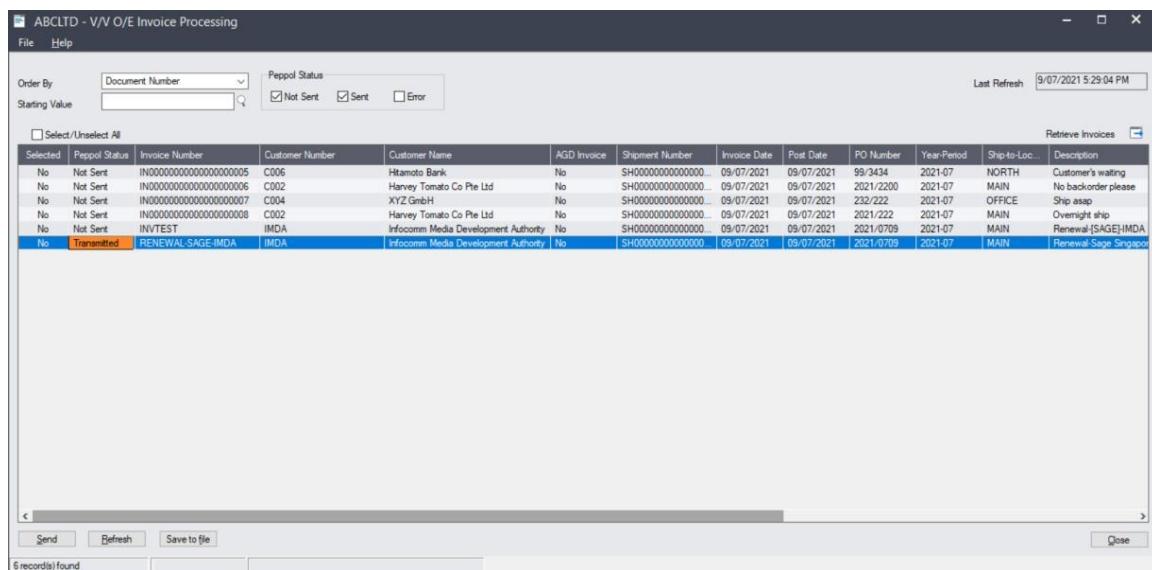# Sage 300 InvoiceNow Guide

To send invoice to InvoiceNow network:

- 1. Proceed to InvoiceNow module > V/V Transactions > OE Invoice Processing click Retrieve Invoices button on the top-right of the screen to retrieve the invoice

- 2. Select the Invoice you wish to send, then click Send button at the bottom of the screen.

- 3. If the status is changed to Sent, meaning it reaches Access Point Provider. If the status is Error, verify if customer's Peppol Id is capture correctly and resend.

