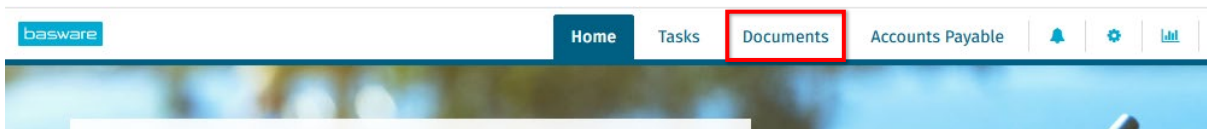


Documents tab – for College/Portfolio Finance Officers

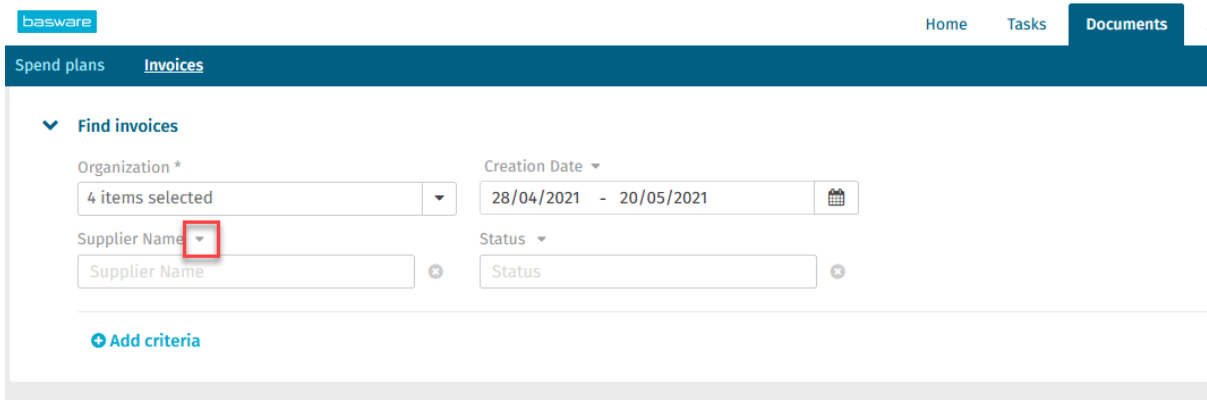
You can use the Documents tab to sort your current invoices, or to search for invoices that you have previously actioned.



1. To sort current invoices

1.1 By College/Portfolio

For one of the criteria boxes, click on the drop-down arrow next to the criteria name.



Select 'Group Code'. You can search for this or manually find it in the drop-down.

Find invoices

Organization *
4 items selected

Creation Date
01/08/2020 - 31/12/2021

Group Code
group

Invoice Number
Invoice Number

Supplier Code
Supplier Code

Group Name
Invoice

These are the ledger codes that you can enter to filter your work:

College/Portfolio Ledgers		Sub-ledgers
<i>BGL</i>		
<i>EPSW</i>		
<i>HASS</i>		
<i>SE</i>		
<i>MPH</i>	MPHO	
	NTD	
	SUP	
	RUR	
<i>NHS</i>	PSRG	
	HEGO	
<i>PORT</i>	FLIV	
	FPRS	
	LIBR	
	MARK	

These codes can be entered into the field 'Group code' to only show invoices that are sitting in that group. You can enter more than one group code, separated by a comma, to show multiple groups at once.

Find invoices

Organization *
4 items selected

Creation Date
01/08/2020 - 31/12/2021

Group Code
nhs, se

Invoice Number
Invoice Number

Supplier Code
Supplier Code

+ Add criteria

Invoices found 2

#	Status	Supplier
1	Received	012667 BASWARE DTV LTD

1.2 By Status

In another field, change the drop down to 'Status' in the same way. You can add as many fields as required by clicking 'Add criteria'.

