Invoice entry: approve and issue

Overview

Invoice Entry holds invoice lines that wait to be approved and issued. On this screen you review the lines, find lines with errors, approve or unapprove lines, preview the invoices, and issue all approved invoices. Issuing creates invoices, and Credit memo documents for lines with negative amounts.

The grid shows these columns: **Date Of Service**, **Description**, **Quantity**, **Bill Rate**, **Extended Cost**, **Comments**, **Approved** and **Error Message**. **Invoice Number** is hidden by default. See Invoice line fields for the rules for each column.

Before you begin

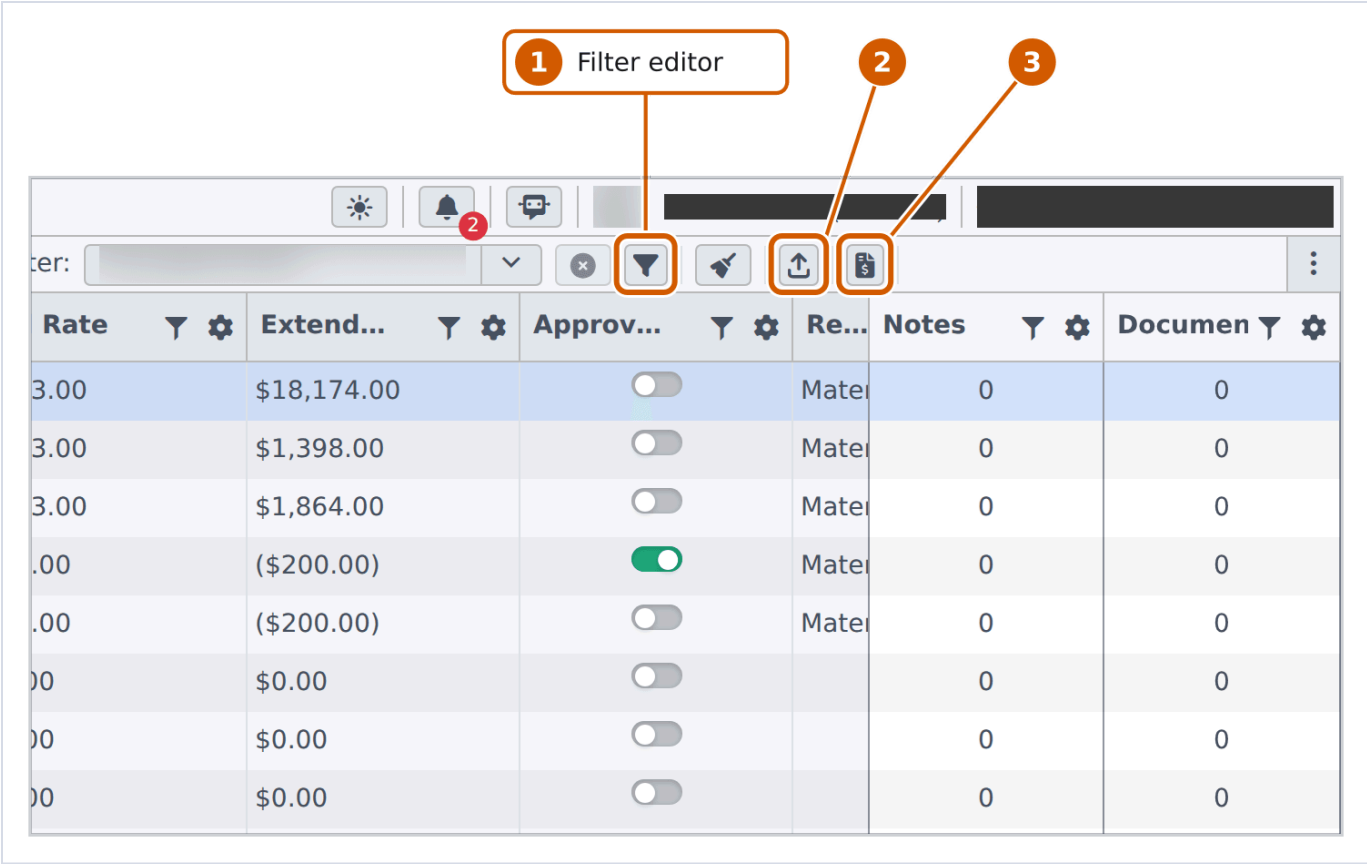
- Sign in to IRIS10.
- Make sure you have access to the **Invoice Entry** screen in the Accounts Receivable portal.
- Make sure you have access level 4 on **Invoice Entry** to approve, preview or issue invoices. See Security Administration: access levels by user.
- Know how to filter a grid. See Grid filters.