- 4. Click Refresh to update the invoice status from Access Point Provider. It might take up to 8 hours to successfully transmit to the recipient, but usually will take about half an hour. When the status is Transmitted, the invoice is transmitted successfully to your customer.
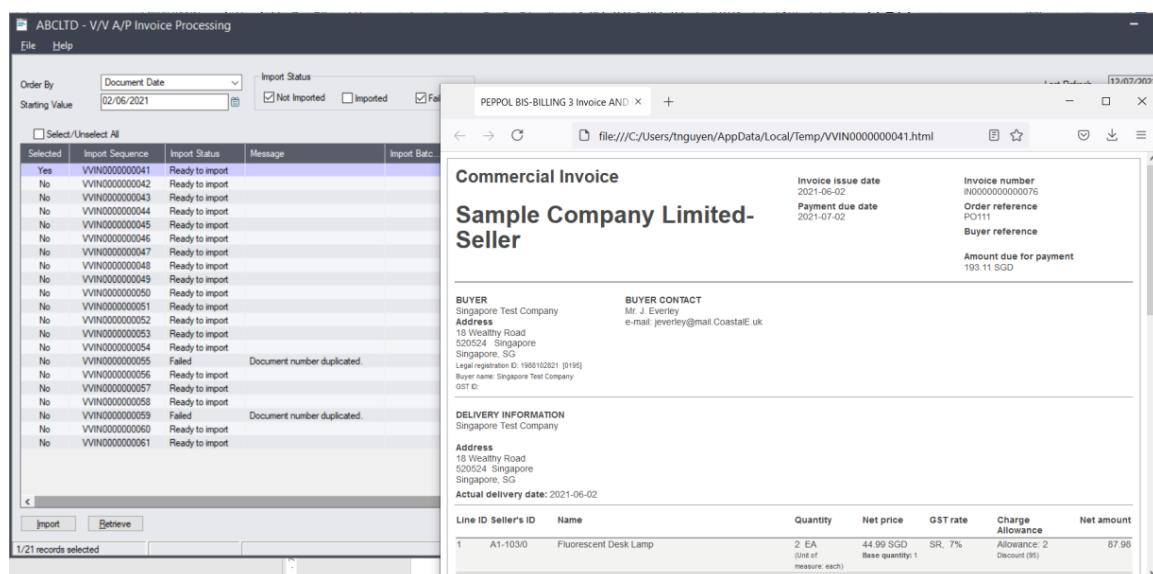
To receive invoices from InvoiceNow network:

- 1. Proceed to InvoiceNow module > V/V Transactions > AP Invoice Processing > click .Retrieve button at the bottom of the screen.

- 2. You will see a message showing the number of invoices retrieved. Click OK to close the message.
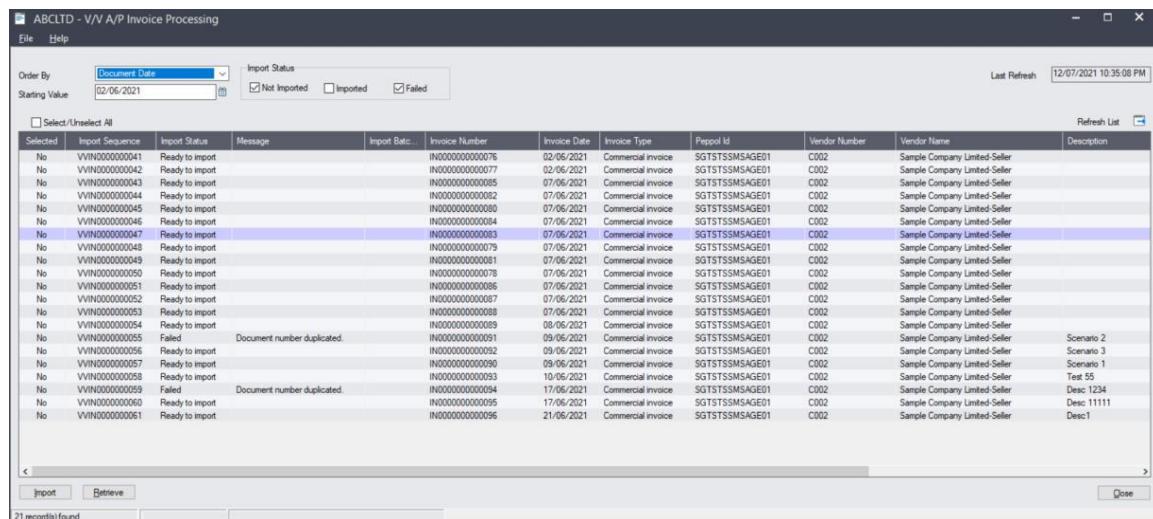
- 3. Double click any invoice on the list to view it in user-friendly format.

- 4. The Seller's information and Peppol Id can be found at the end of the invoice. Make sure you have captured this Peppol Id to your A/P Vendors if you decide to import this invoice to A/P Invoice Batch.

