

## INVOICE BATCH PROCESSING PROCEDURE

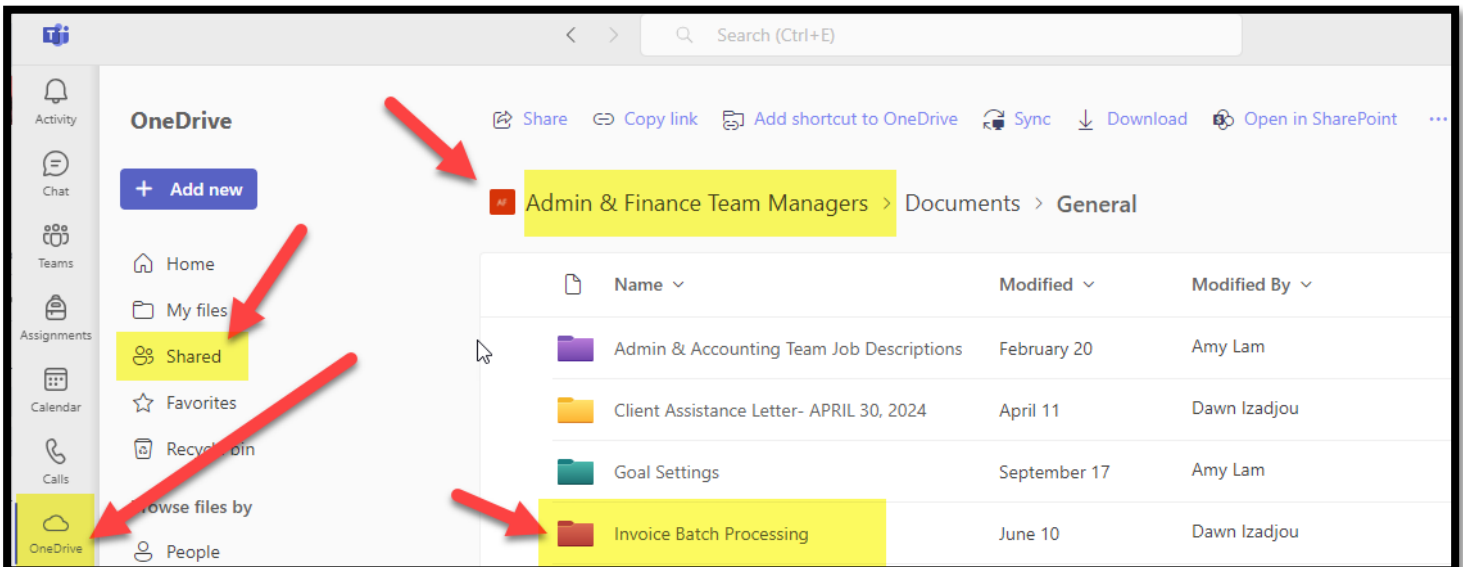
### Summary of procedure

Stores & Purchasing Manager place the orders with suppliers. Once the goods are received the invoices should be compared against packing slips. This control is crucial as it checks the number of items received and also make sure the price for each items is consistent on both documents. Once this task is complete the invoices will be entered in Optimum Control on daily basis. Once the store and purchasing manager approves the entries it goes to Sr. Manager: F&B, Building Operation for final approval.

After the last approval, the storeroom will put the files into the share point OneDrive in Admin & Finance Team Managers Invoice Batch Processing and notifies accounting. Accounts payable will process the invoice for payment.

### Processing the batch in the Business Central

Go to OneDrive-Shared - Admin & Finance Team Managers- Invoice Batch Processing Folder.

