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## HOW TO...

# Configure and Use Electronic PL Invoice Load

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Companies, names and data used in examples are fictitious unless otherwise noted.

The information contained in this document is subject to change.



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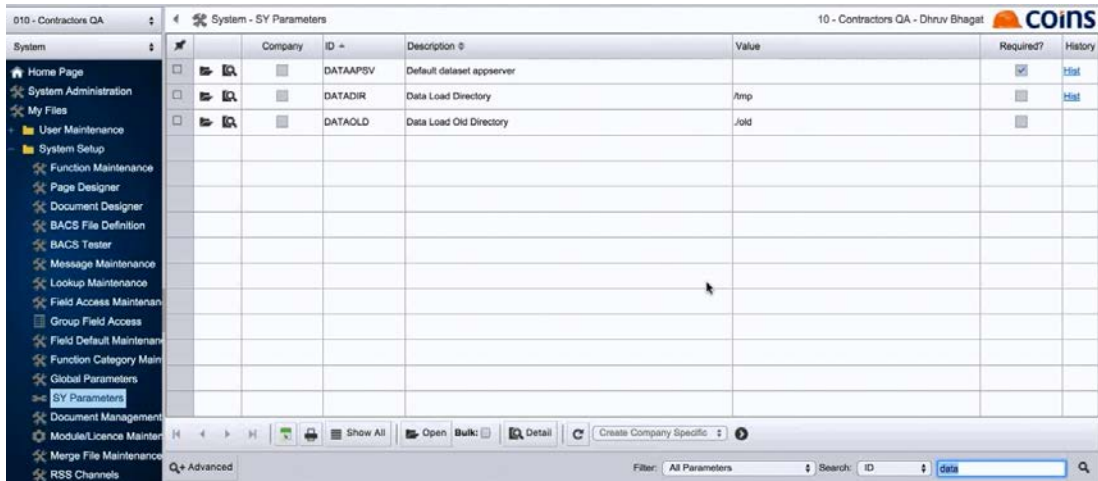
# 1 Overview

COINS allows you to import Purchase Ledger transaction data from other applications. The basic steps are:

1. Export your data into the supplied Excel Template
2. From the spreadsheet, create the import file in the required format
3. Use Purchase Ledger > Invoices > Check Electronic Invoices to check the data file before loading it.
4. COINS processes the file but does not load the data. If the check runs with no errors, you will be able to load the file. If there are errors, the file may load, but COINS will not post it.
5. Use Purchase Ledger > Invoices > Load Electronic Invoices to load the invoices.
6. COINS loads the data file and creates a transaction batch
7. If the data loads correctly, COINS then moves the data file to the directory specified by the system parameter DATAOLD.

## 2 Configuration

### 2.1 System Parameters



System	Company	ID	Description	Value	Required?	History
		DATAAPSV	Default dataset appserver		<input checked="" type="checkbox"/>	<a href="#">Hist</a>
		DATADIR	Data Load Directory	/tmp	<input checked="" type="checkbox"/>	<a href="#">Hist</a>
		DATAOLD	Data Load Old Directory	/old	<input type="checkbox"/>	

#### SY/DATADIR

The name of the directory that contains data files to be loaded. Used by GL, SL and PL load procedures. In Firstbase this will be set to /tmp

#### SY/DATAOLD

The name of the directory to which COINS moves data files automatically once they have been loaded. Used by GL, SL and PL load procedures. In Firstbase this will be set to ./old

If you have multiple COINS companies, you should make these company specific to the company being imported into to avoid the changes affecting any other companies.

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## 2.2.1 PL Configuration

In PL Configuration untick the option to Post to GL/JC

The screenshot shows the 'Purchase Ledger - PL Configuration' window. The left sidebar contains a navigation menu with options like Home Page, Suppliers, Purchasing Cards, Goods Received, eCommerce Invoices, Invoices, Payment Financing, Payments, VAT, Enquiries, Reports, Security, Setup Maintenance, Audit Record Processing, Administration, Configuration, Parameters, Batch Configuration, Transaction Types Main, Audit Configuration, Audit Configuration (Rec), and Configuration Reports. The main area has tabs for 'GL Details', 'Defaults', and 'Analysis'. Under 'GL Details', there are two columns: 'GL Account' and 'Post Detail'. The 'Post Detail' column has checkboxes for 'Purchase Ledger Control: 00.7800', 'Discounts Taken: 00.2698', 'Invoice Register: 00.7817', 'Unallocated: 00.7801', 'Letter of Credit Control:', 'VAT:', 'Cash Accounts:', 'Expense Accounts:', 'Post Quantities:', and 'Post to GL/JC:'. The 'Post to GL/JC:' checkbox is highlighted with a red box.

### Note:

Remember to set the PL parameters and configuration back once the import is successful



## 3 Data File Format

A spreadsheet template is provided to facilitate the creation of the file into the correct format for loading.

To access the spreadsheet template, click the attachments icon in Adobe Reader (whilst reading this document) and download the attachment.

Note: The spreadsheet requires macros to be enabled to assist with the correct formatting of the data.

