


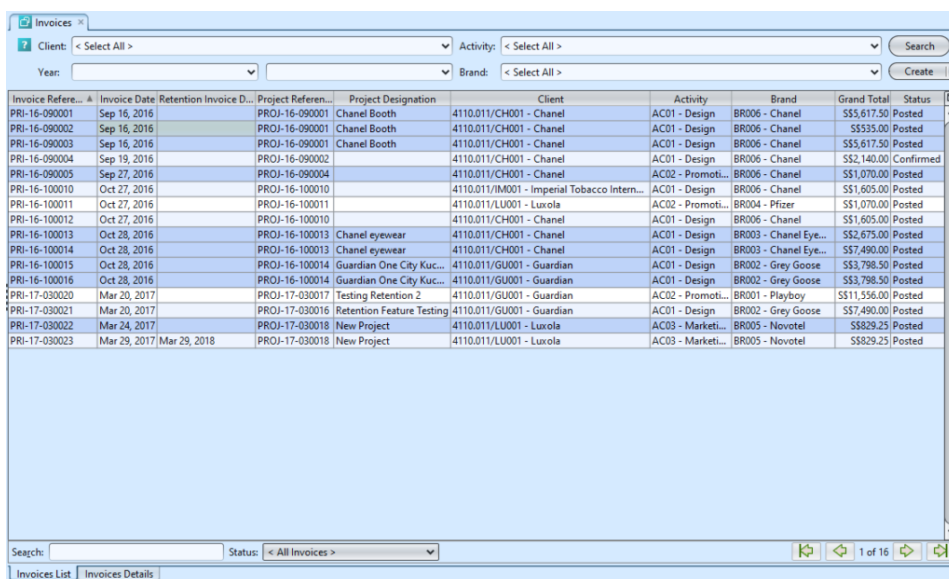


# Invoices

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 interface. 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 Refere..., Invoice Date, Retention Invoice D..., Project Referen..., Project Designation, Client, Activity, Brand, Grand Total, and Status. The table contains 16 rows of data, including invoice numbers, dates, project names, client names, activities, brands, and financial totals.

Invoice Refere...	Invoice Date	Retention Invoice D...	Project Referen...	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	AC02 - Design	BR006 - Chanel	\$2,140.00	Confirmed
PRI-16-090005	Sep 27, 2016		PROJ-16-090004		4110.011/CH001 - Chanel	AC02 - Promoti...	BR006 - Chanel	\$1,070.00	Posted
PRI-16-100010	Oct 27, 2016		PROJ-16-100010		4110.011/IM001 - Imperial Tobacco Intern...	AC01 - Design	BR006 - Chanel	\$1,605.00	Posted
PRI-16-100011	Oct 27, 2016		PROJ-16-100011		4110.011/LU001 - Luxola	AC02 - Promoti...	BR004 - Pfizer	\$1,070.00	Posted
PRI-16-100012	Oct 27, 2016		PROJ-16-100010		4110.011/CH001 - Chanel	AC01 - Design	BR006 - Chanel	\$1,605.00	Posted
PRI-16-100013	Oct 28, 2016		PROJ-16-100013	Chanel eyewear	4110.011/CH001 - Chanel	AC01 - Design	BR003 - Chanel Eye...	\$2,675.00	Posted
PRI-16-100014	Oct 28, 2016		PROJ-16-100013	Chanel eyewear	4110.011/CH001 - Chanel	AC01 - Design	BR003 - Chanel Eye...	\$2,490.00	Posted
PRI-16-100015	Oct 28, 2016		PROJ-16-100014	Guardian One City Kuc...	4110.011/GU001 - Guardian	AC01 - Design	BR002 - Grey Goose	\$3,798.50	Posted
PRI-16-100016	Oct 28, 2016		PROJ-16-100014	Guardian One City Kuc...	4110.011/GU001 - Guardian	AC01 - Design	BR002 - Grey Goose	\$3,798.50	Posted
PRI-17-030020	Mar 20, 2017		PROJ-17-030017	Testing Retention 2	4110.011/GU001 - Guardian	AC02 - Promoti...	BR001 - Playboy	\$11,556.00	Posted
PRI-17-030021	Mar 20, 2017		PROJ-17-030016	Retention Feature Testing	4110.011/GU001 - Guardian	AC01 - Design	BR002 - Grey Goose	\$2,490.00	Posted
PRI-17-030022	Mar 24, 2017		PROJ-17-030018	New Project	4110.011/LU001 - Luxola	AC03 - Marketi...	BR005 - Novotel	\$829.25	Posted
PRI-17-030023	Mar 29, 2017	Mar 29, 2018	PROJ-17-030018	New Project	4110.011/LU001 - Luxola	AC03 - Marketi...	BR005 - Novotel	\$829.25	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