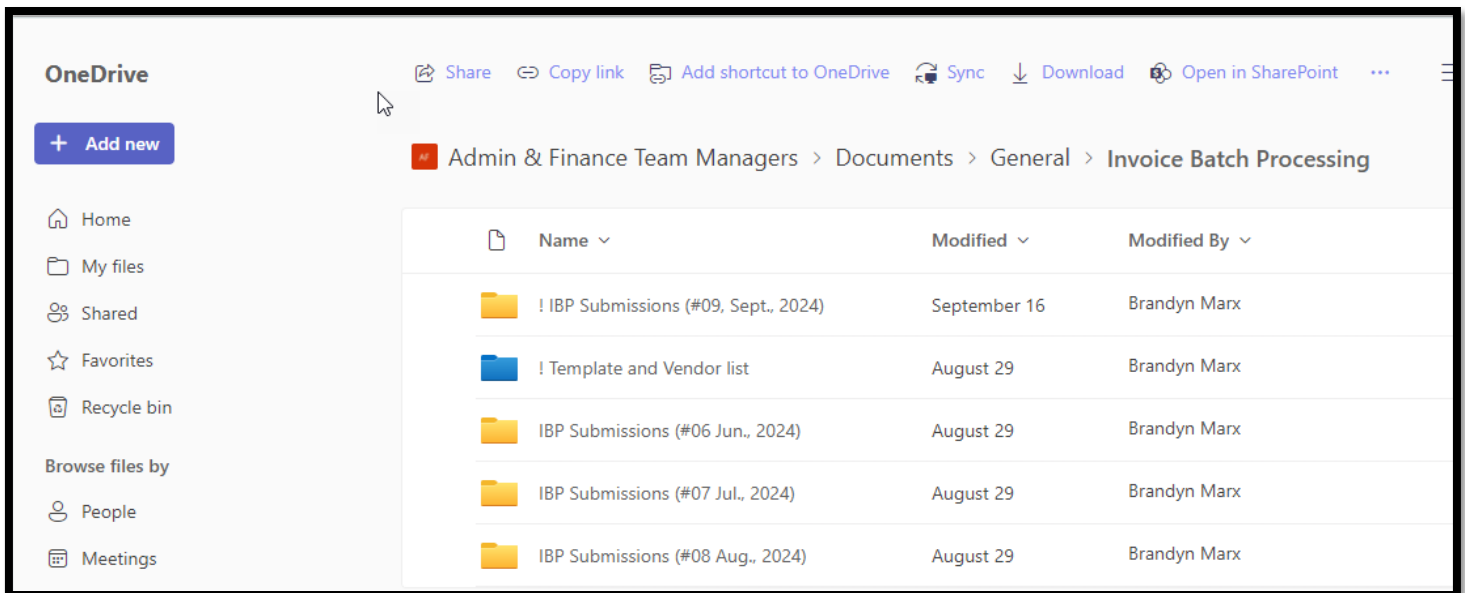


The screenshot shows the OneDrive web interface. The left sidebar contains navigation options: Activity, Chat, Teams, Assignments, Calendar, and Calls. The main area shows the 'Shared' section with a list of folders. The path 'Admin & Finance Team Managers > Documents > General' is highlighted in yellow. Below this, a table lists folders with their names, modification dates, and the user who modified them. The 'Invoice Batch Processing' folder is highlighted in yellow. Red arrows point to the 'Shared' button in the sidebar, the breadcrumb path, and the 'Invoice Batch Processing' folder.

Name	Modified	Modified By
Admin & Accounting Team Job Descriptions	February 20	Amy Lam
Client Assistance Letter- APRIL 30, 2024	April 11	Dawn Izadjou
Goal Settings	September 17	Amy Lam
Invoice Batch Processing	June 10	Dawn Izadjou

