, 2017  | 4110.011/CH001 - Chanel |                        | EM01 - Christopher | \$5128,400.00 | Approved |
| PRI-17-040024        | Invoice                         | Apr 3, 2017   | 4110.011/CH001 - Chanel |                        | EM01 - Christopher | \$523,540.00  | Posted   |
| PRI-17-040031        | Invoice                         | Apr 3, 2017   | 4110.011/CH001 - Chanel |                        | EM01 - Christopher | \$594,160.00  | Posted   |
| RETCL-17-040013      | Project Retention Claim Invoice | Apr 3, 2017   | 4110.011/CH001 - Chanel |                        | EM01 - Christopher | \$52,140.00   | Posted   |
| <b>CRM Documents</b> |                                 |               |                         |                        |                    |               |          |
| DO-17-040073         | Project Delivery Order          | Apr 3, 2017   | 4110.011/CH001 - Chanel |                        | EM01 - Christopher |               | Approved |
| <b>SRM Documents</b> |                                 |               |                         |                        |                    |               |          |
| PO-17-040015         | Purchase Order                  | Apr 3, 2017   |                         | 6002.001/CO001 - Co... |                    | \$51,070.00   | Approved |
| PUV-17-040012        | Purchase Voucher                | Apr 3, 2017   |                         | 6002.001/CO001 - Co... |                    | \$51,070.00   | Posted   |

Complete Project(s)

Open Proposal

Create New

Save

Revert

Delete

Project List

Project Details