Expense Management

Invoice Management Module

User Guide

NEC Corporation

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Liability Disclaimer

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Introduction

Chapter Topics

- *Invoice Management Overview*
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Invoice Management Overview

The Invoice Management module of Expense Management enables you to:

- Follow up on invoices your organization receives from various Service Providers or Carriers;
- Assign invoice charges to Accounts, Devices and Charge Types;
- Approve or dispute invoices according to accounts, devices, charge types, or devices and charge types;
- Create timely payments for approved charges;
- Set alerts to remind you that an invoice is due, a contract is about to expire or that an invoice has not been received yet.

Once the relatively fixed entities of the Invoice Management - Service Providers, Contracts, Accounts, Devices and Charge Types - are defined, you can easily enter the periodic invoice charges.

On the other hand, you can start using the module by defining your organization's contracts only. The module automatically creates a default account, device and charge type, which enables you to simply enter and approve or dispute entire invoices. If and when the need for a more detailed follow up on invoices arises, you can then add more details.

Expense Management Overview

Expense Management provides an integrated, scalable IT management solution for businesses of almost every size and market segment. Organizations can become more productive using its tools to effectively manage IT operations and services while controlling IT-related expenses. Features include:

- **Integration with Back Office Accounting Systems** - Expense Management seamlessly integrates with back office accounting systems to provide detailed reports of voice and data use. The information provided can be used in compliance reports, to properly attribute time to specific customers, and for other budgeting purposes. Invoice management integrates with accounts payable to provide payment commands and receive paid transaction numbers.
- **Improving Customer Service** - Provides the tools to manage IT services such as usage, routing and scheduling, Expense Management enables enterprises to improve customer service. Customer registration and organization tools are offered, and registered customers can be assigned relevant services and resources. Customers are served with speed and accuracy, and customers' satisfaction with those services improves.
- **Monitoring Performance and Controls Expense** - Invoice management provides an ultimately accurate inventory list, facilitates term simulations and best-package allocation, identifies policy abuse and erroneous charges, and enables accurate bill-back of organizational units and convergent invoice issuance to employees. The policy-planning module implements and monitors real time performance and system usage based on policies and criteria defined by the organization.
- **Working for Organizations of Any Size** - Powerful, scalable and totally secure, Expense Management can handle jobs of nearly any size; it works as well for a global corporation's multiple high-traffic, heavy-volume sites as it does for a small organization with minimal traffic. It also provides multi-vendor PBX support and additional inputs including online mobile call detail records.
- **Supporting Business Growth** - The system's modular architecture supports the ongoing expansion of system functionality. Additional modules may be added based on customer request. The application is designed around a multi-tier processes, queues and services architecture, which offers the benefit of distributing loads across multiple servers and provides growth opportunities and flexibility.

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Getting Started

Chapter Topics

Entering the Invoice Management

In order to use the Invoice Management Module of Expense Management, you must have permissions to access it. Ask your System Administrator to provide you with appropriate permissions.

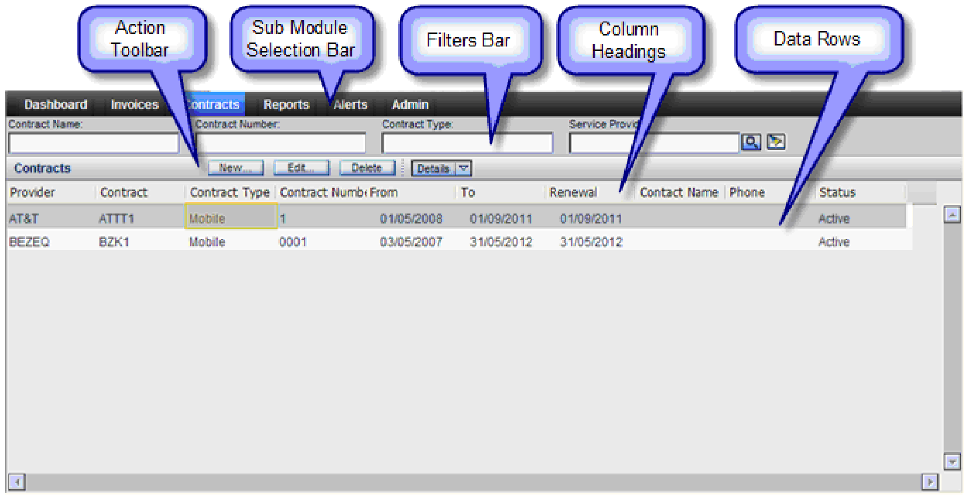
To enter the Invoice Management module:

Step In the **Expense Management** Module selection bar, select **IM**.

