

Unimarket Invoices User Training


Unimarket Log-in

Login

Username *

Password *

Forgotten Password? [Click here.](#)

 Need help logging in? [Click here](#) to contact your administrator.

Log into Unimarket by going to...

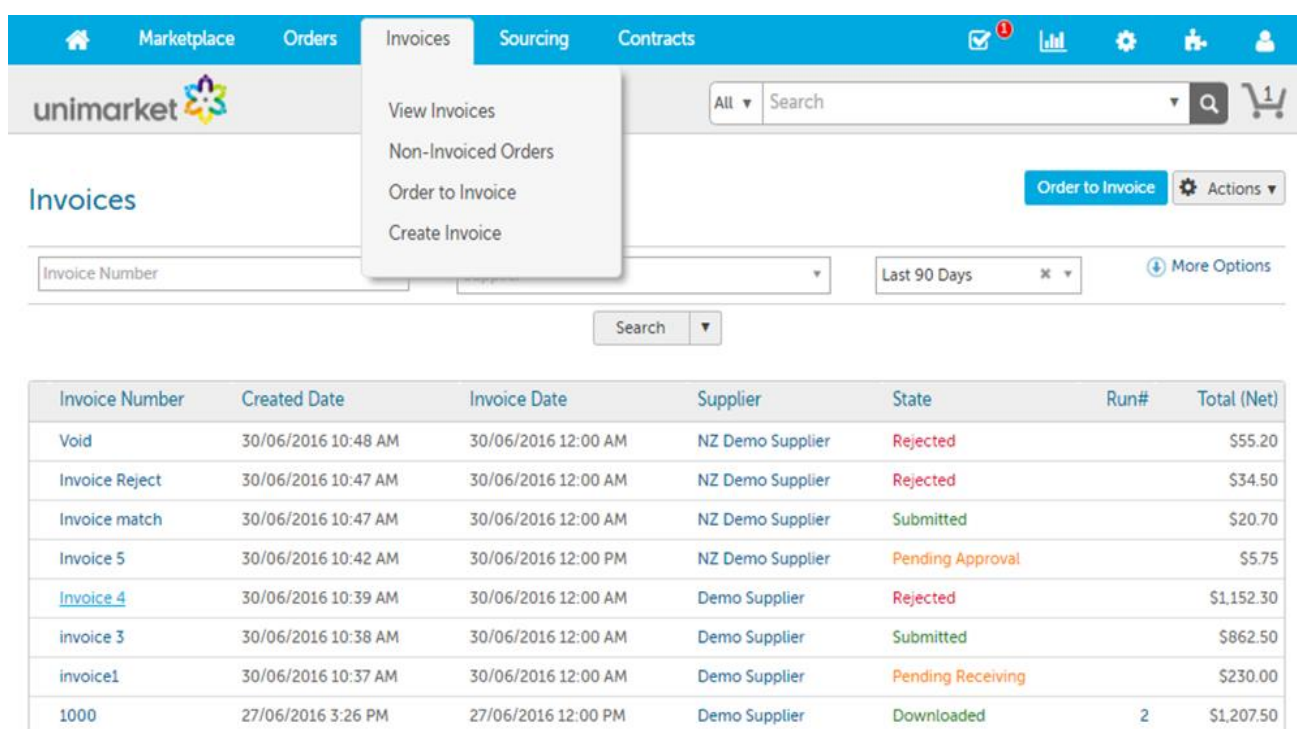
Unimarket Production site is located at: <https://visaglobal.unimarket.com.au>

Unimarket Demo site is located at: <https://visaglobal.unimarket.com.au>

LOG IN USING YOUR USERNAME AND PASSWORD

View Invoices (Invoices Menu)

- You can view invoices if you have either the Community Administrator, View Transactions or Create Invoices role assigned to you as a user.



