CLAAS eBilling

Overview

This module receives electronic parts invoices and credit notes from CLAAS and allows the invoice confirmation program to automatically match to the purchase orders or returns. Invoices and credits can be processed automatically and posted if all quantities and prices match. Alternatively, you can view each invoice and update the purchase ledger individually if preferred.

Process

Emails, including a PDF, are sent by CLAAS and received by the docstore. A rule in Gold is required with the document type set to PAPICL. This will be done as part of the implementation process.

The PDF contains electronic information embedded inside it. Gold reads the electronic part of the invoice and matches the customer order number to the order number in Gold. The lines are then checked for received quantities and ordered values.

The invoice number, tax point date, nett goods, VAT and settlement dates are all automatically populated.

If the received quantities and values match, Gold can, if allowed, process all matched invoices automatically.

If the received quantities or values do not match, the person processing the invoice is informed in Gold as to reasons why.

All electronic documents can be forwarded to users for approval or to rectify any issues. This follows the same standard procedure as other invoices and credit notes in the docstore.

When processing the transaction, you can allow the electronic invoice to match the order values to the invoiced values with one press of a button. This eliminates the time required to alter each individual line to match the invoiced amount.

Actions

Processing an Electronic Parts Invoice

Access Parts Control>Invoice Confirmation. Enter the supplier account number and a list of documents will be displayed.

Lines displaying *GRN* have a variance between the GRN and Invoice. This could be a part line(s) that has not been received.

Lines displaying *QTY* have a variance between the GRN quantities and the invoiced quantities.

Print button

The print button lets you report on 3 options, allowing you to see the reason why the invoice cannot be matched to the purchase order.

Once an invoice has been selected, the document will then be displayed on screen in the Gold Viewer for Windows Gold, or your local pc's web browser if using classic Gold.

All aspects of the transaction are populated with the information from the supplier. This includes the invoice header, purchase order numbers, invoiced quantities and invoiced amounts. If a price difference is found, the balance will be shown in the top right of the screen.

Providing that the Balance shown in the top right-hand corner of the screen is zero, the invoice is fully matched. The Esc or Quit key (F9) can be used to update the invoice and store the document in the docstore.

Should there be difference, a * is indicated next to the order(s) and part line(s) concerned. Pressing enter or selecting the amend button on the line with the difference will show the original price as ordered and the invoiced amount next to it.

Expected cost as per the invoice shown in brackets

A 'Default All' button is available when on the part screen. Electronic invoices has a further option 'Default to Manuf. Invoice Prices'. Selecting this and clicking OK will change all lines with cost differences, to match the transaction, leaving a balance of zero to allow the transaction to be posted.

Matching all invoices

When viewing a list of all invoices, the 'All' button can be used to process all matching invoices to the purchase order. Pressing the 'All' button will display a further menu with options as above for depot and invoice dates. If the depot field is left blank, invoices for all depots will be selected. Invoice dates can also be used to only process invoices dated within the range.

All invoices will be processed where the invoice matches the quantity and cost exactly. These are then posted and stored in the docstore.

Note: In conjunction with the [All] button, an acceptable percentage difference can be set in within System Management>Company control files>Parts>GRN

If the percentage is set, any invoices where the difference between the invoice and purchase order is within this percentage will be posted, the difference is posted to the variance nominal account.

The default in the company control files is set to zero.