Invoice Management Window

The Invoice Management module window changes according to the needs of the different sub modules (functions and entities). However, most of the Invoice Management windows retain the basic structure as well as a similar look and feel. See Figure 2-1.

Figure 2-1 Application Heading



Application Heading

This part of the window remains the same throughout the application and does not change with the different functions. It contains the following parts:

- **Sub Module Selection Bar** (located just below the Application Header) contains tabs that enable you to select and access the different sub modules of the Invoice Management.
- Some of the Sub modules display a **Secondary Selection Bar** immediately below the Sub Module Selection Bar.

Sub Module Dependent Area

This part of the window changes according to the needs of the sub module. However, it retains a similar basic structure. It contains the following parts:

- **Filters Bar** - contains the filter fields and the **Search** and the **Clear Filters** tools.
- **Action Toolbar** - contains the currently available tools and actions, depending on the specific sub module. Tools can be enabled (fully displayed) or disabled (grayed out).
- **Column Heading** bar - Each column represents one data field of the current entity type.
- **Data rows** - each row represents one record.

Sorting Records

You can sort the displayed records by any of the columns, but only by one column. A small triangle in the column heading indicates it.

To sort the records:

- Click in the column heading to sort by that column.
- First time you click in the column heading, it is sorted by ascending order. A small triangle in the column heading indicates the sort order.
- To reverse the sort order, click in the column heading again.

Filtering Records

Filtering enables you to select and display only records that match the filter fields values. Matching is determined as follows:

- If **more than one** filter field is used, only records matching **all** non empty filter fields are selected.
- **Alphanumeric** filter fields are matched only to the length of the filter value, e.g. data values "Abracadabra", "Abba", and "Abraham" - all match filter value "Ab".
- **Alphanumeric** filter field matching is **not** case sensitive, e.g. data values "Abracadabra", "Abba", and "Abraham" - all match filter value "ab".
- **From Date** filter field selects records with dates not less than the filter date.
- **To Date** filter field selects records with dates not greater than the filter value.
- **Numeric** filter field selects records with value greater than the filter value.

To filter records:

Step 1 Enter the required values in the appropriate filter fields.

Step 2 Click .

To cancel filtering:

1.Click .

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Invoice Management Work Flow

Chapter Topics

- *Contracts Sub Module*
- *Invoices Sub Module*

There are two main stages (the **Contracts** and **Invoices** sub modules) to Invoice Management:

Contracts Sub Module

REFERENCE

See Chapter 4 - Contracts Sub Module for information on the Contracts Sub Module.

In the **Contracts** sub module you define the relatively fixed data of the Invoice Management. It contains the following entities:

- **Providers** are Carriers or Service Providers whose Invoices you wish to manage through the Invoice Management module.
- **Contracts** are the service agreements your organization has with the providers. For every active provider you must have at least one active Contract.
- **Billing Accounts**. Invoices may be issued for an account. For each **Contract** you must have at least one Account. You can define up to three levels of accounts:
  - **Master Billing Account** is the Highest level
  - **Billing Account** - the intermediate level
  - **Sub Billing Account** - the lowest level
- **Devices**. If you wish to check and approve or dispute invoices on the device level, you have to define which devices are billed through which account.

Invoices Sub Module

REFERENCE

See Chapter 5 - Invoices Sub Module for information on the Invoice Sub Module.

In the **Invoice** sub module you enter the periodic Invoices' data and **Approve** or **Dispute Invoices**, **Devices**, and **Events**.

Each billing period you enter the invoice data into the Invoice Management. You can enter the Invoice Summary, or, if you wish to approve or dispute invoices on the Device level, you have to enter the Invoice details too.

4

Contracts Sub Module

Chapter Topics

Introduction

In the Contracts sub module, you define the relatively fixed data of the Invoice Management module: **Service Providers** (or telephony Operators), the **Contracts** (service agreements) your organization has with these providers, and for each contract - its **Billing Accounts**, the **Devices** billed through each Account, and their **Charge Types**.

In the Invoices sub module you use these definitions: Invoice amounts are assigned to these entities and then approved or disputed.