> **Important: Approve All**, **Unapprove All**, **Preview invoice**, **Preview summary invoice** and **Issue all approved invoices** act on every line that matches the current filter, not only on the rows you selected. Filter the grid first.

Procedure

Narrow the grid to the lines you want to work on

The figure shows the toolbar. Use **Filter editor** (shown in the toolbar) to narrow the grid before you use the other actions. Filter first: the actions apply to every line in the filter.



The Invoice Entry screen with its toolbar and the invoice lines waiting to be issued.

1. Issue all approved invoices
2. Preview invoice
3. Preview summary invoice

Follow these steps:

1. On the **Invoice Entry** screen, click **Filter editor** on the toolbar. The grid filter editor opens.
2. Build a filter that matches only the lines you want to approve, preview or issue, for example one customer or one organization. See Grid filters for details.
3. Apply the filter. The grid shows only the matching lines. **Approve All**, **Unapprove All**, the previews and **Issue all approved invoices** act on these lines.
4. To remove the filter later, click **Clear filter**. The grid shows all invoice lines again.

Approve or unapprove a single invoice line

1. Find the line in the grid.
2. Check the **Error Message** column for the line. If a previous issue attempt found that the line breaks a user rule, **Error Message** shows the rule's name.
3. Switch the **Approved** switch on the line on to approve, or off to unapprove. IRIS saves the change straight away. You do not need to click a save button. The grid refreshes.

> **Note:** Changing approval requires access level 4 on **Invoice Entry**.

Approve or unapprove every line in the current filter

1. Filter the grid so that it shows only the lines you want to change. The grid shows only the lines you want to change.
2. Click **Approve All** on the toolbar, or choose **Options** > **Approve All**. IRIS asks "Attention: Confirm the approval of all records?" with **Yes** and **No**.

   > **Note:** Requires access level 4 on **Invoice Entry**. To remove approval instead, click **Unapprove All** or choose **Options** > **Unapprove All**. IRIS then asks "Attention: Confirm the unapproval of all records?" with **Yes** and **No**.

3. Click **Yes**. IRIS changes every line in the current filter that is not already approved (or unapproved).

   > **Note:** To stop, click **No** instead. IRIS changes nothing.

Preview invoices before issuing

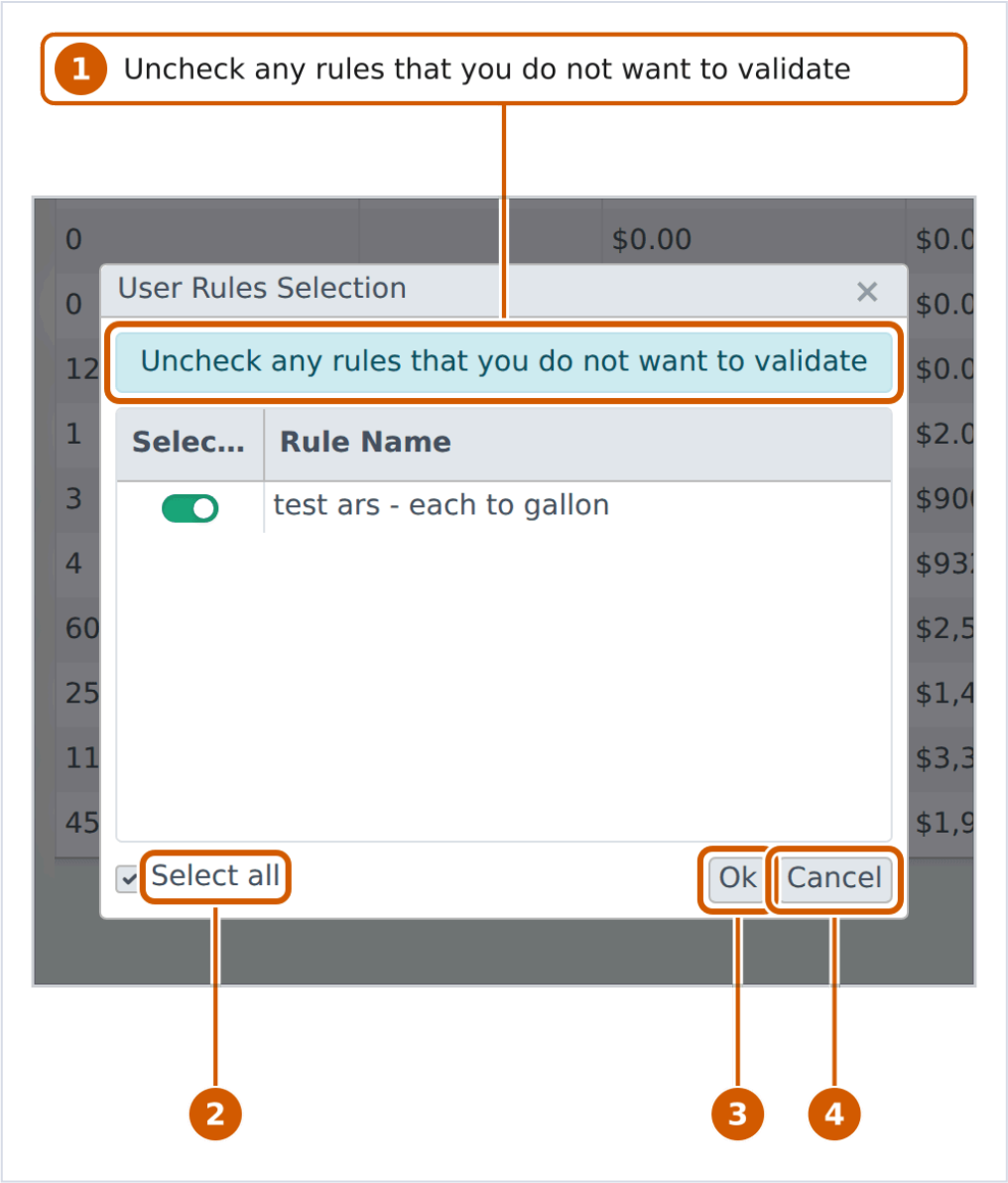
1. Filter the grid to the lines you want to preview. The grid shows the lines to preview.
2. Click **Preview invoice** for a detailed preview, or choose **Options** > **Preview Invoice**. A **Preview Invoice** window opens and shows the report. IRIS issues nothing.