Before you import these invoices to A/P Invoice Batch, ensure that the following steps are completed:

- Seller's Peppol Id has been mapped to one of your A/P Vendors. Navigate to V/V Setup > Incoming Invoice > Vendor Maintenance to do so.

- Configure default Distribution Codes and Item Mapping for the invoice item. Refer to the next step to do so.

To configure default Distribution Code

- 1. Make sure you have created at least 1 Distribution Code in A/P. Navigate to Accounts Payable > A/P Setup > Distribution Codes to do so.

- 2. Go to InvoiceNow module > V/V Setup > Options > select Outgoing Invoice tab.

- 3. Set default Distribution Code for Item, Allowance, and Charge element for the incoming invoices. You can use the same Distribution Code for Item, Allowance, and Charge.
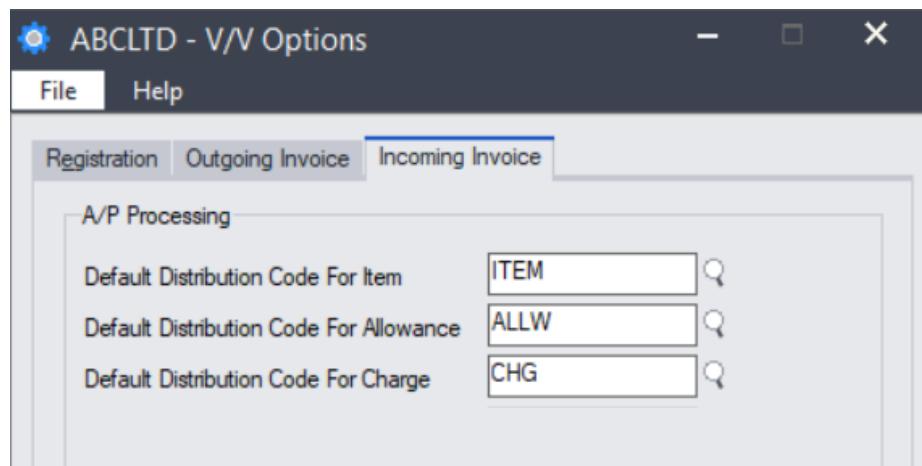
To configure Distribution Code – Item Number mapping

This step is only needed when you want to set different route for different vendor's item number to go to your A/P Distribution Codes. If you skip this step, all vendors item numbers will go to the default Distribution Codes setup in V/V Setup > Options.

- 1. Go to InvoiceNow module > V/V Setup > Incoming Invoice > Distribution Codes Mapping.

- 2. Select a distribution code or click Finder icon to find.

- 3. In the grid below, select a vendor and vendor's item number which you 3. In the grid below, select a vendor and enter vendor's Item Number which youwant to map to the Distribution Code selected. You can enter asterisk (*) if all items from this vendor will go to the selected Distribution Code. Select Item Tax Class for the Item, it will be used to calculated tax amount when you import Peppol invoice to Accounts Payable.

Q Vendor Number	Vendor Name	Item Number/Allowance Charge ...	Item Description	Q Item Tax Cl...	Item Tax Class Description
C002	CIC Pte Ltd	*	All items	1	TX - Standard Rated (7%)
C003	King King B.V.	A11/120-23	Halogen Desk Lamp	1	TX - Standard Rated (7%)

To import invoices to Accounts Payable

- 1. Go to InvoiceNow module > V/V Transactions > AP Invoice Processing.

- 2. Click Refresh button on the top-right of the screen to update the screen with the list of existing Peppol invoice that you have retrieved in your Sage 300 system.

- 3. Mark an invoice(s) as selected to import by toggling Select column. Only invoices in status Ready to Import can be imported to A/P.

- Click Import button at the bottom of the screen, the screen will be reflected with A/P Batch Number and Entry Number of the invoice.