The Contracts sub module entities are:

- **Providers** define the Service Providers (or Carriers) whose Invoices you wish to manage through the Invoice Management module.
- **Contracts** define the service agreements your organization have with these providers. For every active provide you must have at least one active Contract.
- Invoices are assigned to **Billing Accounts**, so each **Contract** must have at least one Account.

You can define up to three levels of accounts:

- **Master Billing Account** is the Highest level. Each contract must have one, and only one, Master Billing Account. A Master Billing Account is created by default once a contract has been defined. You can edit it, but you cannot delete it or create another Master Billing Account.
- **Billing Account** is the intermediate level. You can define as many Billing Accounts as needed.

- **Sub Billing Account** is the lowest level. You can define as many Billing Accounts as needed.

  Higher level accounts (that is, Accounts under which you defined lower level Accounts) does not cease to be valid accounts. They can still have Devices assigned to them and Invoices charged to them.

  Some windows display Accounts by concatenating their IDs into a "Path" ID: <Master Billing Account ID>/<Billing Account ID>/<Sub Billing Account ID>.
- **Devices**. If you wish to approve or dispute invoices per device, you have to define which devices are billed through which account.
- **Charge Types** enables you, on the one hand, to approve or dispute groups of devices at once, and on the other hand, to farther refine the Device charge assignments.

However, you do not have to define all these details right from the beginning. You can start by defining only Providers and their Contracts. When you create a new **Contract**, it is automatically created with one default "**Main**" Master Billing Account and one default "**General**" Device with a default Charge Type of "**Account Charge**".

This enables you to enter Invoices and Charges on a "per Contract" level. When and if the need for more details arises, you can first create more detailed Accounts, then assign Devices to the Accounts, and finally define one or more Charge Types for the Devices.

Service Providers

Service Providers (or for short - Providers) define the Service Providers or Carriers whose Invoices you wish to manage through the Invoice Management module.

To create a new Provider:

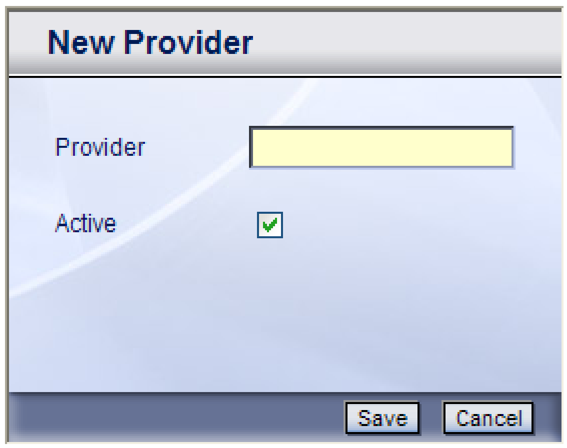
Step 1 In the Sub Modules bar, select **Admin**.

Step 2 In the Secondary Selection bar, select **Providers**.

Step 3 In the Action toolbar, click New... .

Step 4 In the **New Provider** dialog box (see Figure 4-1), enter the provider name.

Figure 4-1 *New Provider*



Step 5 If the new provider is currently not active, clear the **Active** check box.

Step 6 Click Save .

To create a new Provider through the New Invoice dialog box:

Step 1 If the appropriate provider does not appear in the Service Provider drop-down list, click New... to the right of the Service Provider box.

Step 2 In the **New Provider** dialog box, enter the provider name.

Step 3 If the new provider is currently not active, clear the **Active** check box.

Step 4 Click Save .

To edit a Provider:

Step 1 In the Sub Modules bar, select **Admin**.

Step 2 In the Secondary Selection bar, select **Providers**.

Step 3 If the Provider you wish to edit is not displayed in the window, scroll, filter, or sort the Providers records until the desired Provider appears in the window.

Step 4 Click in the desired Provider row to select it.

Step 5 In the Action toolbar, click Edit... .

Step 6 Check or clear the **Active** check box. This is the only Provider field you can edit.

Step 7 Click Save.

To delete an existing Provider:

Step 1 In the Sub Modules bar, select **Admin**.

Step 2 In the Secondary Selection bar, select **Providers**.

Step 3 If the Provider you wish to delete is not displayed in the window, scroll, filter, or sort the Provider records until the desired Provider appears in the window.

Step 4 Click in the desired Provider row to select it.

Step 5 In the Action toolbar, click Delete .

Step 6 In the confirmation dialog box, select **OK**.

