Sage 300 InvoiceNow Guide

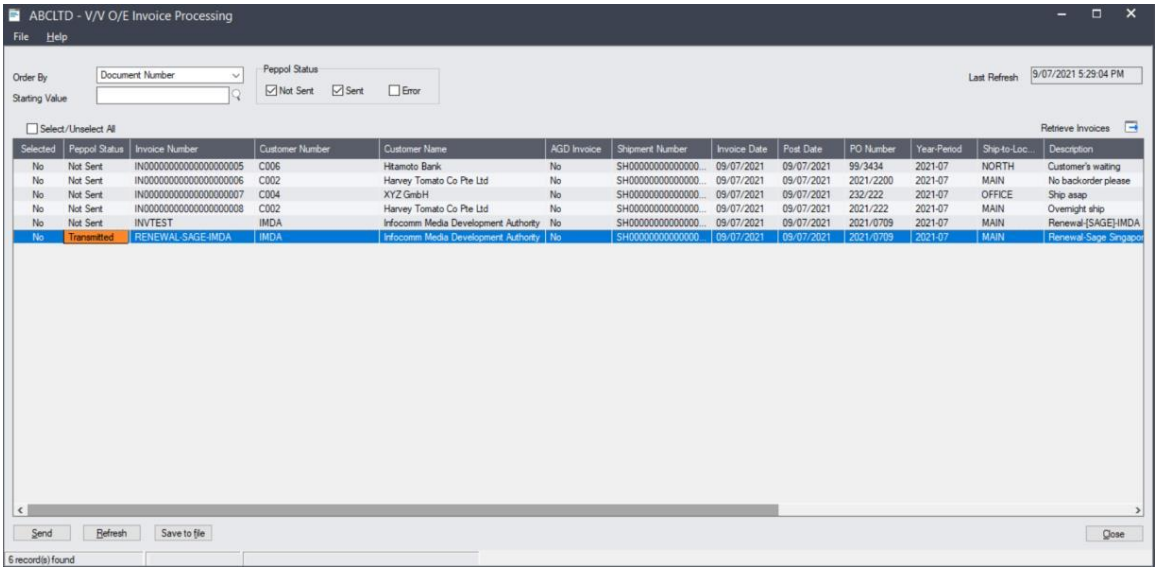
To send invoice to InvoiceNow network:

- 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.

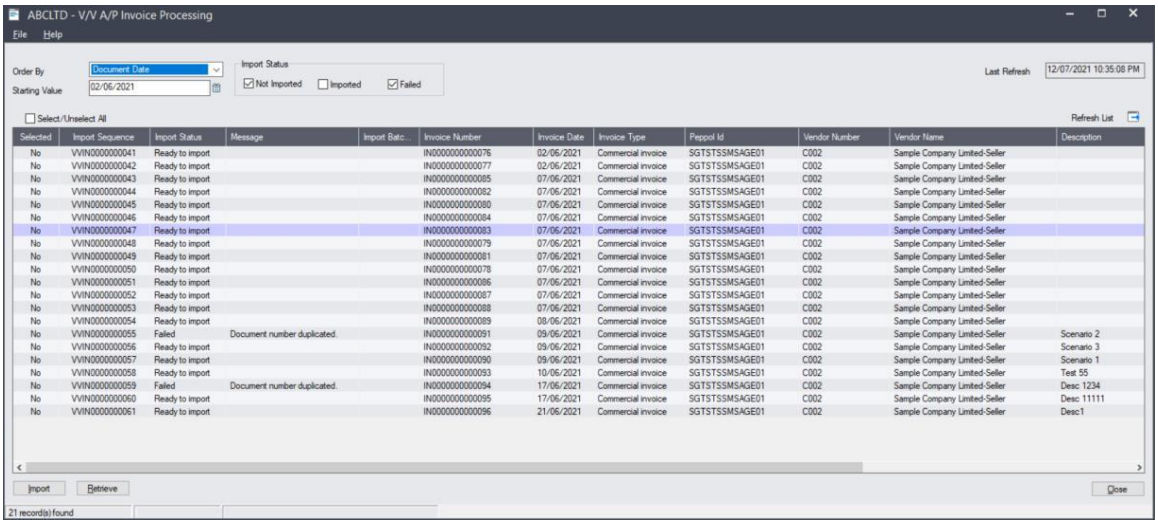
- 4. Click Refresh to update the invoice status from Access Point Provider. It might take up to 8 hours to successfully transmit to the recipient, but usually will take about half an hour. When the status is Transmitted, the invoice is transmitted successfully to your customer.