Import Status and Import Message are in below table:

Import Status	Message	Remarks
Ready to Import		The invoice is ready to be imported to A/P.
Not Ready	Vendor not found.	The Peppol Id of the sender has not been mapped to any A/P Vendors. Go to V/V Setup > Incoming Invoice > Vendor Maintenance to do so.
Failed Document Number	Document Number duplicated.	There is existing invoice with the same Invoice Number for this vendor. You cannot import this invoice to A/P.
Failed	Currency not matched.	Invoice's currency does not match vendor's currency.
	Document type not supported.	The invoice type is not 380 (Peppol Code for Commercial Invoice).
	Import to A/P failed.	Import attempt has been made and failed.

ABCLTD - V/V A/P Invoice Processing

File   Help

Selected	Import Sequence	Import Status	Message	Import Batch-Entry	Invoice Number	Invoice Date	Invoice Type	Peppol Id
No	VVIN0000000041	Imported		13-1	IN0000000000076	02/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000042	Imported		13-2	IN0000000000077	02/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000043	Ready to import			IN0000000000085	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000044	Ready to import			IN0000000000082	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000045	Ready to import			IN0000000000080	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000046	Ready to import			IN0000000000084	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000047	Ready to import			IN0000000000083	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000048	Ready to import			IN0000000000079	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000049	Ready to import			IN0000000000081	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000050	Ready to import			IN0000000000078	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000051	Ready to import			IN0000000000086	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000052	Ready to import			IN0000000000087	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000053	Ready to import			IN0000000000088	07/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000054	Ready to import			IN0000000000089	08/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000055	Failed	Document numbe...		IN0000000000091	09/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000056	Ready to import			IN0000000000092	09/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000057	Ready to import			IN0000000000090	09/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000058	Ready to import			IN0000000000093	10/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000059	Failed	Document numbe...		IN0000000000094	17/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000060	Ready to import			IN0000000000095	17/06/2021	Commercial invoice	SGTSTSSMSAGE01
No	VVIN0000000061	Ready to import			IN0000000000096	21/06/2021	Commercial invoice	SGTSTSSMSAGE01

Order By: Document Date
Starting Value: 02/06/2021

Import Status
☑ Not Imported   ☐ Imported   ☑ Failed

☐ Select/Unselect All

Import   Retrieve

- 5. Navigate to Accounts Payable module > A/P Transactions > A/P Invoice Batch, you will see a new batch named Peppol Invoice Batch <timestamp> is created, invoice entries in the batch are Peppol invoices you just imported

ABCLTD - A/P Invoice Entry

File   Settings   Help

Batch Number |◄ ◄ [13] ► ►| 🔍 + 🔲   Peppol Invoice Batch 12/07/2021 10:55:50 PM

Batch Date 12/07/2021 📅   No. of Entries [2]   Total Amount 390.500

Document Taxes Terms Optional Fields Totals   * Required

Entry Number |◄ ◄ [1] ► ►| 🔍 +   Entered By ADMIN

Vendor Number C002 🔍 + 🔲   CIC Pte Ltd   Currency SGD

Remit-To Location [   ] 🔍 + 🔲   Account Set TCSGD 🔍

Document Type Invoice   Document Date 02/06/2021 📅   Posting Date 02/06/2021 📅   2021 - 06

Document Number * IN000000000076   ☐ On Hold

PO Number PO111

Order Number ORD000000000081   Document Total   193.11

Distribution Set [   ] 🔍   Dist. Amount   0.00   Create Dist.

Lin...	🔍 Dist. Code	Description	🔍 G/L Account	Account Description	Amount	Dist. Net of Tax	Included Tax Amount
1	ITEM	Fluorescent Desk Lamp	2015	Accounts Payable, Trade	87.98	87.98	0.00
2	ITEM	Halogen Desk Light	2015	Accounts Payable, Trade	102.50	102.50	0.00
3	ALLW	Discount	2020	Accounts payable, other	-10.00	-10.00	0.00

Account/Tax...   Undistributed Amount   0.00

Save   Delete   Prepay...   Post   Close