Contracts

Working with Contracts

A Contract represents a service agreement of your organization with a Service Provides.

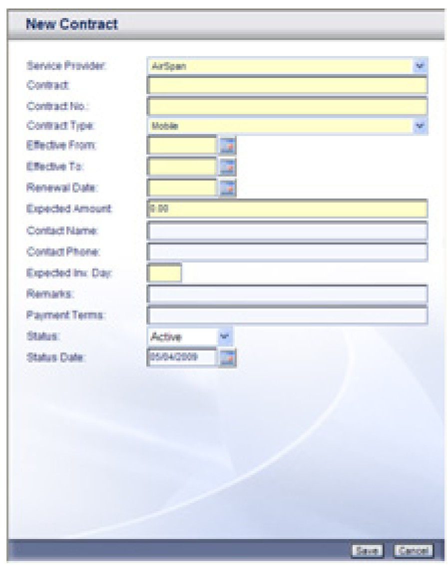
To create a new Contract:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 In the Action toolbar, click New... .

Step 3 In the New Contract dialog box (see Figure 4-2), fill in the Contract fields. See *Contract Fields*.

Figure 4-2 *New Contract*



Step 4 Click Save.

To edit a Contract:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 Click in the desired Contract row to select it. If the Contract you wish to edit does not appear in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 In the Action toolbar, click Delete .

Step 4 In the **Edit Contract** dialog box, edit the fields you wish to change. See *Contract Fields*.

Step 5 Click Save.

To delete an existing Contract:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the Contract you wish to delete does not appear in the window, scroll, filter, or sort the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, click Delete.

Step 5 In the confirmation dialog box, select **OK**.

Contract Fields

Table 4-1 lists the Contract fields.

REFERENCE

*The **M/O** column indicates Mandatory or Optional Fields. In the dialog box, mandatory fields appear in yellow.*

*The **Edit** column indicates editable or non editable fields. In the Edit Contract dialog box, Non editable fields appear grayed.*

Table 4-1 *Contract Field Descriptions*

Field	M/O	Edit	Description
Service Provider	M	N	Select a Service Provider from the drop-down list. To add a new Service Provider, see Service Providers.
Contract	M	N	Enter a name that will identify the Contract in your organization.
Contract No.	M	N	Enter the Contract ID number at the Service Provider.
Effective From	M	N	Enter a date, or click the calendar symbol and select a date.
Effective To	M	N	Enter a date, or click the calendar symbol and select a date.
Renewal Date	M	N	Enter a date, or click the calendar symbol and select a date.
Expected Amount	M	Y	Enter a rough estimate for the expected amount of this contract.
Contact Name	O	Y	Enter the name of the contact person.
Contact Phone	O	Y	Enter the telephone number of the contact person.
Expected Inv. Day	M	Y	Enter the day (of the month) Invoices for this contract are expected.
Remarks	O	Y	Enter any remark.
Payment Terms	O	Y	Enter the payment terms.
Status	M	Y	Select Active or Non Active from the drop-down list.
Status Date	O	Y	Enter the effective date of the above Status. Default is today's date.

Accounts

Working with Accounts

Invoices may be issued by Billing Accounts. For each Contract you must have at least one Account. You can define as many Accounts as you wish in a hierarchy of up to three levels:

- The **Master Billing Account** is the top of the hierarchy. Each Contract must have one, and only one, Master Billing Account.
- **Billing Account** is the intermediate level
- **Sub Billing Account** is the lowest level

When you create a new Contract, it is automatically created with a default **Master Billing Account** called "**Main**". If all you need for that contract is one Account, you can use it. You can edit the Master Billing Account data, including its Account ID "main". However, you cannot create another Master Billing Account, and you cannot delete a Master Billing Account.

If you need more than one account, you can create many Billing Accounts under the Master Billing Account. Under each Billing Account you can create many Sub Billing Accounts.

To edit a Master Billing Account:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the Contract whose Master Billing Account you wish to edit is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 In the Billing Accounts dialog box, click New... .

Step 6 In the New Billing Accounts dialog box, click Edit... next to the Master Billing Account text box.

Step 7 In the Master Billing Account Edit dialog box, edit the fields you wish to change. See *Billing Account Fields*.

Step 8 Click Save .

Step 9 Click Done .

Step 10 Click Close .

Figure 4-3 *New Billing Account*

To create a new Billing Account:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the Contract for which you wish to create a new Account is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 In the Billing Accounts window, click New... .