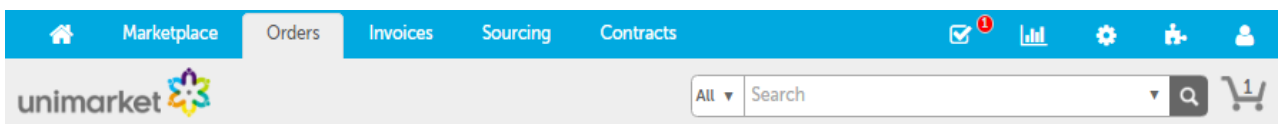
The screenshot shows the unimarket interface with the 'Invoices' menu open. The menu options are: View Invoices, Non-Invoiced Orders, Order to Invoice, and Create Invoice. Below the menu, there is a search bar for 'Invoice Number' and a filter for 'Last 90 Days'. A table of invoices is displayed below the search filters.

Invoice Number	Created Date	Invoice Date	Supplier	State	Run#	Total (Net)
Void	30/06/2016 10:48 AM	30/06/2016 12:00 AM	NZ Demo Supplier	Rejected		\$55.20
Invoice Reject	30/06/2016 10:47 AM	30/06/2016 12:00 AM	NZ Demo Supplier	Rejected		\$34.50
Invoice match	30/06/2016 10:47 AM	30/06/2016 12:00 AM	NZ Demo Supplier	Submitted		\$20.70
Invoice 5	30/06/2016 10:42 AM	30/06/2016 12:00 PM	NZ Demo Supplier	Pending Approval		\$5.75
Invoice 4	30/06/2016 10:39 AM	30/06/2016 12:00 AM	Demo Supplier	Rejected		\$1,152.30
invoice 3	30/06/2016 10:38 AM	30/06/2016 12:00 AM	Demo Supplier	Submitted		\$862.50
invoice1	30/06/2016 10:37 AM	30/06/2016 12:00 AM	Demo Supplier	Pending Receiving		\$230.00
1000	27/06/2016 3:26 PM	27/06/2016 12:00 PM	Demo Supplier	Downloaded	2	\$1,207.50

- Click on the Invoices menu then select View Invoices
- Use the filters at the top of the page to search by Invoice Number or Supplier. For more search filters just click More Options to the right of the search boxes.

View Invoices (Orders Menu)

- To find an invoice for a specific order it can be quicker to start the process from the View Orders screen then locate the desired order using the search filters.



Orders

[More Options](#)

Order	Receiving	Type	Buyer	Requisition	Supplier	Order Date	Total
8	Closed	Standard	Demo Administrator	9	NZ Demo Supplier	30/06/2016 10:48 AM	\$33.00
7	Closed	Standard	Demo Administrator	8	NZ Demo Supplier	30/06/2016 10:46 AM	\$33.00
6		Blanket	Demo Administrator	7	NZ Demo Supplier	30/06/2016 10:41 AM	\$1,000.00
5	Closed	Standard	Demo Buyer	6	Demo Supplier	30/06/2016 9:49 AM	\$1,001.00
4	Open	Standard	Demo Buyer	5	Demo Supplier	30/06/2016 9:47 AM	\$501.00
3	Open	Standard	Demo Administrator	4	another test supplier	29/06/2016 8:46 AM	\$10.00
2	Closed	Standard	Demo Buyer	2	Demo Supplier	27/06/2016 2:47 PM	\$1,050.00
1	Closed	Standard	Demo Buyer	1	Demo Supplier	27/06/2016 2:34 PM	\$10.00



- A list of associated invoices will be displayed at the bottom of the order screen

Purchase Order

Order Number	2	Requisition	2
Buyer	Demo Buyer	Originators	
Order Date	27/06/2016 2:47 PM	State	Open
Created Date	27/06/2016 2:47 PM	Organisation Unit	Org Unit 1 Edit
Order Submission	Send Electronically	Documents	Purchase Order Transaction Summary
Receiving State	Closed	Order Receiving	Receive Manually
Ledger Entries	Ledger Entries		
Attachments	+ Add Attachment »		

