

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.

ABCLTD - V/V O/E Invoice Processing

File Help

Order By: Document Number Starting Value:

Peppol Status: ☒ Not Sent ☒ Sent ☐ Error

Last Refresh: 9/07/2021 5:29:04 PM

☐ Select/Unselect All

Retrieve Invoices

Selected	Peppol Status	Invoice Number	Customer Number	Customer Name	AGD Invoice	Shipment Number	Invoice Date	Post Date	PO Number	Year-Period	Ship-to-Loc.	Description
No	Not Sent	IN00000000000000000005	C006	Hamaso Bank	No	SH0000000000000000	09/07/2021	09/07/2021	99/3434	2021-07	NORTH	Customer's waiting
No	Not Sent	IN00000000000000000006	C002	Harvey Tomato Co Pte Ltd	No	SH0000000000000000	09/07/2021	09/07/2021	2021/2200	2021-07	MAIN	No backorder please
No	Not Sent	IN00000000000000000007	C004	XYZ GmbH	No	SH0000000000000000	09/07/2021	09/07/2021	232/222	2021-07	OFFICE	Ship asap
No	Not Sent	IN00000000000000000008	C002	Harvey Tomato Co Pte Ltd	No	SH0000000000000000	09/07/2021	09/07/2021	2021/222	2021-07	MAIN	Overnight ship
No	Not Sent	INVEST	IMDA	Infocomm Media Development Authority	No	SH0000000000000000	09/07/2021	09/07/2021	2021/0709	2021-07	MAIN	Renewal (SAGE)HMDA
No	Transmitted	RENEWAL SAGE-IMDA	IMDA	Infocomm Media Development Authority	No	SH0000000000000000	09/07/2021	09/07/2021	2021/0709	2021-07	MAIN	Renewal Sage Singapore

< >

6 record(s) found

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.

The screenshot shows the 'ABCLTD - V/V A/P Invoice Processing' window. At the top, there are filters for 'Order By' (Document Date), 'Starting Value' (02/06/2021), and 'Import Status' (Not Imported, Imported, Failed). A 'Last Refresh' timestamp of 12/07/2021 10:35:08 PM is shown. Below the filters is a table with columns: Selected, Import Sequence, Import Status, Message, Import Balc., Invoice Number, Invoice Date, Invoice Type, Peppol Id, Vendor Number, Vendor Name, and Description. The table contains 21 records. The first 19 records are 'Ready to import' and have a 'Message' of 'Document number duplicated.' The 20th record is 'Failed' with a 'Message' of 'Document number duplicated.' The 21st record is 'Ready to import' with a 'Message' of 'Document number duplicated.' At the bottom, there are 'Import' and 'Retrieve' buttons, and a status bar indicating '21 records found'.

Selected	Import Sequence	Import Status	Message	Import Balc.	Invoice Number	Invoice Date	Invoice Type	Peppol Id	Vendor Number	Vendor Name	Description
No	VVIN0000000041	Ready to import			IN00000000000076	02/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000042	Ready to import			IN00000000000077	02/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000043	Ready to import			IN00000000000085	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000044	Ready to import			IN00000000000082	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000045	Ready to import			IN00000000000090	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000046	Ready to import			IN00000000000094	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000047	Ready to import			IN00000000000083	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000048	Ready to import			IN00000000000079	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000049	Ready to import			IN00000000000081	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000050	Ready to import			IN00000000000078	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000051	Ready to import			IN00000000000086	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000052	Ready to import			IN00000000000087	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000053	Ready to import			IN00000000000088	07/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000054	Ready to import			IN00000000000089	08/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	
No	VVIN0000000055	Failed	Document number duplicated.		IN00000000000091	09/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	Scenario 2
No	VVIN0000000056	Ready to import			IN00000000000092	09/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	Scenario 3
No	VVIN0000000057	Ready to import			IN00000000000090	09/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	Test 55
No	VVIN0000000058	Ready to import			IN00000000000093	10/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	Desc: 1234
No	VVIN0000000059	Failed	Document number duplicated.		IN00000000000094	17/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	Desc: 11111
No	VVIN0000000060	Ready to import			IN00000000000095	21/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	Desc: 1
No	VVIN0000000061	Ready to import			IN00000000000096	21/06/2021	Commercial invoice	SGTSTSSMSAGE01	C002	Sample Company Limited-Seller	

- 3. Double click any invoice on the list to view it in user-friendly format.