Each row starting at Row 4 should contain the details for one invoice and the columns to be completed are as follows:

Column	Field	Description
A	avm_num	Supplier Account Number
B	ain_idate	Invoice date
C	ain_amount	Gross amount (2 Decimal Places)
D	source	Source ledger code <b>This should be set to PL</b>
E	coj_type	Transaction type <b>It is recommended that the import is only carried out for PINN invoices (no Purchase Order)</b>
F	ain_taxamt	VAT amount (2 Decimal Places)
G	ain_duedt	<b>Automatically calculated from Invoice Date</b> Due date
H	ain_discdt	<b>Automatically calculated</b> Discount date
I	ain_discamt	Discount
J	ain_desc	Description
K	new_ain_hcode	Hold code and Reason. Leave blank if these will not go on hold, otherwise specify a valid hold code and reason, separated by a comma. <b>e.g. AA,Awaiting Approval</b>
L	ohd_num	P O number <b>Leave blank</b>
M	ain_supref	Supplier Reference





N	ain_disttype	Distribution type (R/P/C)
O	job_num	Contract, Department, Sector
P	cur_code	Currency Code
Q	int_ref	Internal reference
R	"\$"	<b>This must contain "\$"</b>
S	Lines	<b>Leave Blank</b>
T	"\$"	<b>This must contain "\$"</b>
U	vat_code	VAT code
V	ain_taxamt	<b>Automatically copied from previous entry</b> VAT amount (2 Decimal Places)
W	ain_netamt	<b>Automatically calculated</b> Goods amount (2 Decimal Places)t
X	summ2	Summary (YES/NO)
Y	"\$"	<b>This must contain "\$"</b>
Z	Lines	<b>Leave Blank</b>
AA	"\$"	<b>This must contain "\$"</b>
AB	ain_netamt	<b>Automatically copied from previous entry</b> Amount
AC	anal_type	Analysis type (1 - Contract, 2 - Plant, 3 - General Ledger, 5 - Workshop)
AD	anal	Analysis (for example, contract/cost code/category, G/L account)
AE	ain_fdate	Effective Date
AF	summ	Summary (YES/NO)
AG	ain_desc	<b>Automatically copied from previous entry</b> Description
AH	ohd_num	<b>Automatically copied from previous entry</b> PO Number
AI	tax_code	<b>Automatically copied from previous entry</b> Sales Tax Code
AJ		Quantity
AK		Units
AL	"\$"	<b>This must contain "\$"</b>
AM	"E"	<b>This must contain "E" to signify the end of the import record</b>



## 3.1 Method

1. Complete the “Open\_pinv” sheet on the attached template as per the format description above.

2. The Sheet “Sample” provides an example to refer to.
3. Row 3 of the sheet contains all the required settings and formulas and can be copied down to Row 4 onwards for the number of lines required – 1 line per invoice to be loaded.
4. Once the sheet has been completed, click on the “LOAD” sheet.

5. This automatically populates with the data from “Open\_Pinv” and creates the correct export format. Verify that you have the same number of lines on each. If there are more lines needed on “LOAD” simply copy the last line down the required number of lines – this will copy the formulas and automatically populate from the “Open\_Pinv” sheet. **If there are more lines than invoices, delete the extra lines.**

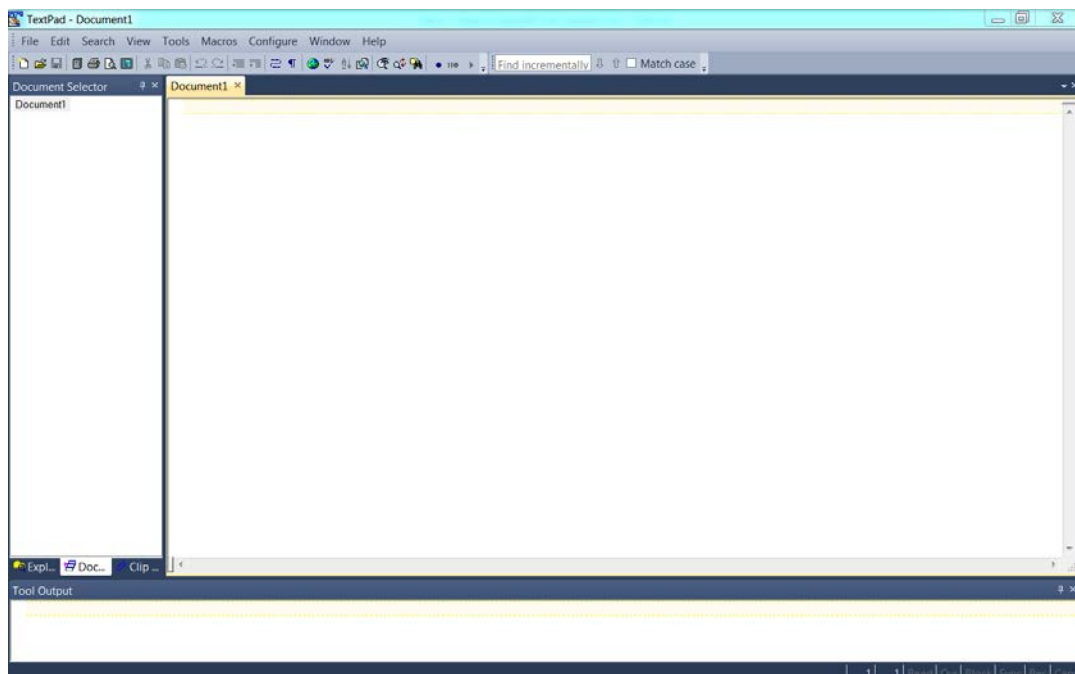


- Once you are happy that all the invoices are showing on "LOAD" click the Copy button on the top left of the sheet

