

Purchase Ledger Invoice Authorisation Set Up and Processing Guide

For any issues relating to any of the items included please contact the Pinewood Helpdesk at support.portal@pinewood.co.uk

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Overview of Functionality

Authorisation routes provide a mechanism through which invoices for values that do not have a matching GRNI accrual can be excluded from the DMS payment processes until they have been reviewed and "authorised" by a relevant user or series of users.

Options to determine the value that an invoice can deviate from associated accruals can be set and invoices can be sent to individuals or groups of users for approval. It's possible for a user to delegate their authorisation at a particular step in a route to another user who may be better placed to assess a particular invoice, as well as to place an invoice 'on hold' whilst it is reviewed.

Routes can be applied automatically or set manually. Default routes can be overridden by users with the relevant access permissions.

Users can be added to a route on a notification only basis, having no role in authorising an invoice, but are made aware by email that an invoice on a route they feature has been posted.

Invoices can be fully posted or logged and users with relevant access can code a logged invoice while it is attached to an authorisation route.

Invoices attached to a route can be monitored using the 'Invoice Management' screen in the Purchase Ledger.

Create/Manage Routes and Enable the Functionality

Transaction Parameters	Master Parameters	Invoice Authorisation	Coding Permissions
Invoice Authorisation			
Parameters			
Enabled		✖	GRNI Tolerance % 0.00
Override Access Level		0	GRNI Tolerance Value 0.00

Enabled - Check to enable Authorisation Routes

GRNI Tolerances - these parameters serve as division defaults for the tolerance behaviour and accounts specific tolerances can be set on PL Transaction accounts (see below).

GRNI Tolerance Value - Permitted deviation from accrual value as an absolute value.

The 'Routes' section of the screen is where routes are created and managed.

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Click the 'Add Route' button to create a new route:

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Setup Route And Users

Route

Code: GEN1 *

Description: General *

Active: ☒

Users

User: ▼ Please Select... Authorise: ▼ Add

Rank	Type	Name	Action	
1	User	Carrie White	Authorise	✗

↑
↓

Save Route Cancel

The 'Setup Routes and Users Window' is displayed allowing the below values to be set.

The Route Section allows basic information about the route to be specified

Code - A Short Reference for the route intended to make searching for a specific route easier.

Description - A longer reference for the route intended to provide a more detailed description of the route or its intended purpose.

Active - Is the route available to be applied to an invoice.

The Users section of this window is used to set the users or groups of users who appear in a route, their position in the route and their role in the route

The first drop down defaults to users but allows groups to be specified.

The second field, a click through labelled 'please select' allows users or groups to be searched for and selected. With the first drop down set to 'User' this field allows users with access to the current division to be selected. With Group selected, a user group (the same groups as set in the administration module) can be selected.

The final selector defines the user's role, the options here are 'Authorise' and 'Notify'.

Users set as 'Authorise' are actively involved in the approval of an invoice attached to this route and must authorise an invoice before it can be paid.

Where a Group is set to 'Authorise' then a user within that user group must authorise the invoice (it does not matter which user) - this is designed to support a first line 'sanity check' of invoice value to detect obvious mistakes before the invoice is passed to the next ranked user.

Users set as 'Notify' will be sent an email when their 'rank' in the route an invoice is attached to reached, A list of these invoices is also made available to the user in the 'Invoice Management' menu.

Rank - Once a user has been added to a route, their rank in that route can be adjusted using the up and down arrows to the right of the user list. The rank controls the order in which invoices are passed to users in the list, with the lowest rank being the first in list.

Saving the route adds it to the list of routes available in the division.

Account specific behaviour for these routes can also be set within a Purchase Ledger Transaction account.

Purchase Ledger Transaction Account Parameters

Navigate to Accounts > Purchase Ledger > Transaction Accounts and locate the account you wish to set.

The screenshot shows the 'Purchase Ledger Transaction Account Parameters' form. It has a top navigation bar with 'Enquiry', 'Transaction Account', and 'Export' tabs. The 'Transaction Account' tab is active. The form is divided into several sections:

- Transaction Account Details:** Settlement Terms (%) 0.00, Settlement Days 0, Payment Schedule, Prevent Auto Payments (checked).
- Analysis:** A/C Group, Purchase Turnover 0.00, Division (Training Division), Company Type, Company Registration Number, EAN Number.
- Tax:** Tax Number, Place of Business, Tax Category (Please Select...), Default Tax Handling (Category Default), Exclude Tax, Default Purchase Type (Goods), Withholding Tax, WHT Report Group (Please Select...), WHT Company Type (Please Select...).
- Invoice Authorisation (highlighted with a red box):** Use Default Tolerances (checked), GRNI Tolerance % 0.00, GRNI Tolerance Value 0.00, Default Route (with a red 'x' icon).