   > **Note:** Requires access level 4 on **Invoice Entry**. For a summary preview, click **Preview summary invoice** or choose **Options** > **Preview Summary Invoice**. A **Preview Summary Invoice** window opens and shows the report. IRIS issues nothing.

Issue all approved invoices

1. Filter the grid so that it shows only the approved lines you want to issue. IRIS issues only approved lines that match the current filter.
2. Click **Issue all approved invoices** on the toolbar, or choose **Options** > **Issue All Approved Invoices**. The **User Rules Selection** window opens with the message "Uncheck any rules that you do not want to validate".

   > **Note:** Requires access level 4 on **Invoice Entry**.



The User Rules Selection window that opens first when you issue approved invoices.

1. Uncheck any rules that you do not want to validate
2. Select all
3. Ok: continues to the issue confirmation.
4. Cancel: stops without issuing.

3. In the rules list, switch off any rules that you do not want to use. IRIS checks only the selected rules against the lines. **Select all** is checked by default, so IRIS uses every rule unless you clear it.

> **Note:** Use **Select all** to select or clear every rule. For information on similar rules, see Timecard rules.

4. Click **Ok**. IRIS asks "Attention: Confirm the issuance of all approved invoices?" with **Yes** and **No**.

5. Click **Yes**. The **Invoice Report Type** window opens with "Please select an invoice report type:".
6. Choose **Summary report** or **Detail report**. **Detail report** is selected by default. Your choice decides which invoice report opens after IRIS issues the invoices.
7. Click **Accept**. IRIS checks the approved lines without issuing anything. It then shows "<n> INVOICE(S) totaling $<total> will be issued by this action.", a matching CREDIT MEMO(S) line if any lines have negative amounts, and "Continue?" with **Yes** and **No**. If lines break a rule, a posting messages window lists them. If no line can be issued, the process stops there.

   > **Note:** To stop, click **Cancel** in the **Invoice Report Type** window instead of **Accept**.

8. Read the counts and totals in the message.
9. Click **Yes**. IRIS issues the invoices. The invoice report of the type you chose opens in an **Issue Invoice** window, and the grid refreshes.

   > **Note:** To stop, click **No** instead. IRIS issues nothing.