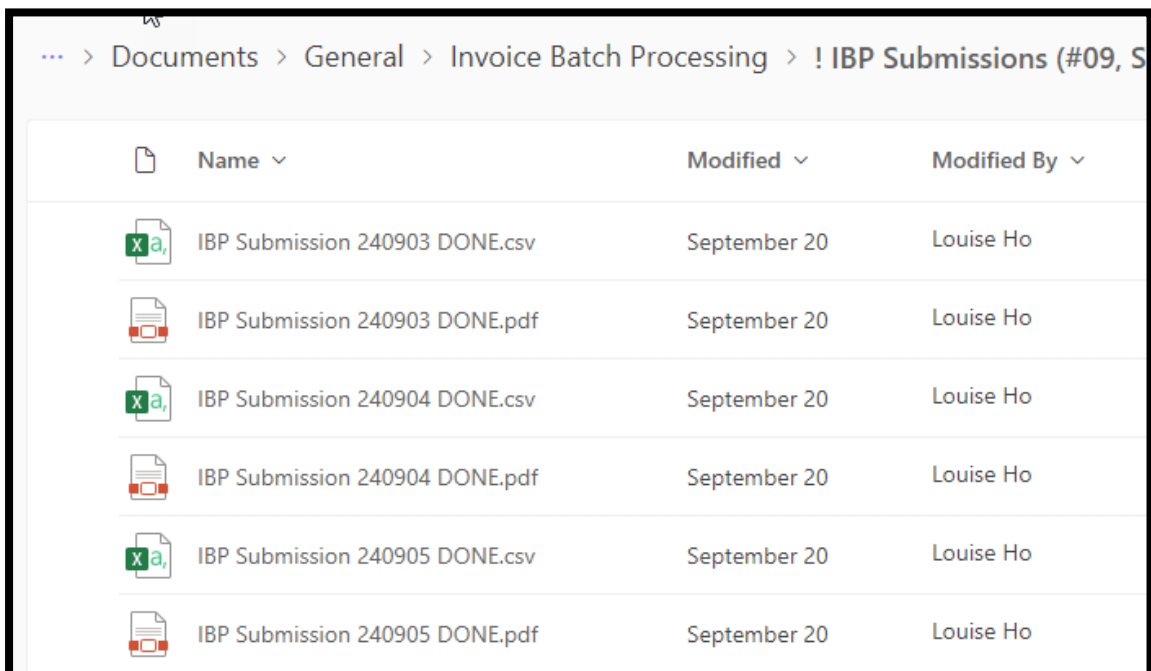
# FINANCIAL PROCEDURES

Click on Invoice Batch Processing. Once in there, you will see the IBP Submission in pdf. and also the Excel IBP Submission in csv. as well. The IBP Submission in the pdf format are the invoices and the IBP Submission in the Excel csv is for the copy and paste to Business Central.



OneDrive interface showing the 'Invoice Batch Processing' folder structure. The breadcrumb path is: Admin & Finance Team Managers > Documents > General > Invoice Batch Processing.

Name	Modified	Modified By
! IBP Submissions (#09, Sept., 2024)	September 16	Brandyn Marx
! Template and Vendor list	August 29	Brandyn Marx
IBP Submissions (#06 Jun., 2024)	August 29	Brandyn Marx
IBP Submissions (#07 Jul., 2024)	August 29	Brandyn Marx
IBP Submissions (#08 Aug., 2024)	August 29	Brandyn Marx

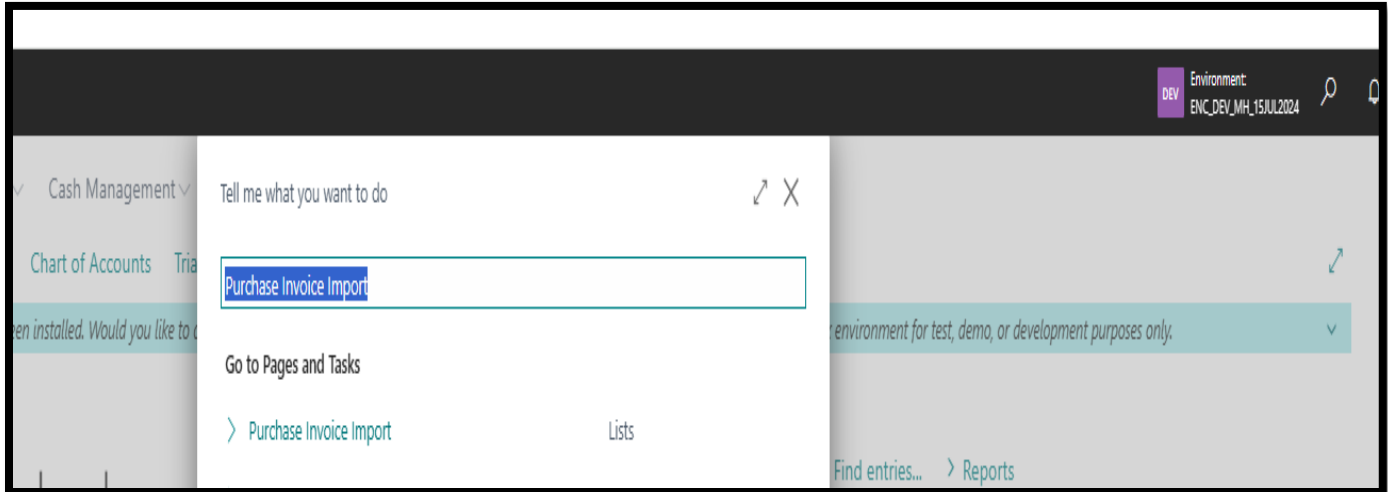


OneDrive interface showing the contents of the 'IBP Submissions (#09, Sept., 2024)' folder. The breadcrumb path is: Documents > General > Invoice Batch Processing > ! IBP Submissions (#09, S