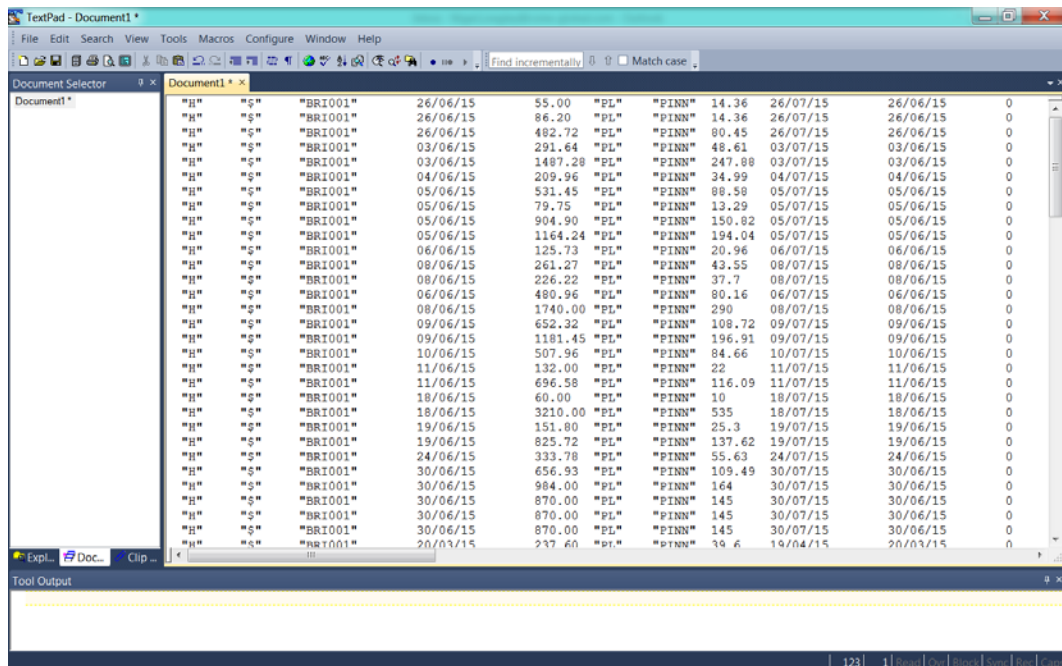
D7    X    ✓    fx    =Quotes&IF(INDIRECT(D\$1,TRUE)="","""",UPPER(INDIRECT(D\$1,TRUE)))&C

	A	B	C	D	E	F	G	H	I
1	Quotes	Key	"\$"	avm_num	ain_idate	ain_amount	source	coj_type	ain_te
2		Copy	"\$"	Supplier	Inv date	Gross Amount		Type	VAT A
3			"H"	ch	da	de	ch	ch	de
4			"\$"	"BRI001"	26/06/15	55.00	"PL"	"PINN"	
5			"\$"	"BRI001"	26/06/15	86.20	"PL"	"PINN"	
6			"\$"	"BRI001"	26/06/15	482.72	"PL"	"PINN"	
7			"\$"	"BRI001"	03/06/15	291.64	"PL"	"PINN"	
8			"\$"	"BRI001"	03/06/15	1487.28	"PL"	"PINN"	
9			"\$"	"BRI001"	04/06/15	209.96	"PL"	"PINN"	
10			"\$"	"BRI001"	05/06/15	531.45	"PL"	"PINN"	
11			"\$"	"BRI001"	05/06/15	79.75	"PL"	"PINN"	
12			"\$"	"BRI001"	05/06/15	904.90	"PL"	"PINN"	
13			"\$"	"BRI001"	05/06/15	1164.24	"PL"	"PINN"	
14			"\$"	"BRI001"	06/06/15	125.73	"PL"	"PINN"	
15			"\$"	"BRI001"	08/06/15	261.27	"PL"	"PINN"	

- The data will be copied to your clipboard.
- Open Textpad (This can be downloaded from [www.textpad.com](http://www.textpad.com))

