

Electronic Invoice Processing - All

AOC 88

Business Problem Solved

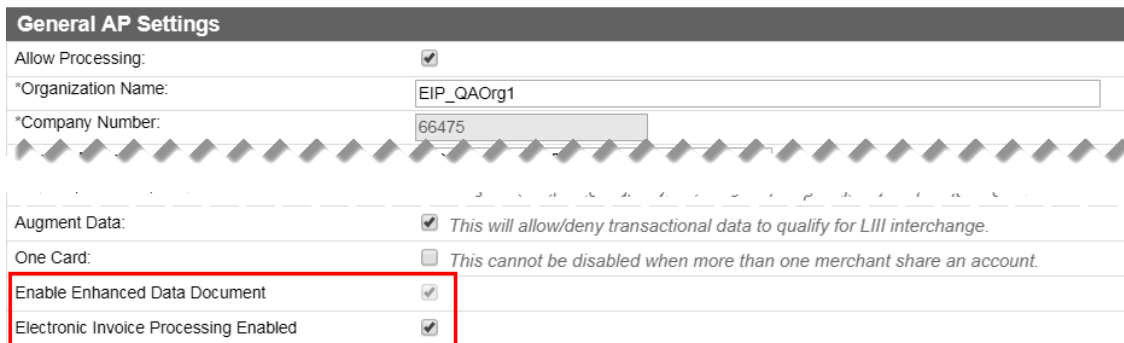
This enhancement aims to streamline commercial payments for accounts payable departments of buying organizations. It lowers costs by reducing invoice processing time and simplifies the tracking of invoice data.

Enhancement Overview

AOC Solutions now provides payment automation that allows organizations to receive, export, review, and approve merchant invoices using Electronic Invoice Processing (EIP). Merchants submit their invoices to customers via AR-Exchange and invoices are then routed to EnCompass in real-time where AP users in the buying organization can access them. Merchants can track the invoices and receive faster payments.

Enable Organizations for EIP

A new setting, “Electronic Invoice Processing Enabled,” was added to the **Super Admin Utilities > Manage AP > AP Configuration** page in the General AP Settings section.



General AP Settings	
Allow Processing:	<input checked="" type="checkbox"/>
*Organization Name:	EIP_QAOrg1
*Company Number:	66475
<hr/>	
Augment Data:	<input checked="" type="checkbox"/> This will allow/deny transactional data to qualify for LIII interchange.
One Card:	<input type="checkbox"/> This cannot be disabled when more than one merchant share an account.
Enable Enhanced Data Document	<input checked="" type="checkbox"/>
Electronic Invoice Processing Enabled	<input checked="" type="checkbox"/>

When this setting is checked, organizations are enabled for electronic invoice processing, which will allow their merchants to submit invoices via AR-Exchange, which are then sent to EnCompass in real-time.

[192] Additionally, if this setting is enabled, the “Enable Enhanced Data Document” setting will be automatically enabled and cannot be disabled. If at any time the “Electronic Invoice Processing Enabled” field is unchecked/disabled, “Enable Enhanced Data Document” will remain enabled, but users will have the option to disable it.

[2351][3191]View an Invoice

Users can view invoices on the new **Payables > Accounts Payable > View Invoices** page that displays invoices submitted by merchants via AR-Exchange.

Payables Accounts Payable **View Invoices**

Accounts Payable

- Manage Merchant Logs
- Create Merchant Log
- Merchant Log Reconciliation
- Merchant Log Settings
- Manage Merchants
- Merchant Enrollment Status
- View Invoices**

Search Criteria

Actions	Search Term	Filter Type	Value
- No search terms have been added -			

Amount Between AND

Invoices

Excel 2007 - Text Format (XLSX) Export Download EDDs

Select a row to perform an action

Records per page

<input type="checkbox"/>	Invoice Date	Invoice ID	Invoice Number	Merchant Name	Merchant Code	Amount	Payment Due Date	Status	Has EDD?	File Size (KB)	Description
<input type="checkbox"/>	1/1/2018	a1a3d98286b7f06324bb068d919a93f9	0044	CardMerchantUK	CardMerchantUK	40.00	1/5/2018	InProgress	No		Notes
<input type="checkbox"/>	10/1/2017	87b11ba787bc8e14c602c78796333eae4	0033	CardMerchantUK	CardMerchantUK	60.00	10/11/2017	InProgress	No		Notes
<input type="checkbox"/>	9/1/2017	46293ae902477074c0a25a138ad775ce	0022	CardMerchantUK	CardMerchantUK	34.00	9/10/2017	InProgress	No		Notes

This page allows users to search invoices by the following fields:

- Amount
- Description
- Has Enhanced Data Document?
- Invoice Date
- Invoice ID
- Invoice Number
- Merchant Code
- Merchant Name
- Payment Due Date
- Status

Search Criteria

Actions	Search Term	Filter Type	Value
- No search terms have been added -			

Amount Between AND

Amount
Description
Has Enhanced Data Document?
Invoice Date
Invoice ID
Invoice Number
Merchant Code
Merchant Name
Payment Due Date
Status

Results will appear in the Invoices grid. Users have the option to sort the results by clicking one of the following column headers:

- Invoice Date
- Merchant Name
- Amount
- Payment Due Date
- Status
- Has EDD?

[3191.4] Additionally, invoice records that include supporting documentation will be listed as “Yes” under the “Has EDD?” header in the Invoices grid. Each record with supporting documentation has a checkbox to the left of the row that may be manually selected. There is also a Select All checkbox to the left of the column headers that automatically selects all checkboxes displayed on the grid page.

EDDs may be downloaded by clicking “Download EDDs” in the header of the Invoices grid, and they will be downloaded in a .zip file.

[2352] Users can view additional details about the invoice record on the new **Payables > Accounts Payable > View Invoices > Invoice Details** page, which displays all available fields at the invoice level and at the line item level as received via AR-Exchange.

Payables
Accounts Payable
View Invoices
Invoice Details

Accounts Payable
Manage Merchant Logs
Create Merchant Log
Merchant Log Reconciliation
Merchant Log Settings
Manage Merchants
Merchant Enrollment Status
View Invoices

[Back to Search](#)

Invoice ID: 923F0066825146848C212D1BC95D8672
Status: InProgress
Invoice Number: 105
Invoice Date: 8/18/2017
Amount: 7.00
Merchant: [CardMerchantCJ \ CardMerchantCJ](#)
Tax Amount: 0.25
Discount Amount: 0.35
Payment Code/Purchase Order: 106
Payment Due Date: 11/30/2017
Terms: Test Terms
Freight Amount: 0.75
Description/Notes: Test for DOC EDD
Enhanced Data Document: [View](#) Doc
Submitted By: CATHY.JONES@AOCSOLUTIONS.COM

Line Items

Excel 2007 - Text Format (.XLSX)
Export

Product Code/Item ID	Description	Quantity	Unit Price	Amount	Unit Of Measure
1	Item Description	22	33.00	5.00	44

Close

The “Merchant” field provides the merchant name and code as a link to the **Payables > Accounts Payable > Merchant Listing > Edit Merchant** page.

NOTE: Users must have either the “View Merchant” or “Edit Merchant” privileges to access the **Edit Merchant** page.

Additionally, users may open Enhanced Data Document files by clicking the “View” button.