Invoice Search

Wed, Jan 17, 2024 Invoice Management

There are a couple of ways in which Invoices can be viewed within the Finance ribbon menu.

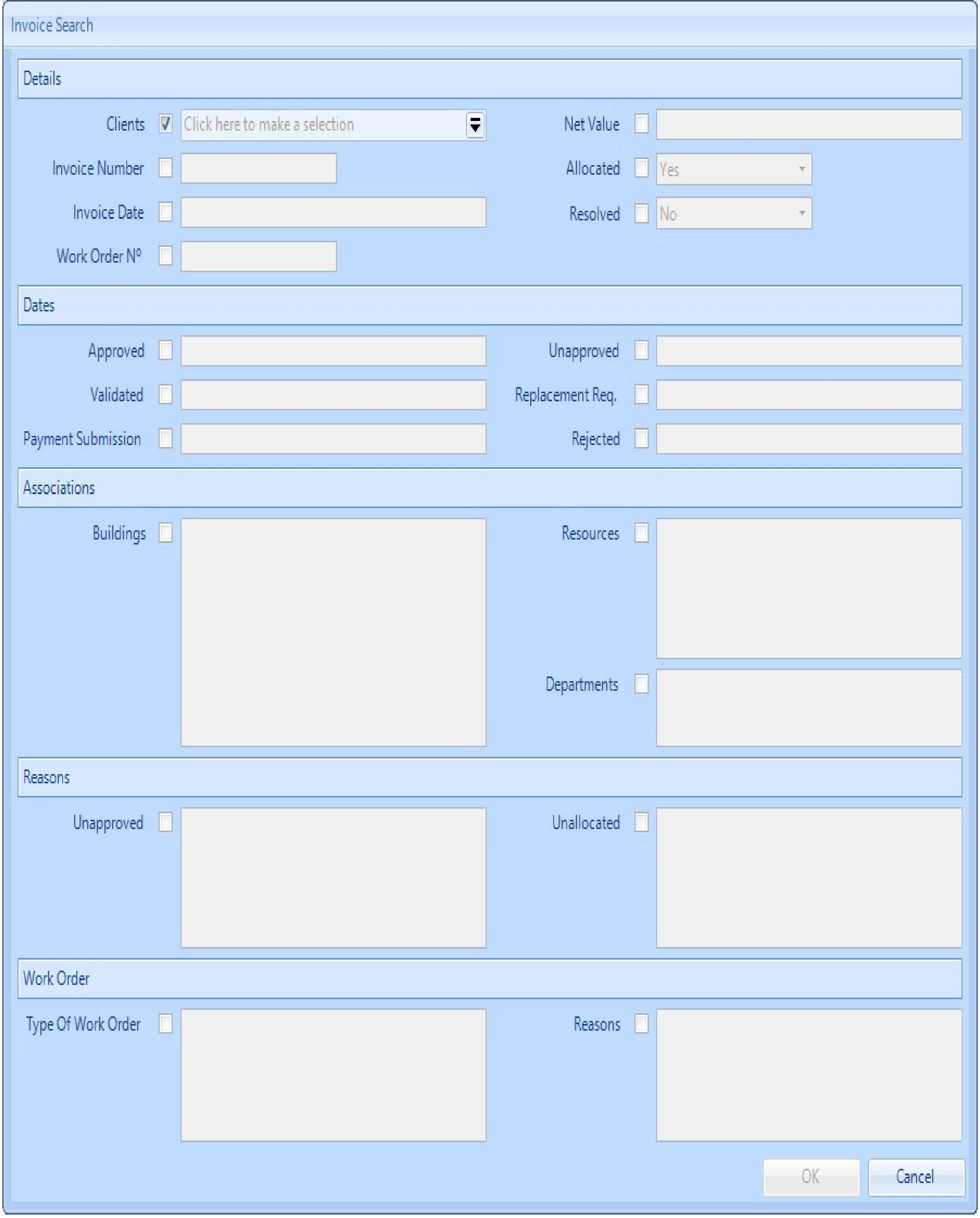
1. "View Invoices" button provides a simple list view of all Invoices (Authorised, Unapproved, Validated and Payment Submission) which can be filtered and sorted to show specific sets of Invoice Types.

2. "Quick Search Invoice" button provides a number field to enter a partial or complete Invoice Number. This searches for any Invoice numbers that begin with the value entered in the field.

The "View Invoices" button enables the ability to view all the Invoices that match the criteria searched for. From here you can perform a search and filter Invoices against criteria such as specific Clients, Buildings, Invoice Dates, Invoice Statuses and more. Click "View Invoices" to start the search.

1. Click the "View Invoices" button. The first step is to select a Client from the Select Clients screen. For more information on selecting Clients, see the Client Selection page. (If you only have access to a single Client, you will not see the Client selection screen).

2. The first screen that appears is the Invoice Search screen. Here, Users are to provide the criteria they wish to search against. This screen is split into five sections, please see below for an explanation of each of these sections:



Details Section

Clients This brings back the Client(s) selected in step one. This can be changed by clicking on the drop down selection box. Tick the Clients to ensure their Invoices are displayed.

Invoice Number if this field is ticked the User can enter a whole or partial Invoice Number to search for.

Invoice Date if this field is ticked then an invoice date can be selected to search by.

Net Value if this field is ticked then the User can enter an Invoice Value to search for. This can be performed in multiple ways. See Date/Value Selection at the bottom of the page.