Reference

Invoice Entry toolbar

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS LEVEL
Clear grid configuration	"Click to clear grid configuration."	Clears the saved grid layout. See Grid configurations.	—
Grid configuration editor	"Click to open grid configuration editor."	Opens the grid configuration editor.	—
Clear filter	"Click to clear applied grid filter."	Removes the applied filter.	—
Filter editor	"Click to open grid filter editor."	Opens the filter editor so that you can narrow the lines.	—
Bulk delete mode	"Click to enter bulk delete mode."	Starts bulk delete mode. See Grid viewing and editing.	—
Issue all approved invoices	"Click to issue all approved invoices"	Issues every approved line in the current filter.	4
Preview invoice	"Click to preview invoice"	Shows a detailed invoice preview for the current filter without issuing.	4
Preview summary invoice	"Click to preview summary invoice"	Shows a summary invoice preview without issuing.	4
Approve All	"Click to approve all invoices."	Approves every line in the current filter after you confirm.	4

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS LEVEL
Unapprove All	"Click to unapprove all invoices."	Unapproves every line in the current filter after you confirm.	4

Options menu

MENU ITEM	SAME AS TOOLBAR BUTTON
Issue All Approved Invoices	**Issue all approved invoices**
Preview Invoice	**Preview invoice**
Preview Summary Invoice	**Preview summary invoice**
Approve All	**Approve All**
Unapprove All	**Unapprove All**

Invoice line fields

FIELD	RULES
Date Of Service	Required. Format `MM/dd/yyyy`.
Description	Up to 512 characters.
Quantity	Required.
Bill Rate	Required. Currency, from 0 to 999999999999999.
Extended Cost	Read-only. Calculated.
Comments	Up to 256 characters.
Approved	Switch. Saves as soon as you switch it.
Error Message	Read-only. Shows the name of a user rule that the line breaks.
Invoice Number	Hidden by default. Cannot be edited.

Messages

MESSAGE	WHEN	WHAT TO DO
Posting canceled.	You close or cancel **User Rules Selection**.	IRIS issues nothing. Start again with **Issue all approved invoices**.
Attention: There are no approved invoice records present. Approve invoice(s) and try again.	IRIS finds no approved lines.	Approve lines, then issue again.
Invoice release canceled.	You close the **Invoice Report Type** window without clicking **Accept**.	IRIS issues nothing. Start again if you mean to issue.

MESSAGE	WHEN	WHAT TO DO
No Records to Issue.	No approved lines match the current filter.	Check the filter and the **Approved** switches.
Unable to issue invoice(s) due to a technical error. An email has been sent to support.	A technical failure happens while issuing.	Contact your IRIS administrator or support.
Unable to generate invoice report. An email has been sent to support.	IRIS cannot produce the invoice report.	Contact your IRIS administrator or support.
Unable to approve invoices due to a technical error. An email has been sent to support.	A technical failure happens while approving.	Contact your IRIS administrator or support.

What issuing creates

ITEM	RESULT
Invoice	One invoice per organization and customer for lines with zero or positive amounts.
Credit memo	One Credit memo per organization and customer for lines with negative amounts. IRIS stores the amount as a positive value.
Invoice number	Your organization's invoice number prefix, plus the issue date (`MMDDYY`), plus the next number in sequence. Credit memo numbers have `CM` at the end.
Invoice date	The date of issue.
Header description	The description of the invoice's first line, or `n/a` .
Detail lines	Each issued line becomes a detail line on its invoice. Line amount = **Quantity** × **Bill Rate**, rounded to 2 decimals. A line without a description gets `n/a` .
Balance	Equals the total. IRIS marks an invoice with a zero total as fully paid.
Issued lines	IRIS removes them from **Invoice Entry**.
Lines with errors or not approved	Stay on **Invoice Entry**.
Notification	IRIS sends an "Invoice issue" notification to the user who issued the invoices. See Notifications.

Tips and notes

> **Important:** The **Approved** switch saves as soon as you switch it. There is no separate save step.

> **Tip:** Clicking **Cancel** or **No** at any step before the final **Yes** stops the process without issuing anything.

Note: Lines that break a user rule are not issued. They stay on **Invoice Entry** and show the rule's name in **Error Message**. IRIS clears the error messages and checks them again each time you start an issue.

Note: Issued invoices and Credit memo documents appear on the ARS Invoice screen, where you can print, reinstate or delete them. See Issued invoices: print, reinstate, delete and assign budgets.

Note: Some counties use their own layout for the detail invoice report, so your report may look different from the examples.

Related topics

- Grid filters
- Notifications
- Issued invoices: print, reinstate, delete and assign budgets
- Timecard rules
- Grid viewing and editing
- Grid configurations
- Security Administration: access levels by user