Step 6 In the New Billing Account window, click New... next to the Billing Account text box.

Step 7 In the New Account dialog box, fill in the Billing Account fields. See *Billing Account Fields*.

Step 8 Click Save .

Step 9 Click Done .

Step 10 Click Close .

To create a new Sub Billing Account:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the Contract for which you wish to create a new Account is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 In the Billing Accounts window, click New... .

Step 6 In the New Billing Account dialog box, open the **Billing Account** drop-down list and select the desired Billing Account.

Step 7 Click New... next to the Sub Account text box.

Step 8 In the New Account dialog box, fill in the Billing Account fields. See *Billing Account Fields*.

Step 9 Click Save.

Step 10 Click Done.

Step 11 Click Close.

To delete an existing Billing Account:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the Contract for which you wish to delete an Account is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 In the Billing Accounts window, select the Account you wish to delete click Delete... .

Step 6 In the confirmation dialog box, select **OK**.

Step 7 Click Close.

Billing Account Fields

Table 4-2 lists the Account fields.

REFERENCE

*The **M/O** column indicates Mandatory or Optional Fields. In the dialog box, mandatory fields appear in yellow.*

*The **Edit** column indicates editable or non editable fields. In the Edit Contract dialog box, Non editable fields appear grayed.*

Table 4-2 *Billing Account Field Descriptions*

Field	M/O	Edit	Description
Description	O	Y	Enter description for the Account.
Account ID	M	Y	Enter an Account ID for the new Account.
Account GL	O	Y	Enter a General Ledger code for this Account.

Devices

Working with Devices

Devices. If you wish to approve or dispute invoices on the device level, you have to define which devices are billed through which account.

You can create a new Device:

- From the Contracts list.
- From the Billing Accounts list
- While you enter a new invoice

To create a new Device from the Contracts list:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the desired Contract is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

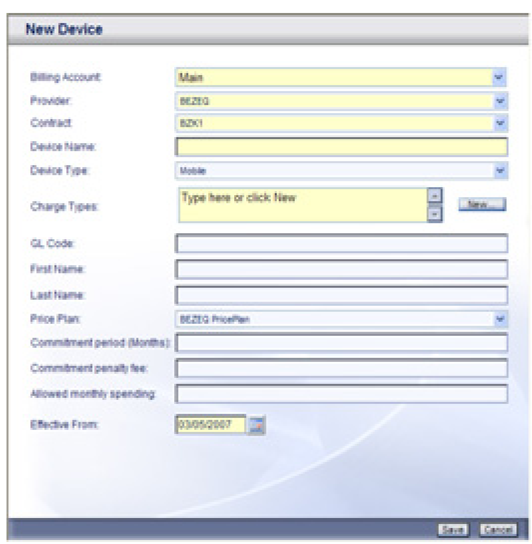
Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Devices**.

Step 5 In the Contract Devices action toolbar, click New... .

Step 6 In the **New Device** dialog box (see Figure 4-4), fill in the Device fields. See *Device Fields*.

Figure 4-4 *New Device*



Step 7 Click Save .

To create a new Device from the Billing Accounts list:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 2.If the desired Contract is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 Click in the desired Account row to select it.

Step 6 In the Billing Accounts action toolbar, click New... .

Step 7 In the **New Device** dialog box, fill in the Device fields. See *Device Fields*.

Step 8 Click Save .

To create a new Device while entering an Invoice:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 In the Action toolbar, open the Actions drop-down menu and select **New**.

Step 3 In the New Invoice dialog box, in the **Invoice Format** field select the **Paper Details** option and fill in the rest of the Invoice fields.

Step 4 Click Save .

Step 5 In the **Continue to edit Invoice Data?** dialog box, click **OK**.

Step 6 In the action toolbar of the **Invoice Manual Load** dialog box, click New Device... .

Step 7 In the **New Device** dialog box, fill in the Device fields. See *Device Fields*.

Step 8 Click Save .

Creating New Devices

You can create a new Device:

- From the Contracts list.
- From the Billing Accounts list
- While you enter the details of a new invoice
- While you approve or dispute Invoice charges

To create a new Device from the Contracts list:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the desired Contract is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Devices**.

Step 5 In the Contract Devices action toolbar, click New... .

Step 6 In the **New Device** dialog box, fill in the Device fields.

Step 7 Click Save .

