



# PETAL

## User Training Manual

### LLPT 1.3 – Vendor Billing V1.0

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- **PO Search for Invoicing**
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# PO SEARCH FOR INVOICING



LIMN LABS

Navigation: Billing -> Customer Invoice.

Home / Billing / Customer Invoice List

### Customer Invoice

PO Search

Invoice Summary

Search Filters

Customer: Choose Option PO Number: Choose Option Invoice Exists: All Date Type: Choose Type Start Date: MM-DD-YYYY Span: Choose Type

X SEARCH

PO and Invoice Summary

DOWNLOAD GENERATE INVOICE

CUST PO NUM	CUSTOMER	RCV W/H	PO STATUS	SHIP DATE	INVOICE NUM	INV DATE	DUE DATE	INV AMT (\$)	AMT PAID	VARIANCE	PMT NUM	PMT DATE
<a href="#">PO177</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Shipped	10/12/2022	<a href="#">INV888</a>	10/14/2022	11/01/2022	32,320.40	0	-32,320.40		
<a href="#">PO176</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Shipped	10/15/2022	<a href="#">IN664</a>	10/17/2022	11/06/2022	558.60	0	-558.60		
<a href="#">PO170</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Part Received	10/04/2022	<a href="#">IN655</a>	10/14/2022	10/24/2022	-102	0	102		
<a href="#">PO170</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Part Received	10/04/2022		10/14/2022	10/24/2022	137,200.00	0	-137,200.00		
<a href="#">PO156</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Shipped	09/14/2022	<a href="#">INV333</a>	10/12/2022	11/01/2022	775.00	0	-775.00		
<a href="#">PO155</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Shipped	09/14/2022	<a href="#">INV444</a>	10/11/2022	10/04/2022	0	0	0		
<a href="#">PO150</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Shipped	09/14/2022	<a href="#">INV111</a>	10/12/2022	11/01/2022	0	0	0		
<a href="#">PO110</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Shipped	08/03/2022	<a href="#">IN654</a>	10/14/2022	08/23/2022	6,860.00	0	-6,860.00		
<a href="#">PO109</a>	<a href="#">Bi-Rite Customer</a>	<a href="#">Boston</a>	Shipped	08/03/2022		10/12/2022	11/01/2022	0	0	0		

By Clicking the “X” mark we can clear the values.

- Multi criteria search grid for querying customer purchase orders that are eligible to invoice
- Search can be performed by a specific PO or alternatively using criteria based on ship date range or customer name.
- Any customer purchase order in shipped or received status should be eligible for processing invoice

# PO SEARCH FOR INVOICING

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- Amount paid, payment number and payment date information will be updated once the payment is made and received data into PETAL
- Search results grid is provided with features such as column position change, filter, sort, add or remove columns and save them as preferred view
- Download option is provided to download the results into excel or csv files.
- Select the PO record required to generate invoice and click on 'Generate Invoice' button highlighted right above the search results

# GENERATE INVOICE

## Generate Invoice

[Back to PO & Invoice Summary](#)

### Invoice Header

[^](#)  [SAVE](#) [SUBMIT](#)


<b>Cust PO Num</b> <a href="#">P02234</a>	<b>Ship Date</b> 03/03/2023	<b>Invoice Num</b>	<b>* Term</b> N30	<b>Audit Log</b> <a href="#">A</a>	<b>Bill To</b> 78 Russel Ave Richmond VA US 96857	<b>Remit To</b> SFO 123 Test Street Test city CA ,US,93905
<b>Customer</b> <a href="#">FF Customer</a>	<b>Arrival Date</b> 03/04/2023	<b>* Inv Date</b> 03/08/2023	<b>* Term Basis</b> Invoice Date	<b>Claim #</b> -		
<b>Ship To</b> <a href="#">BUFF</a>	<b>SO Num</b> -	<b>Invoice Amount</b> \$4,522.50	<b>Due Date</b> 04/07/2023	<b>Status</b> <a href="#">Open</a>		

### Invoice Lines

ITEM CODE	ITEM DESCRIPTION	MAP ITEM CODE	QUANTITY	SHP QTY	SHP WT	INV QTY	INV WT	UNIT PRICE(\$)	TOTAL(\$)
APPLE003	Apple Gala 3	Item202	50	50	500.00	50	500.00	90.45	\$4,522.50

### Cost Modifiers

[ADD CHARGE](#)

TYPE	CODE	NAME	AMOUNT
 No Data			

### Invoice Summary

<b>Gross Item Cost (\$)</b>	4,522.50
<b>Add : Charges (\$)</b>	0.00
<b>Sub Total (\$)</b>	<b>4,522.50</b>
<b>Less: Allowances (\$)</b>	( 0.00)
<b>Cash Discount (\$)</b>	( 0.00)
<b>Net Invoice (\$)</b>	<b>4,522.50</b>

- Once click on generate invoice, Invoice processing screen opens with most of the data defaulted from purchase order
- Terms and terms date options are defaulted based on the configuration done for the client with an option to change by the supplier.

# GENERATE INVOICE

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- Invoice qty and invoice weight information gets defaulted based on the shipping or order quantity & weight
- Invoice lines section allows the user to update the inv qty. If the item is a random weight item, then it allows to update the weight also.
- Any customer processed claims on vendor for the purchase order will be shown under the claim number field as hyperlink values
- Total (\$) is calculated based  $INV\ QTY * Unit\ price$  (if item is a non-random weight item) or  $INV\ WT * Unit\ Price$
- Invoice audit log can be accessed from Audit icon (A) under audit column of invoice
- Notes entered on invoice can be seen from notes icon on invoice

# COST MODIFIERS



Cost Modifiers

ADD CHARGE

TYPE	CODE	NAME	AMOUNT	
Charge	Miscellaneous	Miscellaneous	0.00	

- Cost modifiers are nothing but extra service changes on PO, which gets defaulted onto the invoice
- When supplier wants to charge extra to customer, it can be done by clicking on 'Add Charge' which will add miscellaneous charge record
- Additional charges added on invoice will reflect in invoice cost summary section

# SAVE SUBMIT OR CANCEL INVOICE

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- Once Invoice processing is completed, invoice can be saved, which places the invoice in 'Draft' status or submit which places the invoice in 'Submitted' status
- Any invoice supplier wants to cancel, click on invoice number hyperlink from the customer invoice summary section and click on 'Cancel' button on invoice screen
- System will allow processing another invoice when original invoice on PO is in cancelled status. Cancelled invoice will be shown against the PO till new invoice is processed.



# Thank You