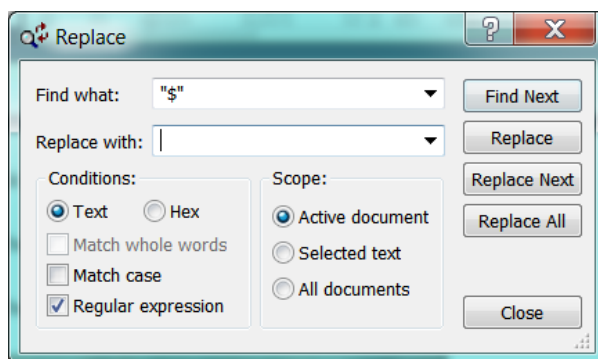


- Paste the data from the clipboard into Textpad



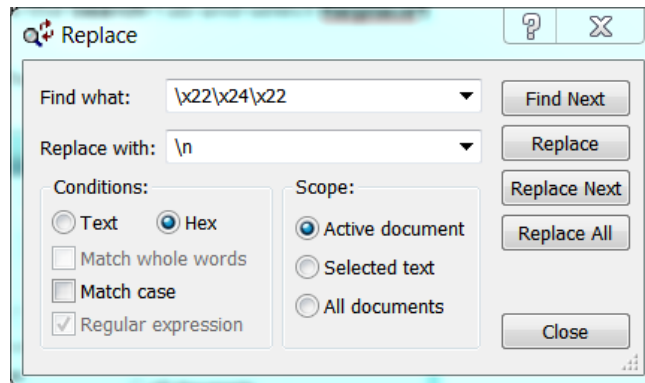
10. Click the **Search** Tab and select **Replace**

11. In the **Find What** box, enter "\$"



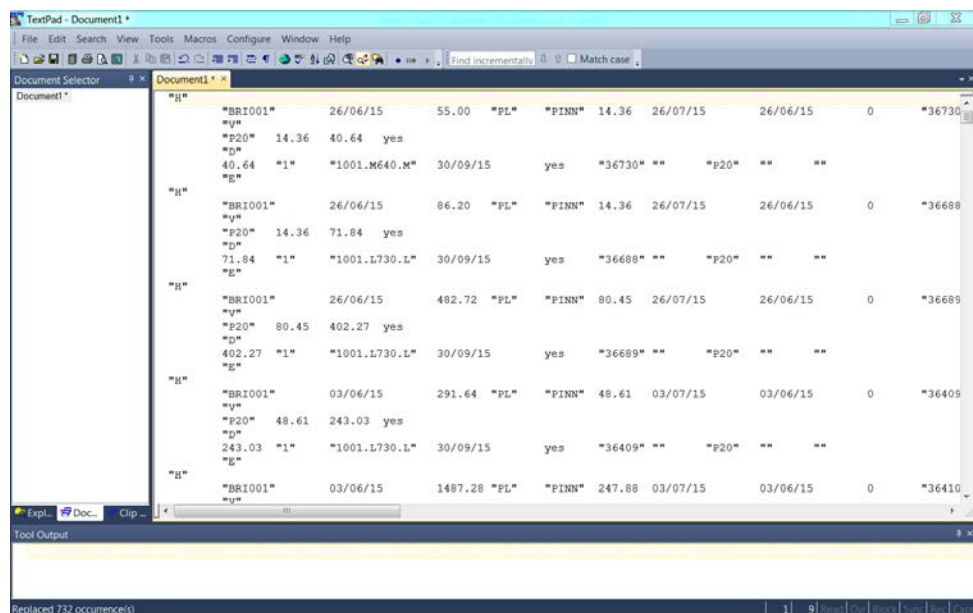
12. Select the **Hex** radio button

13. In the **Replace With** box, Enter \n



14. Click **Replace All**

15. The file will then be converted to the correct import format required by COINS



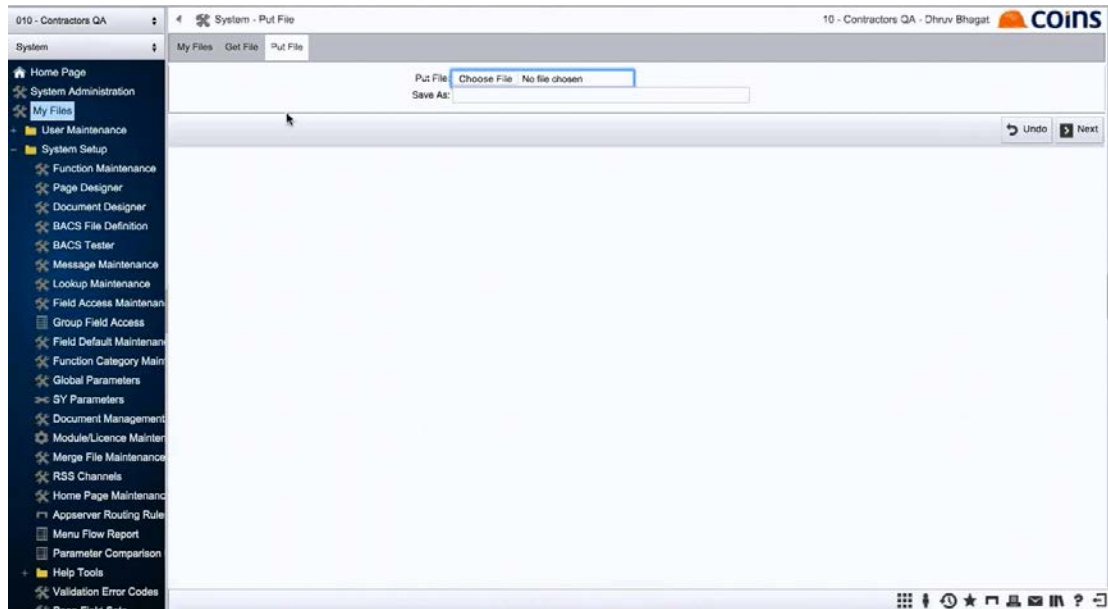
16. Save the file to a directory on your PC