To create a new Device from the Billing Accounts list:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the desired Contract is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 Click in the desired Account row to select it.

Step 6 In the Billing Accounts action toolbar, click New... .

Step 7 In the **New Device** dialog box, fill in the Device fields.

Step 8 Click Save .

To create a new Device while entering an Invoice:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 In the Action toolbar, open the Actions drop-down menu and select **New**.

Step 3 In the New Invoice dialog box, in the **Invoice Format** field select the **Paper Details** option and fill in the rest of the Invoice fields.

Step 4 Click Save.

Step 5 In the "Continue to edit..." dialog box, click **OK**.

Step 6 In the action toolbar of the **Invoice Manual Load** window, click New Device... .

Step 7 In the **New Device** dialog box, fill in the Device fields.

Step 8 Click Save.

To create a new Device while approving/disputing Invoice charges:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the desired Invoice is not displayed in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Invoices Action toolbar, open the Details drop-down menu and select **Devices...**.

Step 5 In the Device Management Action toolbar, click New... .

Step 6 In the **New Device** dialog box, fill in the Device fields.

Step 7 Click Save.

Editing or Deleting Devices

To delete or edit a Device you must first navigate to that Device. You can navigate to a specific Device or list of Devices:

- Through a Contract Device list, or
- Through a Billing Account Device list.

To navigate to a Contract Device list:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the desired Contract is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Devices**.The Contract device list appears.

To navigate to a Billing Account Device list:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the desired Contract is not displayed in the window, *scroll*, *filter*, or *sort* the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 Click in the desired Billing Account row to select it.

Step 6 In the Billing Accounts action toolbar, click Devices... . The Billing Account device list appears.

To Edit a Device:

Step 1 Navigate to the Device list through one of the navigation options above.

Step 2 If the desired Device is not displayed in the window, *scroll*, *filter*, or *sort* the Device records until the desired Device appears in the window.

Step 3 Click in the desired Device row to select it. In the Contract Devices action toolbar, click Edit... .

Step 4 In the **Edit Device** dialog box, edit the Device fields.

Step 5 Click Save .

To Delete a Device:

Step 1 Navigate to the Device list through one of the navigation options above.

Step 2 If the desired Device is not displayed in the window, *scroll*, *filter*, or *sort* the Device records until the desired Device appears in the window.

Step 3 Click in the desired Device row to select it.

Step 4 In the Device list action toolbar, click Delete Selected... .

Step 5 Click Save.

To Delete all the Devices of a certain Account:

Step 1 Navigate to the Device list through the Billing Account navigation option above.

Step 2 In the Device list action toolbar, click Delete All... .

Step 3 Click Save.

Device Fields

Table 4-3 lists the Device fields.

REFERENCE

*The **M/O** column indicates Mandatory or Optional Fields. In the dialog box, mandatory fields appear in yellow.*

*The **Edit** column indicates editable or non editable fields. In the Edit dialog box, Non editable fields appear grayed.*

Table 4-3 *Device Field Descriptions*

Field	M/O	Edit	Description
Billing Account	O	Y	From the drop-down list, select the appropriate Billing Account.
Provider	M	Y	From the drop-down list, select the appropriate Provider.
Contract	O	Y	From the drop-down list, select the appropriate Contract.
Device Name	M	N	Enter a unique ID for the Device within the Account.
Device Type	O	Y	From the drop-down list, select the appropriate Device Type.
Charge Type	M	Y	The default Charge Type for this Device. Enter an existing Charge Type or click New... to define a new Charge Type.
GL Code	O	Y	Enter a General Ledger Code for the new Device.
First Name	O	Y	Enter the first name of the person using this Device.
Last Name	O	Y	Enter the last name of the person using this Device.
Price Plan	O	Y	The relevant Price Plan for this Device.
Commitment period	O	Y	Enter the commitment period in months.
Commitment penalty fee	O	Y	Enter the penalty fee.
Allowed monthly spending	O	Y	Maximum monthly spending for this Device.
Effective From	M	Y	Enter or select the Effective date.

Charge Types

Charge Types enables you, on the one hand to approve or dispute groups of devices at once, and on the other hand, to farther refine the Device charge assignments.

You can create new Charge types:

- From the Contracts sub module, while you create or edit devices
- From the Invoices sub module, while you enter Invoice charges

To create a new Charge type:

Step 1 Do one of the following:

—From the *New Device* or *Edit Device* dialog box, click New... next to the **Charge Types** field.