Supplier	Ship To	Bill To
Demo Supplier 1 Fake Street Nowhere New Zealand		

Items



Product	Qty.	Price	Subtotal	Tax
 Demo Product	1	\$1,050.00 / Each	\$1,050.00	NZ GST
 Receiving Closed	1	\$1,050.00 / Each	\$1,050.00	Reopen
Invoices 1000	1	\$1,050.00 / Each	\$1,050.00	Details
Account				Pricing
		Subtotal	\$1,050.00	
		Shipping	\$0.00	
		Tax	\$157.50	
		Total	\$1,207.50	

Invoices



Invoice	Date	Order	Description	State	Qty.	Price	Subtotal
1000	27/06/2016 12:00 PM	2	Demo Product	Downloaded	1	\$1,050.00	\$1,050.00
						Subtotal	\$1,050.00
						Shipping	\$0.00
						Tax	\$157.50
						Total	\$1,207.50



Creating Invoices (from an order)

- Community 'Order to Invoice' functionality provides users (with the Create Invoice role) with the ability to create electronic invoices.
- From the View Orders screen enter the order number in the order number section or change the search filters and click the search icon to locate your order.
- Open the order by clicking on the order number and click 'Order to Invoice' in the top right of the screen.

 **Order 4**
 Demo Community > Demo Supplier
 PDF files require Adobe Reader. If you do not have it then [click here to install it.](#)

Purchase Order

Order Number	4	Requisition	5
Buyer	Demo Buyer	Originators	
Order Date	30/06/2016 9:47 AM	State	Open
Created Date	30/06/2016 9:47 AM	Organisation Unit	Org Unit 1  Edit
Order Submission	Send Electronically	Documents	 Purchase Order

[Order to Invoice](#)  Actions 

[Supplier](#) [Ship To](#) [Bill To](#)

Demo Supplier
1 Fake Street
Nowhere
New Zealand

- Fill out the invoice number and date. You can also add other information such as Document Reference, Payment Due Date, Comments and Attachments.
- Click Create to submit for matching.

(from Non-Invoiced Orders menu)

- Go to the Invoices menu and select Non-Invoiced Orders, a list of all orders without an invoice will be displayed, then click 'Order to Invoice' next to the order you want to invoice.

Non-Invoiced Orders

Actions ▾

▾
 ▾
 [More Options](#)

▾

Order	Supplier	Invoiced To Date	Order Amount	
<input type="checkbox"/> 3 Order Date 29/06/2016 8:46 AM Order Type Standard	another test supplier Buyer Demo Administrator Bill To Accounts Payable [Bill To 1] ⓘ	\$0.00	\$10.00	+ Order to Invoice

[Order to Invoice](#)

- The actual process of creating the invoice is the same whether you start from the Non-Invoiced Orders menu or from an order.

(from Order to Invoice menu)

- Go to the Invoices menu and select 'Order to Invoice'
- Select the desired supplier, fill out the invoice number and date. You can also add other information such as Document Reference, Payment Due Date, Comments and Attachments

Order to Invoice ⚙️ Actions ▼

Supplier * ▼

Connected Suppliers Only

Invoice Number *

Document Reference

Invoice Date * / /

Payment Due Date / /

Bill To * Accounts Payable [Bill To 1]
1 Fake Street
Nowhere
New Zealand
chloe.stubbs@unimarket.com

Comments

Attachments [+ Add Attachment >](#)

- In the Order Number section click on the search icon to find the order that relates to the invoice, select the desired order and click the 'Add Order' button (you can repeat this step to include multiple orders on one invoice).