The screenshot shows the 'ABCLTD - V/V A/P Invoice Processing' window with a double-clicked invoice view overlay. The overlay displays a 'Commercial Invoice' for 'Sample Company Limited-Seller'. The invoice details include: Invoice issue date (2021-06-02), Invoice number (IN00000000000076), Order reference (PO111), Buyer reference (Amount due for payment: 193.11 SGD), BUYER (Singapore Test Company), BUYER CONTACT (Mr. J. Everley, e-mail: jeverley@mail.CoastalE.UK), DELIVERY INFORMATION (Singapore: Test Company), Address (18 Vicoality Road, S20524, Singapore, SG), and Actual delivery date (2021-06-02). The table below the invoice details shows the line items:

Line ID	Seller's ID	Name	Quantity	Net price	GST rate	Charge Allowance	Net amount
1	A1-103/0	Fluorescent Desk Lamp	2 EA	44.99 SGD	SR, 7%	Allowance: 2 (Unit of measure: each)	87.98
3	A1-314/0	Fluorescent Desk Lamp	3 EA	53.35 SGD	SR, 7%	Allowance: 4	160.44

- 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.

PEPPOL BIS-BILLING 3 Invoice AND

file:///C:/Users/tnguyen/AppData/Local/Temp/VVIN0000000062.html

90%

Invoice total GST amount: .07 SGD

Invoice total amount without GST: 1

Invoice total amount with GST: 1.07

Amount due for payment: 1.07 SGD

Payment terms:
30

PAYMENT INSTRUCTIONS

Payment means type code	Payment service provider identifier	Payment account identifier	Payment account name	Remittance information
30 (Credit transfer)	dbx	123-1234-1234-123	TESTeinvoice.sg	Renewal-IMDA-SAGE
Z02 (PayNow)		Abc123		Renewal-IMDA-SAGE

SELLER
IMDADEMO01
Address
 44 Cedarwood Grove
 738409 Singapore
 SG
 Seller identifier: SGTSTIMDADEMO01 [0195]
 Legal registration identifier: 123456
 IMDADEMO01
 GST identifier: 123456

SELLER CONTACT
 Telephone number: null
 E-mail address: lowlayla40@gmail.com

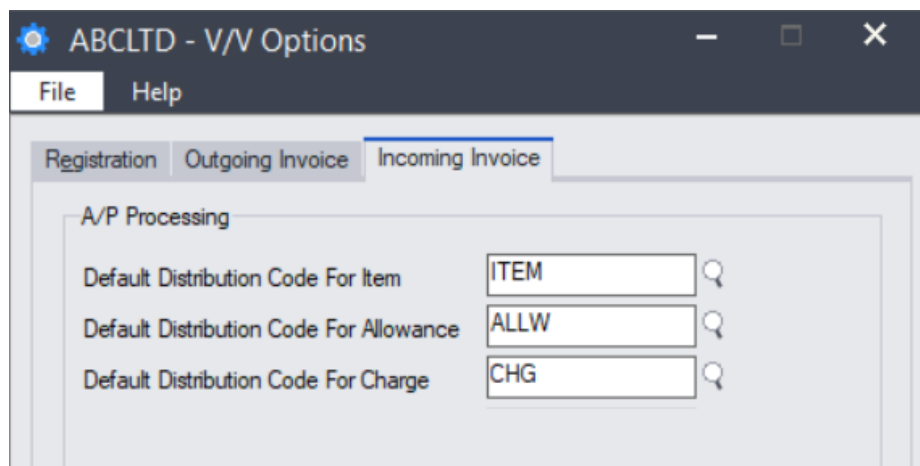
UBLVersion: 2.1
 Business process type: urn:fdc:peppol.eu:2017:poacc:billing:01:1.0
 Specification identifier: urn:cen.eu:en16931:2017#conformant#urn:fdc:peppol.eu:2017:poacc:billing:international:sg:3.0
 Seller electronic address: SGTSTIMDADEMO01 [0195]
 Buyer electronic address: SGTSTSSMSAGE02 [0195]
 This invoice visualization is generated from IMDA SG-BIS Billing 3 XSL Stylesheet Version 1.0.0
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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 want 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 calculate tax amount when you import Peppol invoice to Accounts Payable.

ABCLTD - V/V Distribution Code Mapping					
File Help					
Distribution Code		ITEM		Distribution Code for all items	
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

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

Import Status: ☒ Not Imported ☐ Imported ☒ Failed

☐ Select/Unselect All

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

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

