

# FINANCE - INVOICE LIST

## Restricted Access

This area requires a **Finance** license to access.

**Users, Super Users, Owners** and **Internal Users** can view the data within this area.

## Navigating the Invoice List

In SmartVend, the **Invoice List** under the **Finance** header allows you to view and manage invoices. Here's a quick overview of how to use the filters on this screen:

- Apply Filters:** Use the filters to narrow down the invoice list based on criteria such as invoice number, group, site, or machine. This helps in focusing on specific invoices or related details.
- Filter Options:**
  - Invoice Reference:** Search for invoices by their unique reference number.
  - Invoice Type:** Search for invoice by their specific type
  - Group:** Search for invoices by the group associated with the invoice.
  - Site:** Choose specific sites to see invoices related to those sites.
  - Machine:** Filter by individual machines to see invoices associated with them.
- Update List:** After applying filters, the invoice list will refresh to reflect the selected criteria, allowing you to view relevant invoices more easily.

On the **Invoice List** page in SmartVend:

- Date Range:** When you first load the page, the invoice list is filtered to show a default 16-day period.
- Adjust Date Range:** You can adjust this date range to view invoices from different time periods. This helps in focusing on invoices within a specific date range that you are interested in.

By modifying the date range, you can view invoices that fall outside the default 16-day period, allowing for a more tailored view of invoice data.



## Navigating the Invoice List

On the **Invoice List** page in SmartVend:

- Invoice References:** Each invoice that has been generated will appear in the table with its respective details. Pre-invoices will have an Invoice Reference labelled as 'PREINVOICE'.
- Invoice Type:** For each invoice, you can view the Invoice Type.

This information helps you to identify and distinguish between different types of invoices within the system.

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Exported	1	€5.00	0	0	05/12/2023	05/12/2023	05/12/2023
TrainOrgR00001	All	Site Reference 17	Site Reference 1	Site Name 1	Exported	1	€300.00	0	0	01/12/2023	01/12/2023	01/12/2023

For each invoice in the **Invoice List**:

- Head Office:** This column displays the Head Office associated with the invoice.
- Site Reference:** This indicates the reference number for the site included in the invoice.
- Site Name:** This shows the name of the site related to the invoice.

These details provide context on where the invoice originated and the specific site it pertains to.

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Exported	1	€5.00	0	0	05/12/2023	05/12/2023	05/12/2023
TrainOrgR00001	All	Site Reference 17	Site Reference 1	Site Name 1	Exported	1	€300.00	0	0	01/12/2023	01/12/2023	01/12/2023

- Invoice Status:** This shows the current status of the invoice, such as "Pre-invoice," "Raised," or "Exported."
- Number of Machines:** This column indicates the total number of machines included in the invoice.

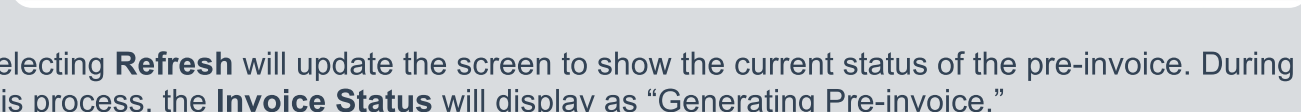
Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Exported	1	€5.00	0	0	05/12/2023	05/12/2023	05/12/2023
TrainOrgR00001	All	Site Reference 17	Site Reference 1	Site Name 1	Exported	1	€300.00	0	0	01/12/2023	01/12/2023	01/12/2023

- Value:** This column displays the total value of the current invoice.
- Last Invoice:** This shows the total value of the previous invoice for comparison.
- Difference:** This column calculates the difference between the total values of the current invoice and the last invoice.

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Exported	1	€5.00	0	0	05/12/2023	05/12/2023	05/12/2023
TrainOrgR00001	All	Site Reference 17	Site Reference 1	Site Name 1	Exported	1	€300.00	0	0	01/12/2023	01/12/2023	01/12/2023

## Generating Pre-Invoices

When invoices are generated, you will be directed to the Invoice List screen. Here, a notification bar will appear, informing you that the invoices have been sent for processing.



Selecting **Refresh** will update the screen to show the current status of the pre-invoice. During this process, the **Invoice Status** will display as "Generating Pre-invoice."

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
PREINVOICE	All	Site Reference 73	Site Reference 23	Site Name 23	Generating Pre-invoice	2	€5.00	0	0	05/12/2023		

Once the pre-invoice has been generated, the **Invoice Reference** will become a hyperlink. Clicking this hyperlink will allow you to view the PDF of the invoice.

The **Date Created** will display the date when the pre-invoice was created.

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
PREINVOICE	All	Site Reference 73	Site Reference 23	Site Name 23	Pre-invoice	2	€5.00	0	0	05/12/2023		

## Raise Invoices

To raise an invoice from pre-invoices:

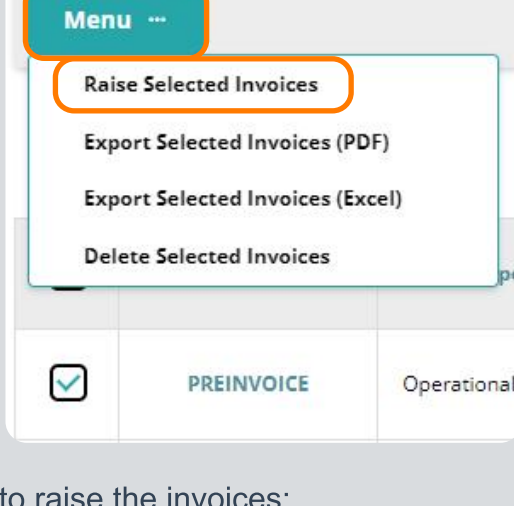
- Select the Pre-Invoices:** Check the boxes next to each pre-invoice you want to raise. To select all pre-invoices, click the checkbox in the table header.