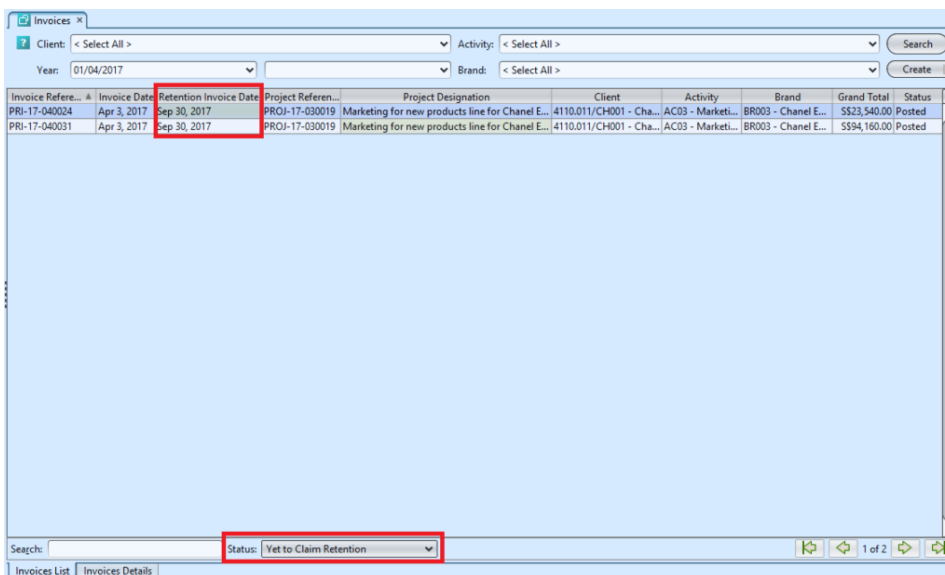
4. Double click on invoice document to view full details of the document, it will bring up the details on **"Invoice Details"** tab for the selected document

## 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.



The screenshot shows the 'Invoices List' interface. At the top, there are filters for Client, Activity, and Brand, all set to '< Select All >'. Below these is a search bar and a 'Create' button. The main area contains a table with the following columns: Invoice Referenc..., Invoice Date, Retention Invoice Date, Project Referen..., Project Designation, Client, Activity, Brand, Grand Total, and Status. Two rows of data are visible, both with a 'Posted' status. The 'Retention Invoice Date' column for both rows is highlighted with a red box. At the bottom, there is a search bar and a status filter dropdown menu, which is also highlighted with a red box and set to 'Yet to Claim Retention'. The bottom of the screen shows 'Invoices List' and 'Invoices Details' tabs.