At the bottom right, there are 'Save' and 'Cancel' buttons.

In the lower right of the account page is a section headed 'Invoice Authorisation'. The following options are provided:

Use Default Tolerances - When enabled the default tolerances set on the Invoice Authorisation Parameter page in ledger Parameters are applied. If disabled, then the account specific tolerances set in this section will be applied when an invoice is posted to the account.

The default for this parameter is off and unless changed account specific tolerances are applied

GRNI Tolerances - These tolerances behave the same way of those set in the Invoice Authorisation parameters page, except that these can be defined on a per account basis.

It should be noted that 0.00 is both a valid tolerance and the default value for these options meaning that unless changed, the permitted deviation from accrued value will be 0.00.

Default Route - A route can be selected that will be automatically applied when to any invoice whose value falls outside of the permitted tolerances. This default can be overridden by users with the appropriate access (see below).

Overriding a Default Route

The default route selection can be overridden at the point of posting an invoice or later by a user with the appropriate access level. This access is controlled by a setting in Accounts > Purchase Ledger > Ledger Parameters > Transaction Parameters Tab:

Transaction Parameters	Master Parameters	Invoice Authorisation	Coding Permissions
------------------------	-------------------	-----------------------	--------------------

Division Parameters

Content	Horizontal Adjust	Vertical Adjust
Cheque Name	0	0
Cheque Date	0	0
Value In Words	0	0
Value In Numbers	0	0

Parameters

Cheque Type	Not Used
Apply Default Nominal Codes	✓
Instant Cheques	✗
PL Write Off Nominal Code	X01000
PL Write Off Limit	0.99
Document Scanning	✓
Automatic Tax Calculation	✓
Allow Month End without printing Daybooks	✓
Automatically Apply Settlement Discount	✗
Alert Email Addresses	
Vehicle GRNI	✗

Access Levels

Document Deletion	0
Override Default Nominals and Routes	10
Bank Details	0
Delete GRNI	40

Document Categories

Print Test Cheque

Amend

The 'Override Default Nominals and Routes' parameter in the Access Levels section in the lower right of this page defines the access level required to change this.

View all Invoices Access

The Invoice management screen described below lists invoices attached to authorisation routes. By default, a user will only see invoices that are attached to routes that they are also featured in. There are times when this not desirable as some dealers may appoint specific users to deal with logged invoices regardless of whether those invoices are attached to routes those specific users feature in.

To control this behaviour a parameter is available in the 'Coding Permissions' tab within Accounts > Purchase Ledger > Ledger Parameters:

Transaction Parameters | Master Parameters | Invoice Authorisation | **Coding Permissions**

Invoice Coding Permissions

User / Group Permissions

Type:

Surname:

Forename	Surname	Company (Ceiling)	Purchase Orders
Admin	User		✓
After-sales	Login	Training Division	✓
Carrie	White	Training 2 Workshop	✓
Carrie	White	Training 1 Bodyshop	✓
Carrie	White	Training 1 Workshop	✓
Claire	Smith	Training 1 Sales	✗
David	Wright	Training 2 Workshop	✗
David	Wright	Training Company	✓
Dealer	Principal	Training Company	✓
Ellen	Ripley	Training 2 Workshop	✓
Ellen	Ripley	Training 1 Bodyshop	✓
Ellen	Ripley	Training 1 Workshop	✓
Harry	Hammer	Training 2 Workshop	✓
Harry	Hammer	Training 1 Bodyshop	✓
Harry	Hammer	Training 1 Workshop	✓
Internet	Orders	Training 1 Parts	✗
John	Simpson		✗
John	Smith	Training Division	✓
Kevin	McCallister	Training 2 Workshop	✓
Kevin	McCallister	Training 1 Bodyshop	✓
Kevin	McCallister	Training 1 Workshop	✓
Mark	Pinnacle	Training Company	✗

Next ↓

Drilling into a user or group entry from this screen displays the dialogue that allows nominals to be specified. The 'View All Invoices' parameter will allow logged invoices attached to any route visible to this user or group from the Invoice Management page (detailed below).

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Nominal Code Range

Select Range Of Master Nominal Codes - User: Carrie White

All ☒ **View All Invoices** ☐

From To

From	To
------	----

Usage

Once enabled, the functionality is enacted when a Purchase Ledger Invoice is posted.