Allocated if this field is ticked the User can then specify whether they would like to search for Allocated or Unallocated Invoices by selecting "Yes" or "No" from the drop down selection box.

Resolved if this field is ticked the User can then specify whether they would like to search for an invoice where the Unallocated Reason has been set to Resolved. This can be done in the same way as "Allocated" by selecting "Yes" or "No" from the drop down selection box. **Note:** This is only enabled when the Allocated field is set to "No" (i.e an unallocated invoice only)

Dates Section

Approved if this field is ticked then the User can enter a range of different dates. This will then perform a search for any invoice that was approved within the dates specified. There are multiple multiple ways of searching by date, please see Date/Value Selection at the bottom of this page for further explanation.

Unapproved if this field is ticked then the User can enter a range of different dates. This will then perform a search for any invoice that was unapproved within the dates specified. There are multiple multiple ways of searching by date, please see Date/Value Selection at the bottom of this page for further explanation.

Validated if this field is ticked then the User can enter a range of different dates. This will then perform a search for any invoice that was validated within the dates specified. There are multiple multiple ways of searching by date, please see Date/Value Selection at the bottom of this page for further explanation.

Replacement Req if this field is ticked then the User can enter a range of different dates. This will then perform a search for any invoice where a replacement was requested within the dates specified. There are multiple multiple ways of searching by date, please see Date/Value Selection at the bottom of this page for further explanation.

Payment Submission if this field is ticked then the User can enter a range of different dates. This will then perform a search for any invoice that was submitted for payment within the dates specified. There are multiple multiple ways of searching by date, please see Date/Value Selection at the bottom of this page for further explanation.

Rejected if this field is ticked then the User can enter a range of different dates. This will then perform a search for any invoice that was rejected within the dates specified. There are multiple multiple ways of searching by date, please see Date/Value Selection at the bottom of this page for further explanation.

Associations

Buildings if this field is ticked then the User can make a selection from a list of buildings relevant to the Client(s) selected. Tick one or more Buildings from the list and the Invoices relevant to those Buildings will be returned.

Resources if this field is ticked the User is presented with a Selecting a Resource pop up which provides the ability to select the Resources whose Invoices are to be searched for.

Reasons

Unapproved if this field is ticked the User will be presented with a Select Reasons pop up. Tick one or more Reason(s) from the list and all Invoices with those Unapproved Reasons will be returned.

Unallocated if this field is ticked the User will be presented with a Select Reasons pop up. Tick one or more Reason(s) from the list and all Invoices with those Unallocated Reasons will be returned

Work Order
Type of Work Order if this field is ticked the User will be presented with a Select Type of Work Orders pop up. Tick one or more types from the list and all Invoices with the types specified will be returned.

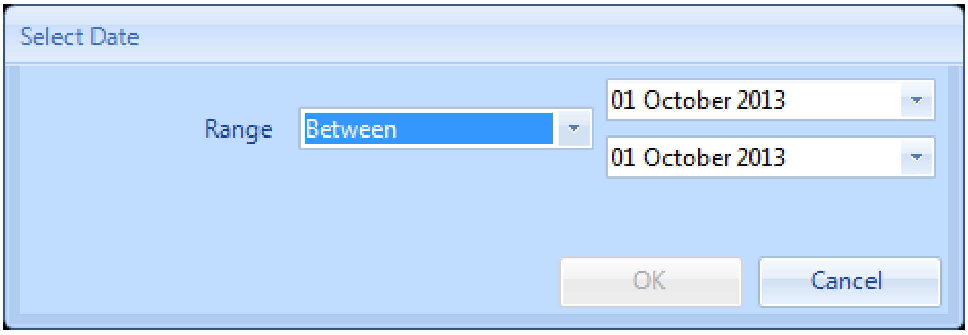
Reasons this field is only enabled once a Type of Work Order has been selected. If this field is ticked the User will be presented with a Select Reasons pop up. Tick one or more Reason(s) from the list and all invoices with specified Reason(s) will be returned. This list will change depending on the Type of Work Orders selected.

3. Click "OK" to perform the search.

4. A list of all the Invoices matching the search criteria appear as a list. From this list, it is possible to open up an Invoice by either double clicking it or by selecting the Invoice from the list and clicking "Next".
Note: If the search brings back more than 30,000 results, a message will appear saying the search brought back too many results and that the search needs to be refined.
Note: When a list of Invoices is brought back, it is possible to filter these using the Smart Filters at the top. This means it is possible to look Consolidated Invoices only or Validated Invoice only etc.

Dates/Value Explained

1. When specifying dates/values the User will be presented with the following Select Date pop up:



2. The user can then define if the range is one of the following:

Between this will limit the search between the 2 dates specified.
Exact this will return a list of invoices based on the exact date specified.
After this will return a list of invoices for after the date specified.

Before this will return a list of invoices for after the date specified.
Current this will return a list of invoice that match the criteria specified currently in the system.

If the Invoice Number is already known then a good function to use is the Quick Search Invoice. By entering the Invoice Number here, the system will bring back the Invoice specified. If the User doesn't know the whole Invoice Number however, then it is also possible to perform a partial search. Doing this will bring back all the Invoices that are starting with the number entered. For example: If the User searches for invoice number DB12345 you cannot locate the invoice by entering “234” – you have to have entered something such as “DB1”.

To perform the Quick Search action, click the "Quick Search Invoice" button and the following will appear:

1. This is the Invoice Search screen. Enter the Invoice Number here and click "OK" to perform the search.