—From the actions toolbar of the *Invoice Manual Load* window, click New Charge Type... .

Step 2 In the *New Charge* dialog box, fill in the **Charge Name** and **Description** fields.

Step 3 Click Save.

5

Invoices Sub Module

Chapter Topics

Invoices

Introduction

In the **Invoice** sub module, you enter the periodic Invoices' data and **Approve** or **Dispute** the invoice charges.

You can approve or dispute Invoices by **Charge Types**, by **Devices**, or by both Devices and Charge Types. In order to be able to manage an invoice by devices, Charge Types, or both, you have to define the devices assigned to that account, and their Charge Types, and to enter the invoice details per device.

If you prefer to approve or dispute an entire Invoice, you simply approve or dispute all charges assigned to it. Even an empty Invoice gets a default Charge, which represents its total amount.

Creating Invoices

To create a new totals only invoice:

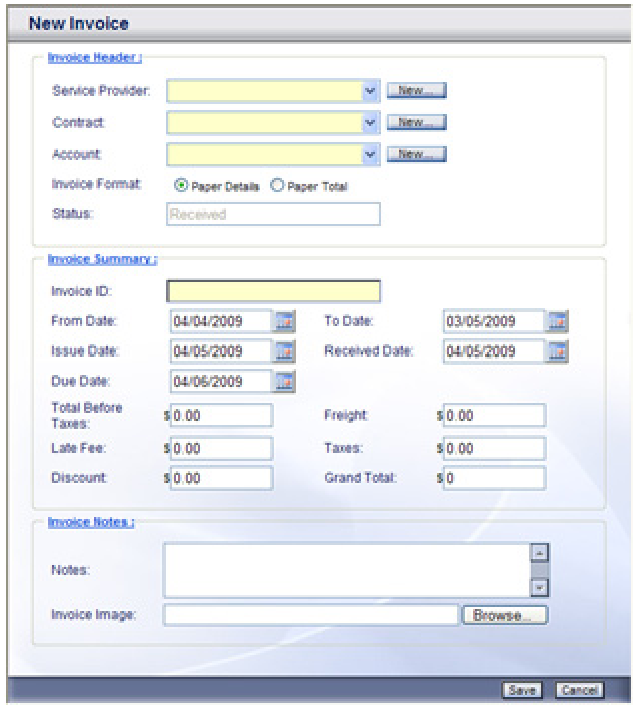
Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 In the Action toolbar, open the Actions drop-down menu and select **New**.

Step 3 In the **New Invoice** dialog box, fill in the *Invoice Fields*. For the **Invoice Format** options, be sure to select **Paper Totals**.

Step 4 Click Save.

Figure 5-1 New Invoice



To create a new detailed invoice:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 In the Action toolbar, open the Actions drop-down menu and select **New**.

Step 3 In the **New Invoice** dialog box, fill in the *Invoice Fields*. For the **Invoice Format** options, be sure to select **Paper Details**.

Step 4 Click Save.

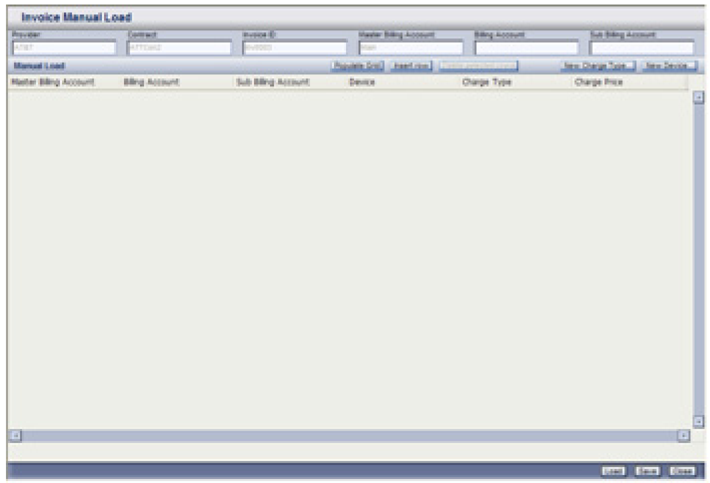
Step 5 In the "Continue to edit..." Dialog box, click **OK**.

Step 6 In the Action toolbar of the "Invoice Manual Load" window, select Populate Grid.