Posting an Invoice

When an invoice is posted, the tolerances described above are applied and if the difference exceeds this value, then a route is either automatically applied or where no default is set against the PL account, the user must choose a route to apply to the invoice.

It should be noted here, where an invoice is not matched to any GRNI accrual, the tolerances are still applied, but, the GRNI value is considered to be 0.00 and so these invoices will always require a route to be set.

Where no default is set for the account or where a default is set, but, the user has Purchase Ledger access equal to or greater than the access level required to override the default route, then the 'Authorisation Route' page replaces the users choice to set the Invoice status to 'Approved' or 'Queried'.

Post Invoice/Credit Note

SAF01 - Safety Klean Uk Ltd Account No. 82083847, Chequers Business Park, Chequers Lane, Derby, DE21 6AW, United Kingdom GBP - Sterling	Supplier Reference 123456789 Total 1,200.00 Transaction Type Invoice	Transaction Date Tax 200.00 Due Date
---	--	--

Invoice Details > Nominal Posting > Authorisation Route > Narrative

Code Route

Code	Route
SDExp	Sales Department Expenses
S1	Service Department
P1	Parts Department
SDCON	Sales Dept Consumables

At this stage, a user must select a route to continue to post the invoice.

The last page of the process allows the user posting the invoice to add a narrative to the transaction which can serve as a message to the first user in the route list to provide pertinent information relating to the transaction.

Post Invoice/Credit Note

SAF01 - Safety Kleen UK Ltd Account No. 82083847, Chequers Business Park, Chequers Lane, Derby, DE21 6AW, United Kingdom GBP - Sterling	Supplier Reference 123456789 Total 1,200.00 Transaction Type Invoice	Transaction Date Tax 200.00 Due Date
---	--	--

Invoice Details > Nominal Posting > Authorisation Route > Narrative

Narrative

Check invoice value..

Back Complete Exit

Once complete, the Invoice transaction is created, and the user can upload a copy of the associated document (where enabled).

This process is the same, regardless of whether the invoice is fully posted, logged and part logged. The options available when processing these invoices against the selected route will differ depending on the status of the Transaction.

On completing the posting process the selected route is applied to the invoice and user or group in the first rank of the invoice will be sent an email notifying them that an invoice has been posted that requires their attention.

The email contains the following information:

Subject: Authorisation Required - PL Account Code - Supplier reference

Body:

A Purchase Ledger transaction has been passed to you to Authorise:

Account Code : SAF01

Account Name : Safety Kleans UK Ltd

Type : Invoice

Invoice Number : 72344

Total Value : 2402.00

Route Code : SDExp

Route Description : Sales Department Expenses

The email will show a sender address matching the email set against the division in the DMS company structure.

Invoice Management

The primary management tool for these invoices is the 'Invoice Management' page located in Accounts > Purchase Ledger > Processing > Invoice Management:

The screenshot shows the 'Invoice Management' page with the following elements:

- Navigation:** 'Invoice Management' (active) and 'Review Notifications' tabs.
- Parameters:**
 - Authoriser: All (dropdown)
 - Route Status: All (dropdown)
 - Transaction Status: All (dropdown)
 - Currency: All (dropdown)
 - Route: (text input)
 - All Logged Invoices: ☐
 - PL Account: (text input)
 - Supplier Ref: (text input)
 - Create Report button
- Table:**

Code	Supplier	Supplier Ref	Period	Date	Nett - GBP	Tax - GBP	Logged - GBP	Authoriser	Status	Route	Route Status	DWU
PRO01	Prompt Printing Ltd	030220	12/2020	03/12/2020	83.33	16.67	83.33	Carrie White	Logged	GEN1	Pending	1
- Summary:**
 - Nett Value: 83.33
 - VAT Value: 16.67
 - Total Invoices: 1
 - Total Logged Value: 83.33
 - Documents, Code Invoice, Print buttons

When Authorisation routes are enabled this page replaces the existing Invoice management page, which is provided primarily for managing logged invoices. Additional options are provided to support the new functionality available.

The report displays invoices attached to a route that is still active or where a route has been completed, but, the invoice has not been fully coded (i.e. It is still logged) and by default filters them by the user accessing the screen, providing a personalised list of invoices to process for the authoriser.

Once an invoice is fully coded and its route is completed, it will no longer feature on this report.

Users with override access can change the 'Authoriser' filter in the top left to review invoices passed to other users.