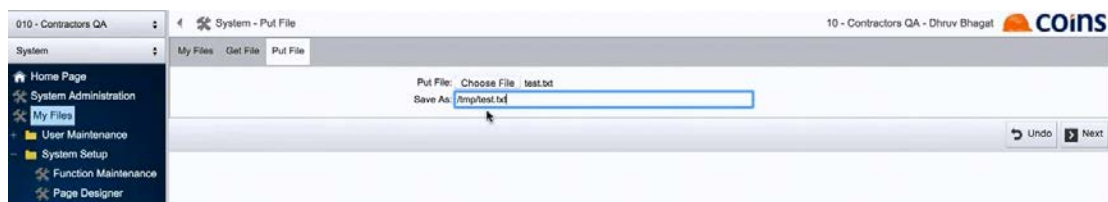
## 3.2 Loading the Data into COINS

### 3.2.1 Uploading the File

1. In COINS, navigate to System > My Files and click on the **Put File** tab



2. Click on **Choose File** and select the import file you created earlier in TextPad
3. In the **Save As** box, enter the path /tmp/ (or the path specified by the SY/DATADIR parameter if different) followed by your file name



4. Click Next



### 3.2.2 Check Electronic Invoices

PL Check Electronic Invoices allows you to check the format of an invoice data file before you load it.

COINS will produce a log report if there are any errors or warnings. COINS processes the file but does not load the data. If the check runs with no errors, then you will be able to load the file. If there are errors, the file may load, but COINS will not post it.

1. Navigate to Purchase Ledger > Invoices > Check Electronic Invoices
2. Select the relevant financial period
3. Enter the name of your import file, no path is required. This will automatically use the SY/DATADIR folder specified.



4. Click Next
5. COINS will validate the import file and a report will be generated on the Report Status Workbench



[illegible]

6. Open the report and check for any errors. An example is shown below:

View Task Results - PL Check Electronic Invoices - 23/11/15 15:22:36 (dhrbha)	
<b>Message</b>	
Invoice Data Check. Load File: test.txt	
Warning Line 2: Duplicate invoice found on database	
Error Line 7: Distribution amount invalid: 71.80 <> 71.84	
Warning Line 9: Duplicate invoice found on database	
Warning Line 16: Duplicate invoice found on database	
Warning Line 23: Duplicate invoice found on database	
Warning Line 30: Duplicate invoice found on database	
Warning Line 37: Duplicate invoice found on database	
Warning Line 44: Duplicate invoice found on database	
Warning Line 48: Category is different from default (M) on cost head. [JC527] Category is different from default (M) on cost head. [JC527]	
Warning Line 51: Duplicate invoice found on database	
Warning Line 58: Duplicate invoice found on database	

- Errors must be corrected before attempting to load the file. Warnings will not prevent the file from loading, but may prevent the batch from posting until corrected COINS. It is advisable to resolve any Warnings at this stage.
- Correct the issues reported within import file on your PC (The Report will identify the line numbers to assist with finding the correct record to change). You will then need to upload the corrected file to COINS as shown in 3.2.1 and re-run the **Check Electronic Invoices** process again.
- Once the Report indicates that there are no further Errors or Warnings, you can proceed to Loading the Invoices.





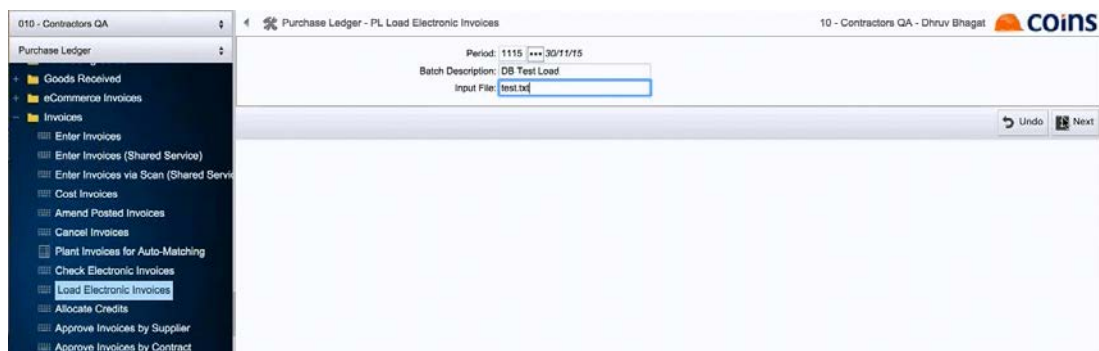
### 3.2.3 Electronic Invoice Load

**NOTE:**

**DO NOT** attempt to Load the Invoice File if Errors are indicated on the Check Report. If you do, only a partial load will occur and the batch will need to be deleted.