Find invoices

Views.InvoiceSearch.Organization_Label *
4 items selected

Views.InvoiceSearch.CriteriaSelectCreationDate
27/02/2021 - 09/03/2021

Group Name
nhs, se

Invoice Type
Invoice Type

Status
Status

+ Add criteria

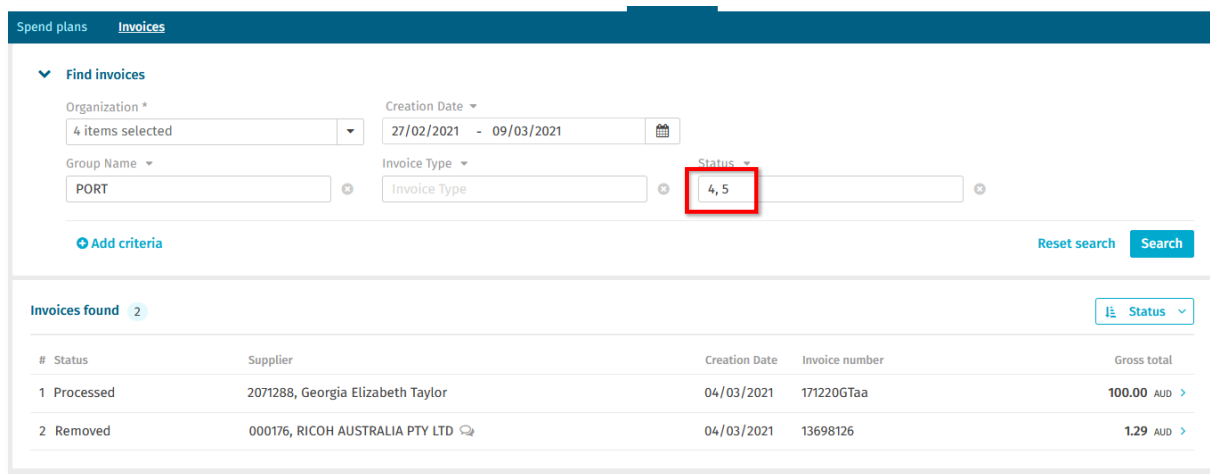
Reset search Search

In status, you can filter out already processed invoices. These are the values that can be entered in the status field.

Value	Status
0	Received – Invoices received by AP that have not been sent to workflow yet
1	Matching – In manual PO order matching
2	Workflow – to be reviewed or approved
3	Transfer – approved, waiting to be transferred
4	Processed – transferred to TechOne
5	Removed – cancelled

Most of the time, you will likely want to work with status '2', which is all the invoices that require actioning (either coding or approval).

You can also search for invoices with multiple statuses by separating the values with a comma.



The screenshot shows the 'Find invoices' search interface. The 'Status' filter is set to '4,5', which is highlighted with a red box. Below the search filters, there are two results:

#	Status	Supplier	Creation Date	Invoice number	Gross total
1	Processed	2071288, Georgia Elizabeth Taylor	04/03/2021	171220GTaa	100.00 AUD >
2	Removed	000176, RICOH AUSTRALIA PTY LTD	04/03/2021	13698126	1.29 AUD >

2. To search for invoices

The fields in the Documents tab can be changed to search for a number of different values. For one of the criteria boxes, click on the drop-down arrow next to the criteria name.

basware Home Tasks Documents

Spend plans **Invoices**

Find invoices

Organization * 4 items selected

Creation Date 28/04/2021 - 20/05/2021

Supplier Name ▼ Status

Supplier Name Status

Add criteria

Common values to search by are invoice number, supplier name, supplier number or gross total. You can scroll through the drop-down list, or search at the top to find the criteria you are looking for.

basware Home Tasks Documents

Spend plans **Invoices**

Find invoices

Organization * 4 items selected

Creation Date 28/04/2021 - 20/05/2021

Supplier Name invoic Status

Supplier Name Status

Invoice Number Invoice

Invoice Type Invoice

You can add multiple fields if required by clicking 'Add criteria'.

basware Home Tasks Documents

Spend plans **Invoices**

Find invoices

Organization * 4 items selected

Creation Date 28/04/2021 - 20/05/2021

Invoice Number Invoice Number

Status Status

Add criteria

Enter the value you would like to search by and click search.