This screenshot shows the 'Invoice Management' page with the same filters as the first screenshot, but without the table data.

The filters section of the report screen provides the following filters:

Authoriser - The user to whom the invoice has been passed. This will default to the current user. If the user has override access, they will be able to select other users from the list. If not, this list is locked to the user.

Currency - A currency filter based on PL account currency

PL Account - A filter to select a specific account

Route Status - As the status of the route is separate from the transaction status

Route - Route code indicating the route the invoice is attached to.

Supplier Reference - the supplier reference of the invoice.

Transaction Status - The Invoice transaction status.

All Logged Invoices - This allows users will access to return a list of all logged invoices, not just those attached to a route in which the user is a part. By default, only logged invoices that are attached to a route that the user features on. This is enabled by default for any user who has 'View all invoices' access.

The report View itself contains the following columns:

Code - PL Account code

Supplier - PL Account Description

Supplier Ref - PL Transaction reference

Period - Period in which the invoice was posted

Date - Transaction date

Net - Pre VAT value of invoice (also display the currency in the header)

Tax - VAT value of invoice (also display the currency in the header)

Logged - Logged Value of invoice (also display the currency in the header)

Authoriser - Current user the invoice is passed to.

Status - Transaction Status - Approved, Queried, Logged

Route - The short identifier for the route

Route Status - The status of the route - Pending, On Hold or Complete - a route can be completed, and the invoice remain on this report if the transaction status is 'Logged'

DWU - Days with user - an indicator of how long a particular invoice has been passed to the same user, providing a warning for invoices that are lacking attention.

Totals are also provided at the bottom of the screen.

Note: This screen is also available within the Purchase Order module, with the intention of making this screen available to users who need to access it, but, with a potentially lower access level that that which would be required to access Purchase Ledger itself, this is particularly useful for Parts and Service department users who many otherwise need a higher access level for Purchase Ledger, but, may well already have adequate permissions to access purchase ordering). Access this version is in Purchase Orders > Invoice Management.

Transaction Details and Authorisation Actions

Double clicking an invoice allows it to be processed in the transaction detail window. This is the same window that is available in the Purchase Ledger Enquiry screen and allows a user to review a copy of the document and confirm a route action:

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PRO01 - Prompt Printing Ltd - Authorisation Pending (GBP - Sterling)

Posting Details | Document Preview

Supplier Ref 030220
Transaction Date 03/12/2020
Type Invoice - Goods
Value (GBP) 100.00
Tax 16.67
Discount 0.00
Due Date 30/01/2021
Status Logged
Posted by Pinewood
Payment Ref
Narrative

No document available

Authorisation Action

Route GEN1
Action Please Select...
Next User Carrie White

Narrative

User	Date	Queried	Action	Narrative
Pinewood	03/12/2020 09...	✗		Route Added: GEN1 - General
Pinewood	03/12/2020 09...	✗		Invoice to Authorise

Code Invoice Documents Drill Accept Cancel

The Authorisation Action section, highlighted in Red above displays the current, a selector for 'Action' and a 'Next user'.

Route - this displays the code for the route the Transaction is attached to. If the user has route override permissions, then the magnifier shown above will also be present and the route can be changed. Changing the route resets its status and begins the new route from rank 1 regardless of previous authorisations.

- **Action** - Applies an action at this rank of the route
- **Authorise** - mark this rank of the route as authorised
- **Delegate** - Pass the transaction to another user who is better placed to authorise this transaction in the current users' place. This does not extend the route; it effectively changes the user in at the current rank.
- **On Hold** - marks the invoice as on hold and updates the route Status shown on the Invoice management report to 'On Hold'. User setting this will be asked to add a narrative entry before saving the transaction when setting the delegate option. If Delegate or Authorise are used after an invoice is set on hold then the route status will return to 'Pending'.

A line of narrative is written for each action performed as part of the route and is visible in the lower section of the transaction detail window.

Narrative				
User	Date	Queried	Action	Narrative
Pinewood	03/12/2020 09...	✗		Route Added: GEN1 - General
Pinewood	03/12/2020 09...	✗		Invoice to Authorise

Next User - This field is intended to indicate the best user to speak to about the invoice in its current state based on the route to which it is attached and will display a different value depending on the following:

- If the person viewing the window is the current authoriser from the route, the 'Next User' value will be the person to whom the transaction will be passed if the current user authorises the Invoice.
- If the person viewing the window is not the current authoriser, then the next user will display the name of the person who is the current authoriser based on the rank in the route the invoice has reached.