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported	
<input checked="" type="checkbox"/>	PREINVOICE	Operational	Site Reference 36	Site Reference 27	Site Name 27	Pre-invoice	1	€5.00	0	0	05/12/2023		

After selecting the invoices you wish to raise:

- Select "Menu":** Locate and click on the "Menu" option.
- Choose "Raise Selected Invoices":** From the menu that appears, select "Raise Selected Invoices."

This will initiate the process of converting the selected pre-invoices into official invoices.



Once you initiate the process to raise the invoices:

- A blue notification bar will appear, indicating that the invoices are in the process of being raised.
- You have the option to **select "Refresh"** to update the page and check the status of the invoice.
- While the invoice is being raised, the **Invoice Status** will display as "Raising."

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Raising	1	€5.00	0	0	05/12/2023		

Once the invoice has been successfully raised:

- The **Invoice Status** will update to "Raised."
- The **Invoice Reference** will be populated with an automatically generated reference number.
- The **Date Raised** will reflect the date when the invoice was officially raised.

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Raised	1	€5.00	0	0	05/12/2023	05/12/2023	

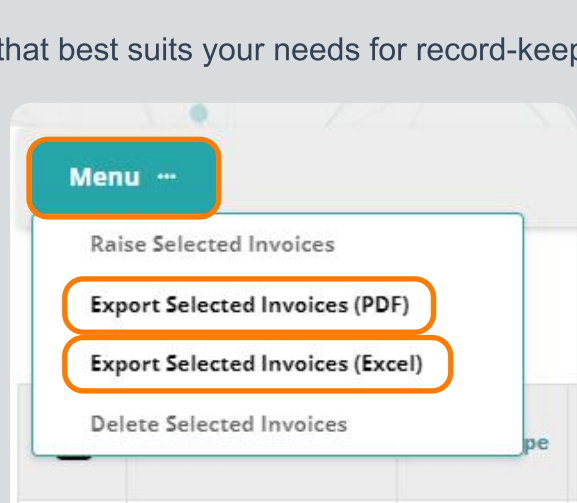
Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Raised	1	€5.00	0	0	05/12/2023	05/12/2023	

## Export Invoices to PDF or Excel

Once you have selected the invoices you wish to raise, you can export them by choosing one of the following options:

- Export Selected Invoices (PDF)** - This option will generate a PDF file containing the details of the selected invoices.
- Export Selected Invoices (Excel)** - This option will generate an Excel file containing the details of the selected invoices.

You can choose the format that best suits your needs for record-keeping or further processing.



Once you select to export invoices in either PDF or Excel format, both files will be generated and downloaded. PDFs will be bundled into a zipped folder for convenience.

The **Date Exported** will then reflect the date on which the invoices were exported from SmartVend. This helps in keeping track of when the export was performed.

Invoice Reference	Invoice Type	Head Office	Site Reference	Site Name	Invoice Status	No Of Machines	Value	Last Invoice	Difference	Date Created	Date Raised	Date Exported
TrainOrgR00002	Operational	Site Reference 36	Site Reference 27	Site Name 27	Exported	1	€5.00	0	0	05/12/2023	05/12/2023	05/12/2023

## Training Note

When exporting invoices to PDF, you can export up to 100 invoices at a time. If you have more than 100 invoices to export, you will need to select and export them in batches.



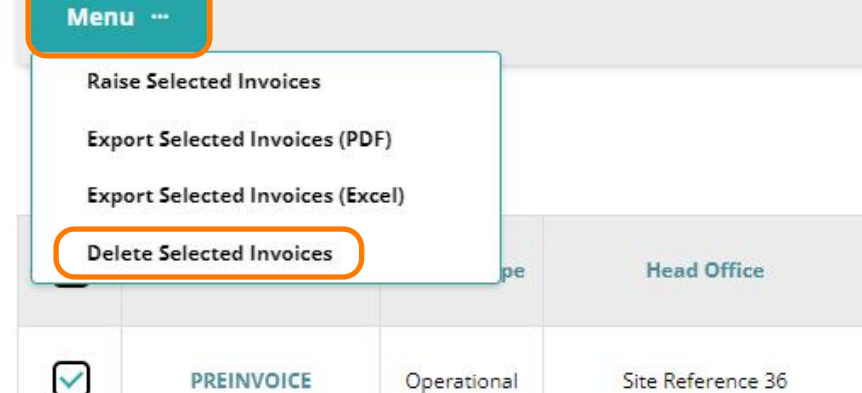
For exporting larger numbers of invoices, you might choose to use the Excel format, which doesn't have the same batch limitation.

## Delete Pre-Invoices

To delete pre-invoices in SmartVend, follow these steps:

- Select Pre-Invoices:** Check the boxes next to each pre-invoice you wish to delete.
- Access the Menu:** Click on the 'Menu' button.
- Delete Selected Invoices:** Choose 'Delete Selected Invoices' from the menu options.

This will remove the selected pre-invoices from the system. Be cautious with this action, as it may be irreversible.



## Training Note

Once an invoice has been raised, it cannot be deleted.