**This will be indicated on the Load Report:**

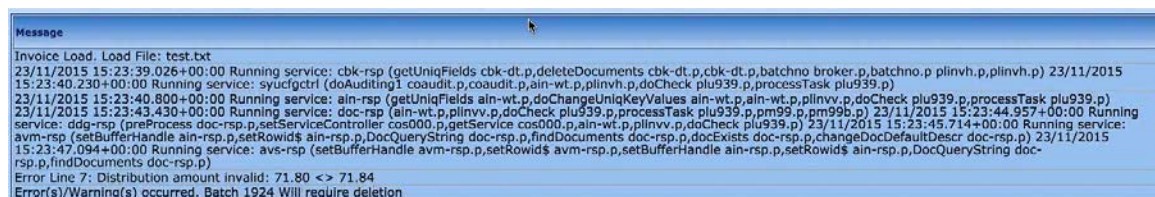
1. Navigate to Purchase Ledger > Invoices > Load Electronic Invoices
2. Select the Financial Period
3. Enter a Batch Description to help identify the batch
4. Specify the import filename



5. On the Report Status Workbench, locate the Load Report

Report Status		Saved Reports	Scheduler	Report Runner	Archived Reports	My Files					
	Date ▲	Time	Co ◆	Module	Description	Status ◆	Queue	Size	User ◆		Re-Run
<input type="checkbox"/>	  23/11/15	15:25:56	10	PL	<a href="#">PL Load Electronic Invoices</a>	Complete		1,057	dhbha		

6. The report will confirm is the load was successful. Any Errors will have caused the file to partially load and the batch must be deleted, the error corrected and the file re-checked and re-loaded





7. A successful load will show **Load Complete**

Message  
Invoice Load, Load File: test.txt  
23/11/2015 15:26:03.912+00:00 Running service: ctr-rsp (getUniqFields ctr-wt.p,doChangeUniqKeyValues ctr-wt.p,ctr-wt.p,txno broker.p,txno.p,plinvh.p,plinvh.p)  
23/11/2015 15:26:05.359+00:00 Running service: cob-rsp (getUniqFields cob-wt.p,doChangeUniqKeyValues cob-wt.p,cob-wt.p,plinvh.p,doCheck plu939.p,processTask plu939.p)  
Warning Line 48: Category is different from default (M) on cost head. [JC527] Category is different from default (M) on cost head. [JC527]  
\*\* Load Complete \*\*  
Batch: GBP,1925,DB Test Load

8. Any Warning should be noted and the relevant invoices corrected in COINS before the batch can be posted. Batches with Warnings will show in the Invoice Entry Workbench as **incomplete**.

Purchase Ledger - Invoice Batches									
10 - Contractors QA - Dhruv Bhagat									
	Batch Number	Batch Reference	Status	Financial Period	Description	Txn Date	Txns	Txn Type	User ID
<input type="checkbox"/>	001903	001903	Unposted	30/11/15-1115	DB QA PL Load	10/11/15	122	PINN	dhrrbha
<input type="checkbox"/>	001918	001918	Unposted	30/11/15-1115	DB Load test	19/11/15	122	PINN	dhrrbha
<input type="checkbox"/>	001925	001925	Incomplete	30/11/15-1115	DB Test Load	23/11/15	122	PINN	dhrrbha

9. Verify that the correct number of Invoices (**TXNS** column) are in the batch.

10. Open the batch and Select the Invoices Tab

11. Invoices that are ok will have a status of unposted. Any Invoices that require correct will have a message identifying the issue. These must be corrected before the batch can be posted.

Purchase Ledger - Invoice Batch

10 - Contractors QA - Dhruv Bhagat

Batch: 001925001925DB Test Load

BatchInvoices

	Batch Line	Internal Reference	Supplier Reference	Supplier Account	Supplier Name	Txn Type	Invoice Date	Gross Amount	Discount	Status
<input type="checkbox"/>		215112263	0248AU844	BRI001	British Gas	PINN	26/06/15	86.20	0.00 GBP	VAT Imbalance
<input type="checkbox"/>		315112264	0248AU861	BRI001	British Gas	PINN	26/06/15	482.72	0.00 GBP	Unposted
<input type="checkbox"/>		415112265	0320BHE666	BRI001	British Gas	PINN	03/06/15	291.64	0.00 GBP	Unposted
<input type="checkbox"/>		515112266	0320BHE681	BRI001	British Gas	PINN	03/06/15	1,487.28	0.00 GBP	Unposted
<input type="checkbox"/>		615112267	0320BHF001	BRI001	British Gas	PINN	04/06/15	209.96	0.00 GBP	Unposted
<input type="checkbox"/>		715112268	0320BHF302	BRI001	British Gas	PINN	05/06/15	531.45	0.00 GBP	VAT Imbalance
<input type="checkbox"/>		815112269	0320BHF346	BRI001	British Gas	PINN	05/06/15	79.75	0.00 GBP	Unposted
<input type="checkbox"/>		915112270	0320BHF351	BRI001	British Gas	PINN	05/06/15	904.90	0.00 GBP	Unposted
<input type="checkbox"/>		1015112271	0320BHF356	BRI001	British Gas	PINN	05/06/15	1,164.24	0.00 GBP	Unposted
<input type="checkbox"/>		1115112272	0320BHF410	BRI001	British Gas	PINN	06/06/15	125.73	0.00 GBP	VAT Imbalance

</



12. If the batch contain a large number of invoices, you may find it easier to deal with the invoices that required amendment if you click the Excel export button at the bottom of the screen.