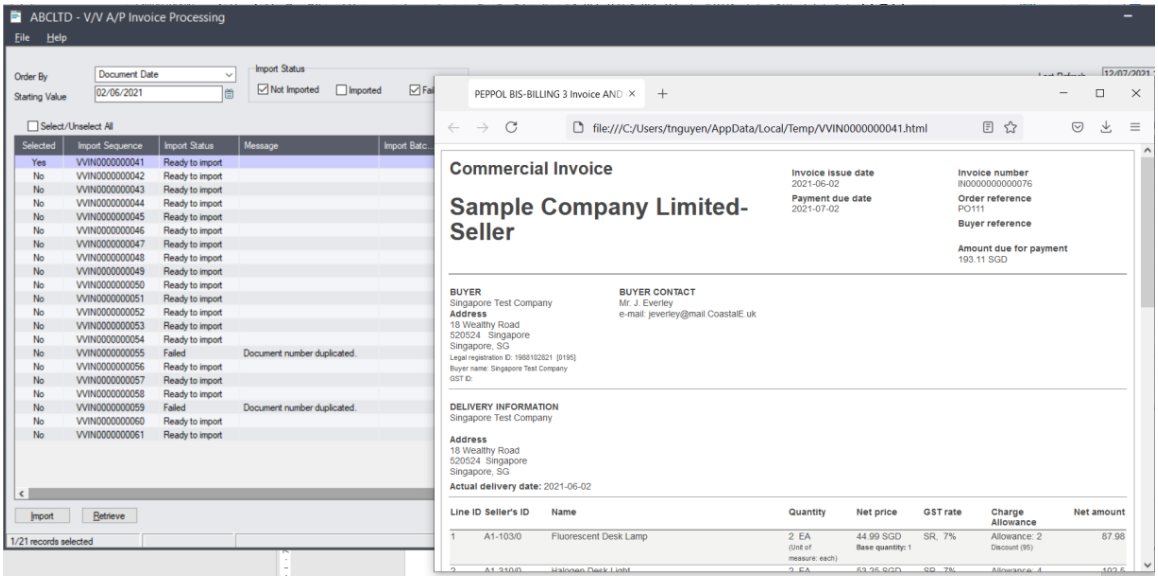
To receive invoices from InvoiceNow network:

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

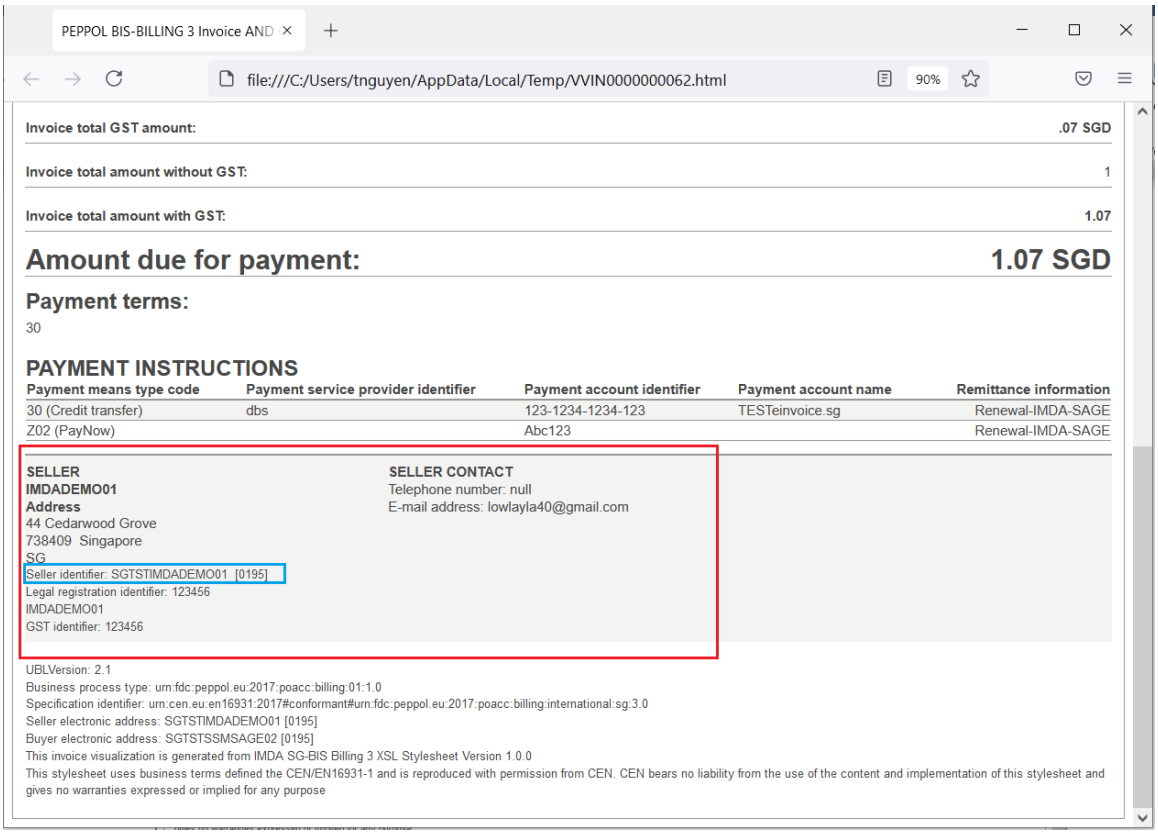
- 2. You will see a message showing the number of invoices retrieved. Click OK to close the message.



- 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.



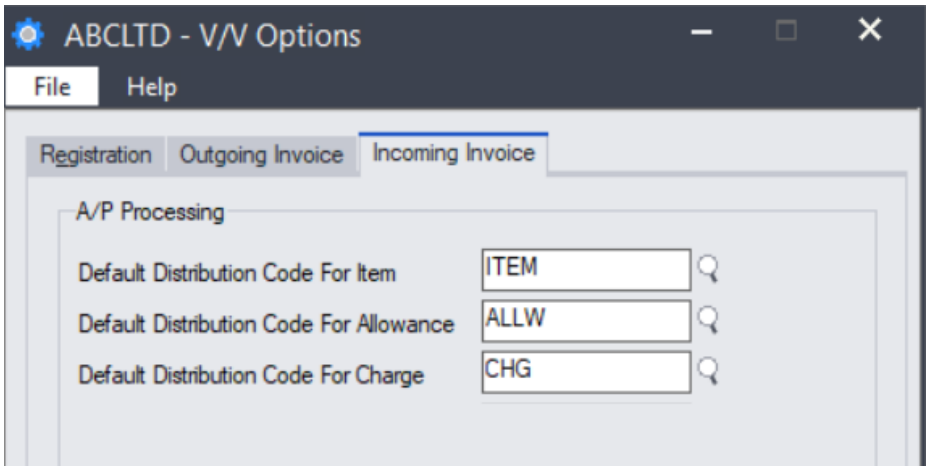
Before you import these invoices to A/P Invoice Batch, ensure that the following steps are completed:

- 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

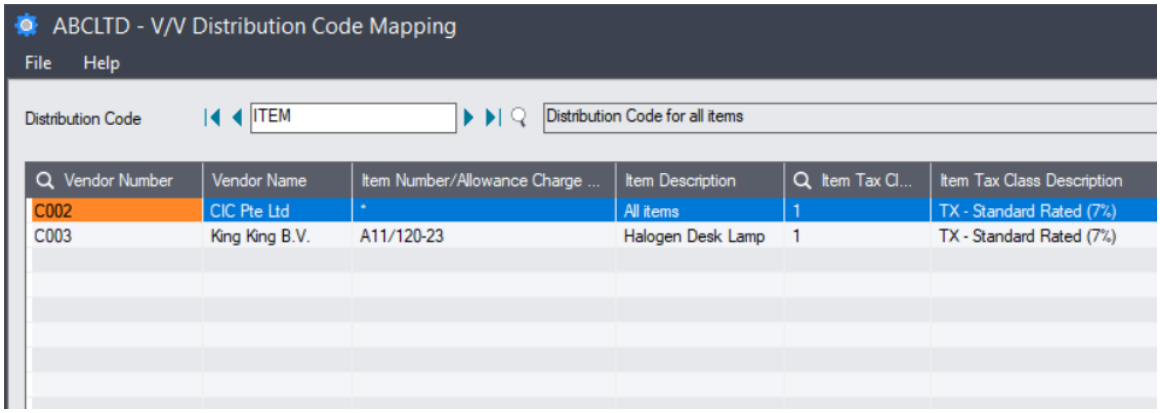
- 1. Make sure you have created at least 1 Distribution Code in A/P. Navigate to Accounts Payable > A/P Setup > Distribution Codes to do so.
- 2. Go to InvoiceNow module > V/V Setup > Options > select Outgoing Invoice tab.
- 3. Set default Distribution Code for Item, Allowance, and Charge element for 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.