Order Number	Order	Invoice
	Order #	
	Order: 1004137 - Standard (\$60.00)	Total Invoiced (to date)
	Order: 1004127 - Standard (\$60.00)	Subtotal Tax
	Order: 1004126 - Standard (\$406.00)	
	Order: 1004121 - Standard (\$203.00)	
	Order: 1004087 - Standard (\$170.00)	
	Order: 1004065 - Standard (\$170.00)	
	Order: 1003941 - Standard (\$564.00)	
	Order: 1003934 - Standard (\$5,580.00)	
	Order: 1003933 - Standard (\$4,650.00)	
	Order: 1003907 - Standard (\$93.00)	

Create another

- Click Create to submit for matching.
- The 'View Invoice' page will show a summary of the matching status.

Invoice Matching

- Once the invoice is created it is subjected to matching.
- All invoice lines must match the order lines before the invoice is generated.
- Once all lines are in a 'Submitted' (matched) state, the system will create the invoice.

Matching Statuses Explained

- **Submitted:** Successfully matched.
- **Rejected:** The matching tolerance was exceeded.
- **Forced match (Submitted):** Invoices that have gone into a state of Rejected, Voided or Pending Receiving can be manually force matched by a user with the Create Invoices role.
- **Void:** The line matched but another line was rejected (voiding the match)
- **Pending Receiving:** The invoice matched but the buyer still needs to receive the goods.
- **Pending Approval:** The invoice is awaiting approval by the buyer, once approved it will match.
- **Downloaded:** The invoice was matched and has been extracted within a Transaction Run for payment.


Creating a Credit Invoice

- A credit invoice is used to credit an invoice that has already been created, either in full or partially depending on the situation.
- From the View Orders screen enter the order number the credit relates to in the order number section or click the search icon to locate your order.
- Open the order by clicking on the order number and click 'Order to Invoice' in the top right of the screen.



Order 4

Demo Community > Demo Supplier



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Order to Invoice

Actions



Purchase Order

Order Number	4	Requisition	5
Buyer	Demo Buyer	Originators	
Order Date	30/06/2016 9:47 AM	State	Open
Created Date	30/06/2016 9:47 AM	Organisation Unit	Org Unit 1  Edit
Order Submission	Send Electronically	Documents	 Purchase Order


Supplier

Ship To

Bill To

Demo Supplier
1 Fake Street
Nowhere
New Zealand

- Fill out the credit invoice number and date (please note, as invoice numbers cannot be duplicated in Unimarket we suggest putting something on the end to make the number unique e.g. C for credit).
- You can also add other information such as Document Reference, Payment Due Date, Comments and Attachments.
- Click Edit next to the order details.

Order						Invoice		
Order #	Created	Subtotal	Tax	Total	Invoiced (to date)	Subtotal	Tax	
2	27/06/2016 2:47 PM	\$1,050.00	\$157.50	\$1,207.50	\$1,050.00	\$0.00	\$0.00	 Edit  Remove

- In the Quantity field enter a negative quantity indicating the number of items to be credited. In the price field enter a positive dollar amount. The subtotal amount should change to show a negative amount.

Edit Order 2 ✕

Order 2

Created	27/06/2016 2:47 PM	Order Subtotal	\$1,050.00
Buyer	Demo Buyer	Order Shipping	\$0.00
Community	Demo Community	Order Tax	\$157.50
Invoiced To Date	\$1,050.00	Order Total	\$1,207.50

[Show Notes](#)

Code	Name	Quantity	Unit Price	UOM	Tax	Subtotal
Demo4	Demo Product History	<input type="text" value="-1"/>	\$ <input type="text" value="1,050"/>	/ <input type="text" value="EA"/> <input type="button" value="Q"/>	- <input type="text" value="\$157.50"/>	- <input type="text" value="\$1,050.00"/>

Subtotal -

Tax -

Total -

OK

Cancel

- Click Ok and if you are crediting shipping as well enter the shipping amount as a negative dollar amount in the shipping box under the subtotal of the order screen.
- Then click Create to submit the credit invoice.

Need Support?

Contact your VISA Unimarket Administrator.