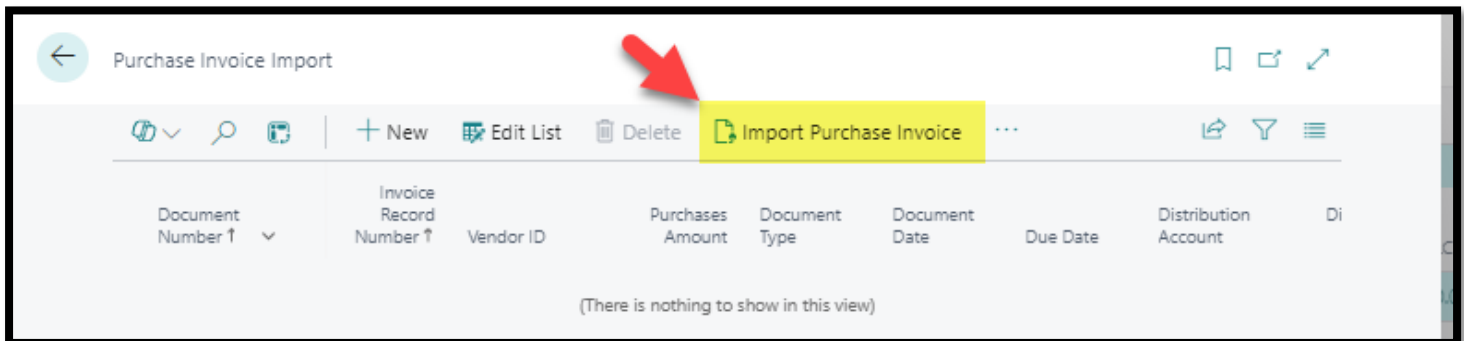
Name	Modified	Modified By
IBP Submission 240903 DONE.csv	September 20	Louise Ho
IBP Submission 240903 DONE.pdf	September 20	Louise Ho
IBP Submission 240904 DONE.csv	September 20	Louise Ho
IBP Submission 240904 DONE.pdf	September 20	Louise Ho
IBP Submission 240905 DONE.csv	September 20	Louise Ho
IBP Submission 240905 DONE.pdf	September 20	Louise Ho

# FINANCIAL PROCEDURES

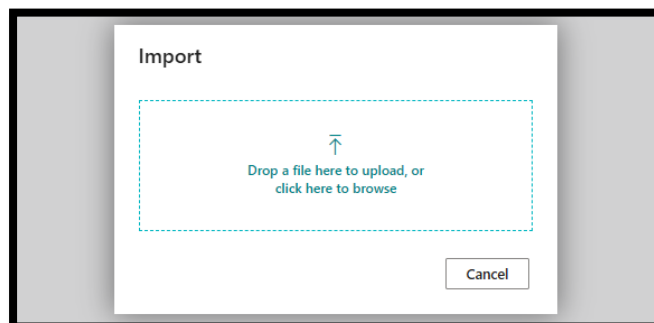
Go to Dynamic 365 Business Central, and click on the magnify glass. Type in Purchase Invoice Import.



Click on Import Purchase Invoice.







Upload the IBP Submission Excel (CSV) file to the Business Central system by either dragging it in or browsing to locate the file.



# FINANCIAL PROCEDURES

After uploading, the following screen will appear. If there is any information in the 'Error Message' click 'Edit List' and manually correct the errors accordingly.





Purchase Invoice Import




 | [+ New](#)
[Edit List](#)
[Delete](#)
[Import Purchase Invoice](#)
[Create Purchase Invoice/Credit Memo](#)
 | Automate 
 Fewer options