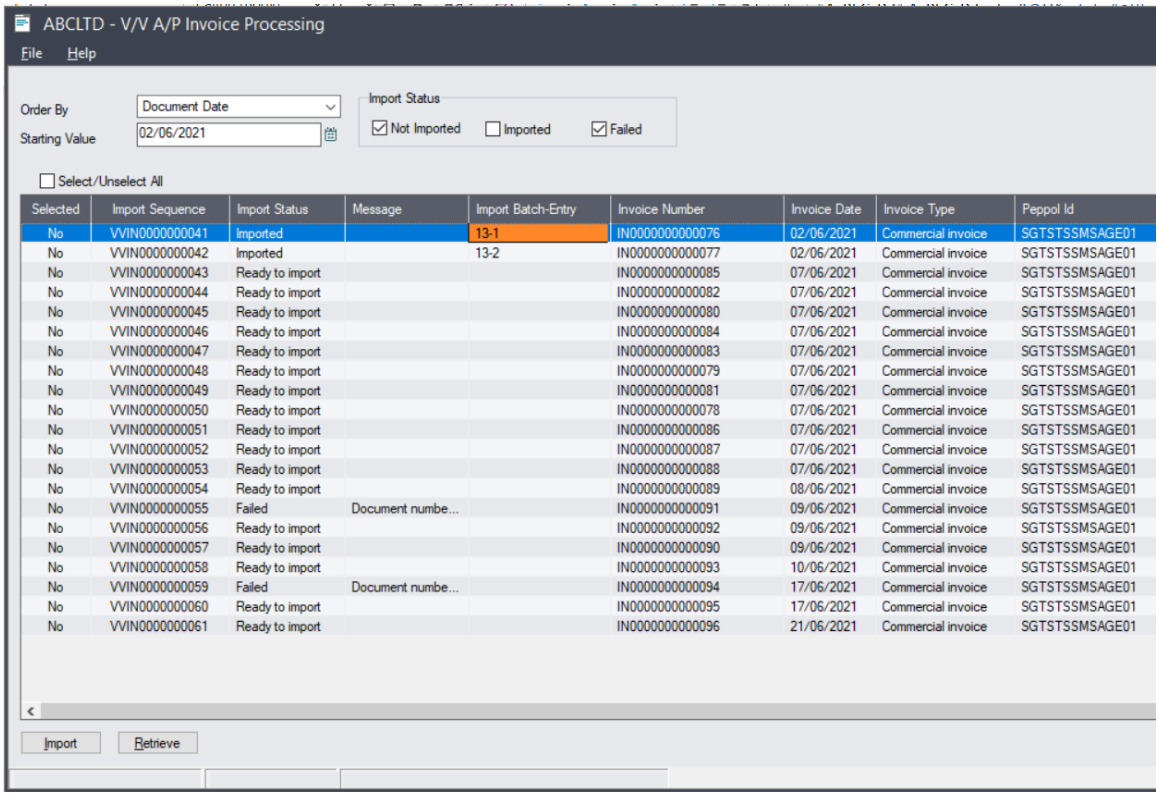


To import invoices to Accounts Payable

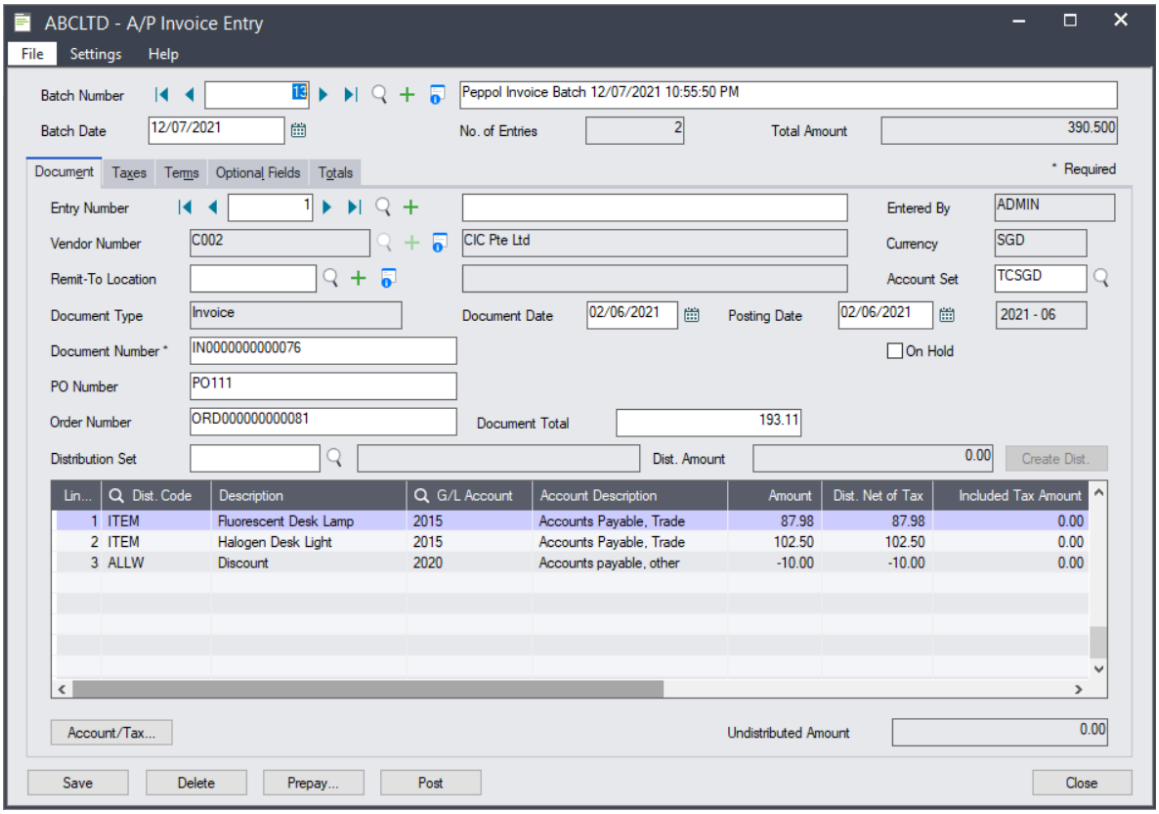
- 1. Go to InvoiceNow module > V/V Transactions > AP Invoice Processing.
- 2. Click Refresh button on the top-right of the screen to update the screen with the list of existing Peppol invoice that you have retrieved in your Sage 300 system.
- 3. Mark an invoice(s) as selected to import by toggling Select 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.



- 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 *
IN0000000000076
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