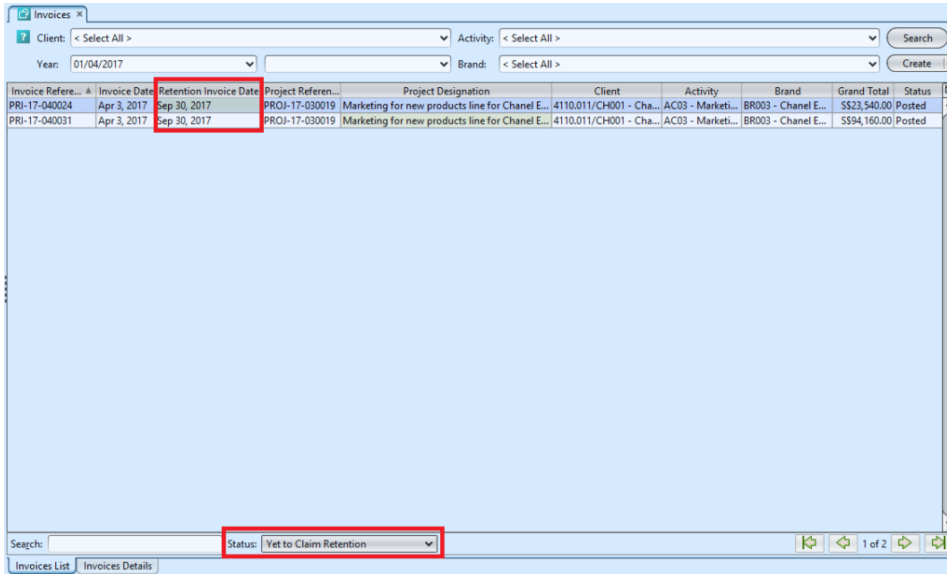
Invoice Referenc...	Invoice Date	Retention Invoice Date	Project Referen...	Project Designation	Client	Activity	Brand	Grand Total	Status
PRI-17-040024	Apr 3, 2017	Sep 30, 2017	PROJ-17-030019	Marketing for new products line for Chanel E...	4110.011/CH001 - Cha...	AC03 - Marketi...	BR003 - Chanel E...	\$523,540.00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

## 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

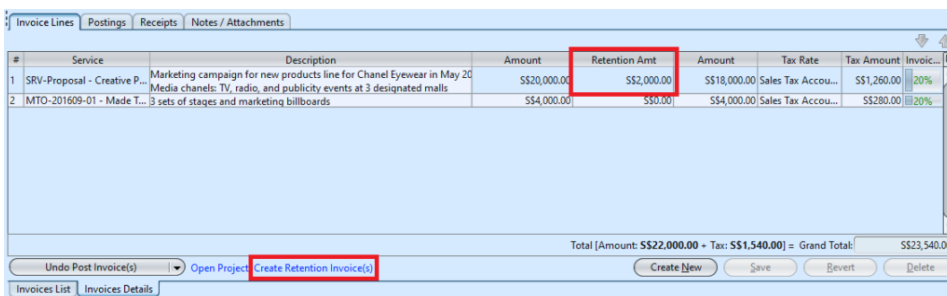
Invoices have not been created.



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.



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 Media channels: TV, radio, and publicity events at 3 designated malls	552,000.00	Sales Tax Accou...	55140.00

Total [Amount: 552,000.00 + Tax: 55140.00] = Grand Total: 552,140.00

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	552,140.00		552,140.00 Dr
4110.025	Retention to be recognized A/C	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017	552,000.00		552,000.00 Dr
4110.026	Retention	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017		552,000.00	552,000.00 Cr
6220.003	Work in Progress - Projects	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017		552,000.00	552,000.00 Cr
5120.01	GST Output	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017		55140.00	55140.00 Cr

Total [Amount: 552,000.00 + Tax: 55140.00] = Grand Total: 552,140.00

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

Proposal Customer: 4110.011/CH001 - Chanel | Currency: SGD | Billing Customer: 4110.011/CH001 - Chanel

Payment Term: 60D-FOM - 60 Days End Of Month | Brand: BR003 - Chanel Eyewear | Activity: AC03 - Marketing

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	\$S128,400.00	Approved
PRI-17-040024	Invoice	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	\$S23,540.00	Posted
PRI-17-040031	Invoice	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	\$S94,160.00	Posted
RETCL-17-040013	Project Retention Claim Invoice	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	\$S2,140.00	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...		\$S1,070.00	Approved
PUV-17-040012	Purchase Voucher	Apr 3, 2017		6002.001/CO001 - Co...		\$S1,070.00	Posted

Complete Project(s) | Open Proposal | Create New | Save | Revert | Delete

Project List | Project Details