Purchase Ledger - Invoice Batch 10 - Contractors QA - Dhruv Bhagat

Batch: [001925](#) 001925 DB Test Load

Batch Line	Internal Reference	Supplier Reference	Supplier Account	Supplier Name	Txn Type	Invoice Date	Gross Amount	Discount	Status
2	15112263	0248AJ844	BR1001	British Gas	PINN	26/06/15	86.20	0.00 GBP	VAT Imbalance
3	15112264	0248AJ861	BR1001	British Gas	PINN	26/06/15	482.72	0.00 GBP	Unposted
4	15112265	0320BHE666	BR1001	British Gas	PINN	03/06/15	291.64	0.00 GBP	Unposted
5	15112266	0320BHE681	BR1001	British Gas	PINN	03/06/15	1,487.28	0.00 GBP	Unposted
6	15112267	0320BHF001	BR1001	British Gas	PINN	04/06/15	209.96	0.00 GBP	Unposted
7	15112268	0320BHF302	BR1001	British Gas	PINN	05/06/15	531.45	0.00 GBP	VAT Imbalance
8	15112269	0320BHF346	BR1001	British Gas	PINN	05/06/15	79.75	0.00 GBP	Unposted
9	15112270	0320BHF351	BR1001	British Gas	PINN	05/06/15	904.90	0.00 GBP	Unposted
10	15112271	0320BHF356	BR1001	British Gas	PINN	05/06/15	1,164.24	0.00 GBP	Unposted
11	15112272	0320BHF410	BR1001	British Gas	PINN	06/06/15	125.73	0.00 GBP	VAT Imbalance

Buttons: Show All, Add, Copy, Insert, Up, Down, Open, Delete, Move Invoices to another Batch

Search: Batch Line

The batch records will then open in Excel

Batch Line

Batch Line	Internal Ref	Supplier Ref	Supplier Accs	Supplier	Txn Type	Invoice Date	Gross Amount	Discount	cur_code	Status
1	15112262	0248AJ844	BR1001	British Gas	PINN	26/06/15	86.2	0	GBP	VAT Imbalance
2	15112263	0248AJ844	BR1001	British Gas	PINN	26/06/15	86.2	0	GBP	VAT Imbalance
3	15112264	0248AJ861	BR1001	British Gas	PINN	26/06/15	482.72	0	GBP	Unposted
4	15112265	0320BHE666	BR1001	British Gas	PINN	03/06/15	291.64	0	GBP	Unposted
5	15112266	0320BHE681	BR1001	British Gas	PINN	03/06/15	1,487.28	0	GBP	Unposted
6	15112267	0320BHF001	BR1001	British Gas	PINN	04/06/15	209.96	0	GBP	Unposted
7	15112268	0320BHF302	BR1001	British Gas	PINN	05/06/15	531.45	0	GBP	VAT Imbalance
8	15112269	0320BHF346	BR1001	British Gas	PINN	05/06/15	79.75	0	GBP	Unposted
9	15112270	0320BHF351	BR1001	British Gas	PINN	05/06/15	904.9	0	GBP	Unposted
10	15112271	0320BHF356	BR1001	British Gas	PINN	05/06/15	1,164.24	0	GBP	Unposted
11	15112272	0320BHF410	BR1001	British Gas	PINN	06/06/15	125.73	0	GBP	VAT Imbalance
12	15112273	0320BHF705	BR1001	British Gas	PINN	06/06/15	261.27	0	GBP	VAT Imbalance
13	15112274	0320BHF725	BR1001	British Gas	PINN	06/06/15	226.22	0	GBP	Unposted
14	15112275	0320BHF729	BR1001	British Gas	PINN	06/06/15	480.96	0	GBP	Unposted
15	15112276	0320BHF791	BR1001	British Gas	PINN	06/06/15	1,740.00	0	GBP	Unposted
16	15112277	0320BHG026	BR1001	British Gas	PINN	09/06/15	652.32	0	GBP	Unposted
17	15112278	0320BHG052	BR1001	British Gas	PINN	09/06/15	1,181.45	0	GBP	Unposted
18	15112279	0320BHG056	BR1001	British Gas	PINN	10/06/15	507.96	0	GBP	Unposted
19	15112280	0320BHG063	BR1001	British Gas	PINN	11/06/15	132	0	GBP	Unposted
20	15112281	0320BHG065	BR1001	British Gas	PINN	11/06/15	696.58	0	GBP	VAT Imbalance
21	15112282	0320BHG071	BR1001	British Gas	PINN	18/06/15	60	0	GBP	Unposted
22	15112283	0320BHG074	BR1001	British Gas	PINN	18/06/15	8,210.00	0	GBP	Unposted
23	15112284	0320BHG084	BR1001	British Gas	PINN	19/06/15	151.8	0	GBP	Unposted
24	15112285	0320BHG084	BR1001	British Gas	PINN	19/06/15	825.72	0	GBP	Unposted
25	15112286	0320BHG083	BR1001	British Gas	PINN	24/06/15	333.78	0	GBP	Unposted
26	15112287	0320BHG081	BR1001	British Gas	PINN	30/06/15	656.93	0	GBP	Unposted
27	15112288	0320BHG081	BR1001	British Gas	PINN	30/06/15	984	0	GBP	Unposted
28	15112289	0320BHG076	BR1001	British Gas	PINN	30/06/15	870	0	GBP	Unposted
29	15112290	0320BHG079	BR1001	British Gas	PINN	30/06/15	870	0	GBP	Unposted
30	15112291	0320BHG079	BR1001	British Gas	PINN	30/06/15	870	0	GBP	Unposted
31	15112292	0320BHG080	BR1001	British Gas	PINN	30/06/15	337.6	0	GBP	Unposted
32	15112293	0321BHF716	BR1001	British Gas	PINN	04/06/15	266.4	0	GBP	Unposted
33	15112294	0321BHF717	BR1001	British Gas	PINN	04/06/15	1,606.05	0	GBP	VAT Imbalance
34	15112295	0321BHF001	BR1001	British Gas	PINN	09/06/15	3,405.46	0	GBP	Unposted
35	15112296	0321BHF018	BR1001	British Gas	PINN	11/06/15	69	0	GBP	Unposted
36	15112297	0321BHF018	BR1001	British Gas	PINN	08/06/15	682.54	0	GBP	Unposted