Document Number ↑	Invoice Record Number ↑	Vendor ID	Purchases Amount	Document Type	Document Date	Due Date	Distribution Account	Distribution Amount	Error Message
1061905906	1	FRE131	815.75	Bill	6/6/2024	6/21/2024	3035-00-60110	815.75	
1061906304	1	FRE131	764.50	Bill	6/7/2024	6/22/2024	3035-00-60110	764.50	
1061906305	1	FRE131	44.78	Bill	6/7/2024	6/22/2024	3035-00-60110	42.65	
1061906305	2	FRE131	44.78	Bill	6/7/2024	6/22/2024	0000-00-20160	2.13	
2299707	1	WIS113	990.00	Bill	6/7/2024	7/7/2024	3035-00-60110	990.00	
240603290	1	ECO110	418.38	Bill	6/6/2024	6/20/2024	3035-00-60117	396.80	
240603290	2	ECO110	418.38	Bill	6/6/2024	6/20/2024	0000-00-20160	21.58	
4151020882	1	AGR105	697.91	Bill	6/7/2024	6/22/2024	3035-00-60110	697.91	
432644/1	1	KWO101	389.25	Bill	6/6/2024	6/13/2024	3035-00-60110	389.25	
→ 442903999	:	1	SYS101	1,516.52	Bill	6/6/2024	6/20/2024	3035-00-60110	1,372.37
442903999	2	SYS101	1,516.52	Bill	6/6/2024	6/20/2024	3035-00-60320	58.84	
442903999	3	SYS101	1,516.52	Bill	6/6/2024	6/20/2024	3035-00-60117	37.94	
442903999	4	SYS101	1,516.52	Bill	6/6/2024	6/20/2024	0000-00-20160	1.92	
442903999	5	SYS101	1,516.52	Bill	6/6/2024	6/20/2024	3062-00-60311	45.45	
442904000	1	SYS101	135.48	Bill	6/6/2024	6/20/2024	3035-00-60110	135.48	
442906513	1	SYS101	2,146.81	Bill	6/7/2024	6/21/2024	3035-00-60110	1,571.21	

After editing click on Create Purchase Invoice/Credit Memo

Purchase Invoice Import




 | [+ New](#)
[Edit List](#)
[Delete](#)
[Import Purchase Invoice](#)
[Create Purchase Invoice/Credit Memo](#)
 | Automate 
 Fewer options

# FINANCIAL PROCEDURES

Go to Dynamic 365 Business Central Purchasing Purchase Invoices.

No. ↑	Buy-from Vendor Name	Vendor Invoice No.	Location Code	Assigned User ID	Status	On Hold	Reason Code	Amount Excl. VAT (Imported)	Amount Incl. VAT (Imported)	Amount Excl. VAT (Assigned)
PI00000086...	FRESHPOINT FOODSERVICE	1061905906			Open			0.00	0.00	815.75
PI00000086...	FRESHPOINT FOODSERVICE	1061906304			Open			0.00	0.00	764.50
PI00000086...	FRESHPOINT FOODSERVICE	1061906305			Open			0.00	0.00	44.78
PI00000086...	WISMETTAC ASIAN FOODS, INC	2299707			Open			0.00	0.00	990.00
PI00000086...	ECO-PAC CANADA	240603290			Open			0.00	0.00	418.38
PI00000086...	AGROPUR (DIVISION NATREL)	4151020882			Open			0.00	0.00	697.91
PI00000086...	KWONG FUNG FOOD	432644/1			Open			0.00	0.00	389.25
PI00000086...	SYSCO	442903999			Open			0.00	0.00	1,516.52
PI00000086...	SYSCO	442904000			Open			0.00	0.00	135.48
PI00000086...	SYSCO	442906513			Open			0.00	0.00	1,571.21

No. ↑

PI00000086...

Click on [PI00000086...](#) to expand and make any final edit as seen below:

Credit Memo section:

Go to Dynamic 365 Business Central Purchasing Credit Memos:

Click on PC00999 to expand and make any final edit as seen below:

No. ↑	Vendor Cr. Memo No.	Location Code	Assigned User ID	Status	On Hold	Reason Code	Amount Excl. VAT (Imported)	Amount Incl. VAT (Imported)	Amount Excl. VAT (Assigned)	Amount Incl. VAT (Assigned)
PC00999	443098128			Open			0.00	0.00	48.70	48.70

# FINANCIAL PROCEDURES

Home Prepare Request Approval Invoice Actions Related Automate Fewer options

Post Release Continia Hub

Posting Date 9/4/2024 Status **Open**

Due Date 5/18/2024 Attachments

Vendor Invoice No. 5303545529

Lines Manage Line

New Line Delete Line Select items...

Type	No.	Description/Comment	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Tax Area Code	Tax Group Code	Line Discount %
G/L Account	70415	LINEN CLEANING AND PURCHA...		1		945.18	BCEXP	EXEMPT	
→ G/L Account	20160	GST RECEIVABLE - AMS		1		44.28	BCEXP	EXEMPT	

Once final edits are done, click on preview post, then post and print and save to the appropriate folder on OneDrive.

The batch then will be submitted for the payment.

Once the procedure is done, "Done" will be added to the end of the folder.

Questions: Please contact [LouiseHo@ams.ubc.ca](mailto:LouiseHo@ams.ubc.ca).