Find invoices

Organization * 4 items selected

Creation Date 27/02/2021 - 09/03/2021

Supplier Name dell

Invoice Number Invoice Number

Add criteria

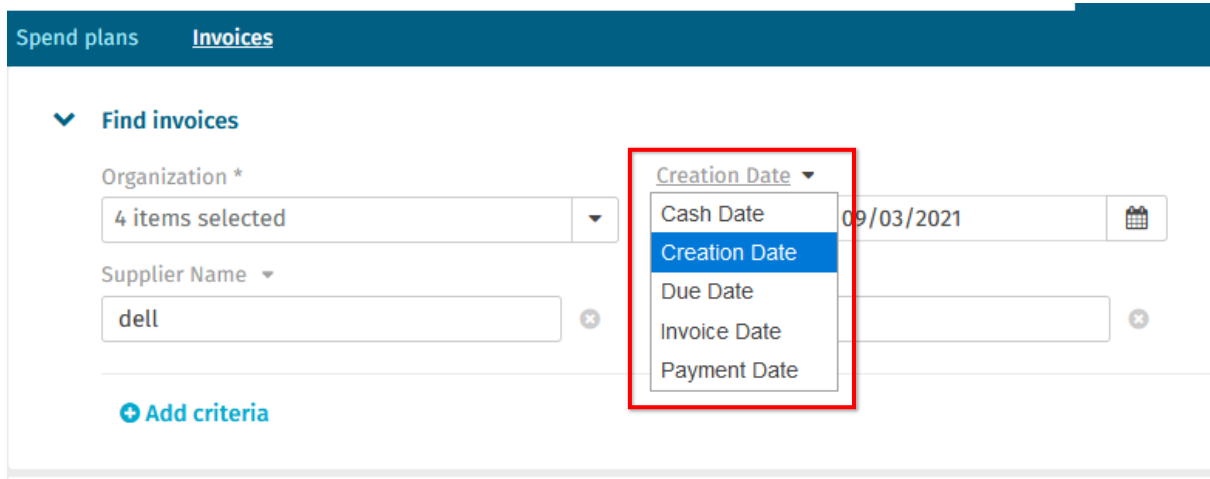
Reset search Search

Invoices found 4

#	Status	Supplier	Creation Date	Invoice number	Gross total
1	In Matching	000450, DELL AUSTRALIA PTY LTD	09/03/2021	TestPayPlan01	200.00 AUD >
2	In header review	000450, DELL AUSTRALIA PTY LTD	04/03/2021	AA01190140xx	200.00 AUD >
3	In header review	000450, DELL AUSTRALIA PTY LTD	05/03/2021	2410132410	2,631.20 AUD >

Please ensure a date range is selected. **'Creation date'** is the date the invoice was entered into Basware. Other useful options are **'Invoice date'**, **'Due date'**, or **'Payment date'**.

This can be changed using the drop-down arrow next to the date field name.



The screenshot shows the 'Invoices' search interface. Under the 'Find invoices' section, there are several search criteria:

- Organization ***: A dropdown menu showing '4 items selected'.
- Supplier Name**: A text input field containing 'dell'.
- Creation Date**: A date field with a calendar icon and the date '09/03/2021'. A dropdown menu is open, showing options: 'Cash Date', 'Creation Date' (highlighted), 'Due Date', 'Invoice Date', and 'Payment Date'.
- Invoice Date**: A date field with a calendar icon and a clear button (✕).
- Payment Date**: A date field with a calendar icon and a clear button (✕).

At the bottom left of the search criteria, there is a '+ Add criteria' button.