If the invoice is posted and the user has route override access as set in the Authorisation Routes parameters page, then the Transaction Status will be available to change. This is intended for users with high levels of permissions to short cut a route and set the status of a transaction to 'Approved' if it becomes necessary to ensure that the transaction gets paid on time. As such, dealers should consider carefully what access level is set for this parameter.

Providing an invoice is not logged at the time, when the user who is the last authorising rank of the route authorises the invoice, the transaction status will be automatically set to approved and the invoice can be paid using the Cash book payment processes. Alternatively, this can be used to set the status of a transaction back to queried if a problem is identified at a point after the route is completed

If the transaction is logged, then the Route status will update to 'Complete' and the transaction status will remain as 'Logged'. The transaction status cannot be changed even by a user with override permissions. The only way to update this is to code the invoice, by selecting the Code Invoice button:

Pinewood DMS

PRO01 - Prompt Printing Ltd - Authorisation Pending (GBP - Sterling)

Posting Details		Document Preview	
Supplier Ref	030220		
Transaction Date	03/12/2020		
Type	Invoice - Goods		
Value (GBP)	100.00		
Tax	16.67		
Discount	0.00		
Due Date	30/01/2021		
Status	Logged		
Posted by	Pinewood	No document available	
Payment Ref			
Narrative			

Authorisation Action

Route: GEN1

Action: Please Select...

Next User: Carrie White

Narrative				
User	Date	Queried	Action	Narrative
Pinewood	03/12/2020 09...	✗		Route Added: GEN1 - General
Pinewood	03/12/2020 09...	✗		Invoice to Authorise

Code Invoice Documents Drill Accept Cancel

Users with sufficient PL access can code logged invoices from the transaction detail window. This provides a convenient way to include the coding of a logged invoice as part of the authorisation route. Dealers may add the user who would typically do the coding as the last user in a route, allowing users at previous ranks to authorise the invoice for payment and leave narrative confirming or describing where the invoice should be coded.

If a logged invoice is coded while the authorisation route is incomplete, then the Transaction status is set to queried and the invoice then behaves the same way as any other coded invoice attached to a route.

Review Notifications

Where a user features on a route, but, as a 'notify' user, then they will be sent an email when an invoice reaches their position in a route and an entry for that invoice is added to the 'Review Notifications' tab within the Invoice Management screen.

Code	Supplier	Supplier Ref	Period	Date	Nett Value	Tax	Authoriser	Status	Route	Route Status	DWU
SAF01	Safety Kleen UK Ltd	2345678	12/2020	12/02/2020	2,005.00	401.00		Approved	SDCON	Complete	0

Nett Value: 2,005.00 VAT Value: 401.00 Total Invoices: 1

This report will display any invoice that the current user has been notified about and is intended to provide a mechanism to allow certain users to be included on an information only basis within the route system. A typical use case for this is to apply a specific route to invoices over a certain value or from a certain supplier that a specific user wants to be made aware of, but, doesn't need to get involved in authorising.

Similar filters to those present on the Invoice Authorisation tab are also present here allowing the user to filter the list based on the below criteria:

PL Account - The purchase ledger Account the invoice is poste to.

Supplier reference - the Supplier Reference for the transaction

Route Status - The status of the invoice in the route

Route - The Route the Transaction is attached to

Transaction Status - The PL Transaction status

Include Processed - includes transactions previously marked as actioned (see below)

The transaction detail window can be accessed by double clicking the row, clicking accept in this window will prompt the user to mark the transaction as actioned:

Pinewood DMS

SAF01 - Safety Kleen Uk Ltd (GBP - Sterling)

Posting Details

Document Preview

Supplier Ref

2345678

Transaction Date

12/02/2020

Type

Invoice - Goods

Value (GBP)

1,203.00

Tax

200.50

Discount

0.00

Due Date

01/30/2021

Status

Approved

Posted by

Pinewood

Payment Ref

Narrative

Authorisation Action

Route

SDCON

Narrative

User	Date	Queried	Action	Narrative
Pinewood	12/02/2020 12...	✗	Authorise	Authorised
Pinewood	12/02/2020 12...	✓	Authorise	Authorised
Pinewood	12/02/2020 12...	✗		Route Added: SDCON - Sales Dept Consumables
Pinewood	12/02/2020 12...	✗		check value

Documents

Drill

Accept

Cancel

Pinewood DMS

?

Mark Invoice as Actioned?

Yes

No

Doing so will hide that transaction from the report view, unless the 'Include Processed' option is checked.

Totals for the report are included at the bottom of the screen.