export155642

Filter the Status column to exclude any invoices with a status of **Unposted**. This will leave you with a list of only the invoices that need correcting.

## HOW TO...

### Configure and Use Electronic PL Invoice Load



Batch Line	Internal Reference	Supplier Reference	Supplier Account	Supplier Name	Txn Ty	Invoice Date	Gross Amount	Discount	cur_cst	Status
1	15112262	0248AU844	BRI001	British Gas	PINN	26/06/15	86.2	0.00	GBP	VAT Imbalance
2	15112263	0248AU844	BRI001	British Gas	PINN	26/06/15	86.2	0.00	GBP	VAT Imbalance
3	15112264	0320BHE666	BRI001	British Gas	PINN	03/06/15	291.84	0.00	GBP	Unposted
4	15112265	0320BHE681	BRI001	British Gas	PINN	03/06/15	1,487.28	0.00	GBP	Unposted
5	15112266	0320BHF001	BRI001	British Gas	PINN	04/06/15	209.96	0.00	GBP	Unposted
6	15112267	0320BHF302	BRI001	British Gas	PINN	05/06/15	531.45	0.00	GBP	VAT Imbalance
7	15112268	0320BHF346	BRI001	British Gas	PINN	05/06/15	79.75	0.00	GBP	Unposted
8	15112270	0320BHF351	BRI001	British Gas	PINN	05/06/15	904.90	0.00	GBP	Unposted
9	15112271	0320BHF356	BRI001	British Gas	PINN	05/06/15	1,164.24	0.00	GBP	Unposted
10	15112272	0320BHF410	BRI001	British Gas	PINN	06/06/15	125.73	0.00	GBP	VAT Imbalance

From the spreadsheet, the first column will provide the Batch Line number of the invoices to be corrected. In COINS you can use the line number in the browse filter to navigate directly to the invoices rather than paging up and down to locate them.

Batch: 001925 001925 DB Test Load										
Batch Invoices										
	Batch Line	Internal Reference	Supplier Reference	Supplier Account	Supplier Name	Txn Type	Invoice Date	Gross Amount	Discount	Status
<input type="checkbox"/>	2	15112263	0248AU844	BRI001	British Gas	PINN	26/06/15	86.20	0.00 GBP	VAT Imbalance
<input type="checkbox"/>	3	15112264	0248AU861	BRI001	British Gas	PINN	26/06/15	482.72	0.00 GBP	Unposted
<input type="checkbox"/>	4	15112265	0320BHE666	BRI001	British Gas	PINN	03/06/15	291.84	0.00 GBP	Unposted
<input type="checkbox"/>	5	15112266	0320BHE681	BRI001	British Gas	PINN	03/06/15	1,487.28	0.00 GBP	Unposted
<input type="checkbox"/>	6	15112267	0320BHF001	BRI001	British Gas	PINN	04/06/15	209.96	0.00 GBP	Unposted
<input type="checkbox"/>	7	15112268	0320BHF302	BRI001	British Gas	PINN	05/06/15	531.45	0.00 GBP	VAT Imbalance
<input type="checkbox"/>	8	15112269	0320BHF346	BRI001	British Gas	PINN	05/06/15	79.75	0.00 GBP	Unposted
<input type="checkbox"/>	9	15112270	0320BHF351	BRI001	British Gas	PINN	05/06/15	904.90	0.00 GBP	Unposted
<input type="checkbox"/>	10	15112271	0320BHF356	BRI001	British Gas	PINN	05/06/15	1,164.24	0.00 GBP	Unposted
<input type="checkbox"/>	11	15112272	0320BHF410	BRI001	British Gas	PINN	06/06/15	125.73	0.00 GBP	VAT Imbalance

13. Once any issues are dealt with, the batch status will become **Unposted**. You can then Post the batch to complete the invoice load process.