Step 7 In the "Do you want..." dialog box, click **OK**.

Step 8 The grid displayed reflects the **Devices** and **Charge Types** currently defined for the selected Billing Account. You can do one of the following:

Figure 5-2 *Invoice Manual Load*



—Insert charge amounts in the Charge Price column of the existing rows.

—To add a charge for which there is no ready row in the grid, select Insert row from the Action toolbar.

—To delete rows you do not need, click in a row to select it, use Ctrl + click to select more than one row, and then select Delete selected rows from the Action toolbar.

—To create a new Charge Type, select New Charge Type... from the Action toolbar. In the New Charge dialog bow, fill in a the Charge Name and Description fields and click Save.

—To create a new Device, select New Device... from the Action toolbar. In the **New Device** dialog box, fill in the Device Fields and click Save.

Step 9 Do one of the following:

—To save the current Invoice data as a draft, click Save. This will enable you to edit the Invoice Details again later.

—To finalize the Invoice data and load it, click Load. Check the data before loading it, as you will not be able to edit the Invoice details again after loading it.

Editing or Deleting Invoices

To edit a totals only Invoice:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the Invoice you wish to edit does not appear in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Actions drop-down menu and select **Edit**.

Step 5 In the **Edit Invoice** dialog box, edit the *Invoice Fields* you wish to change.

Step 6 Click Save.

To edit Invoice Details:

NOTE

*Only Invoices with status **Editing** can be edited.*

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the Invoice you wish to edit does not appear in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it. The Invoice status must be **Editing**.

Step 4 In the Action toolbar, open the Actions drop-down menu and select **Edit Paper Invoice Draft...**.

Step 5 The Invoice Details data appear as it was when you last saved it. You can do one of the following:

—Insert charge amounts in the Charge Price column of the existing rows.

—To add a charge for which there is no ready row in the grid, select Insert row from the Action toolbar.

—To delete rows you do not need, click in a row to select it, use Ctrl + click to select more than one row, and then select Delete selected rows from the Action toolbar.

—To create a new Charge Type, select New Charge Type... from the Action toolbar. In the New Charge dialog bow, fill in a the Charge Name and Description fields and click Save.

—To create a new Device, select New Device... from the Action toolbar. In the **New Device** dialog box, fill in the Device Fields and click Save.

Step 6 Do one of the following:

— To save the current Invoice data as a draft, click Save. This will enable you to edit the Invoice Details again later.

— To finalize the Invoice data and load it, click Load. Check the data before loading it, as you will not be able to edit the Invoice details again after loading it.

To delete an Invoice:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the Invoice you wish to edit does not appear in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Actions drop-down menu and select **Delete**.

Step 5 Click Save.

Invoice Fields

Table 5-1 lists the Device fields.

REFERENCE

*The **M/O/I** column indicates Mandatory, Optional or Information only Fields. In the dialog box, mandatory fields appear in yellow.*

*The **Edit** column indicates editable or non editable fields. In the Edit dialog box, Non editable fields appear grayed.*

Table 5-1 *Invoice Field Descriptions*

Field	M/O/I	Edit	Description
Service Provider	M	N	From the drop-down list, select the appropriate Provider. You can also click New... and create a new Provider.
Contract	M	N	From the drop-down list, select the appropriate Contract. You can also click New... and create a new Contract.
Account	M	N	From the drop-down list, select the appropriate Account. You can also click New... and create a new Account.
Invoice Format	O	Y	For Detailed Invoice, select **Paper Details**. For Totals only Invoice, select **Paper Total**.
Status	I	N	Invoice status field changes with your actions to reflect its current status. The possible values are: **Received**, **Editing** and **Completed**.
Invoice ID	M	N	A name identifying the invoice.
From Date	M	Y	MyFirst day of the invoice period. Enter a date or click the calendar symbol and select a date.

Field	M/O/I	Edit	Description
To Date	O	Y	Last day of the invoice period. Enter a date or click the calendar symbol and select a date.
Issue Date	O	Y	The date the invoice was issued. Enter a date or click the calendar symbol and select a date.
Received Date	O	Y	The date the invoice was received in your organization. Enter a date or click the calendar symbol and select a date.
Due Date	O	Y	The date payment of the invoice is due. Enter a date or click the calendar symbol and select a date.
Total Before Taxes	O	Y	Basic total of the Invoice, without late fee, discount, freight and taxes.
Freight	O	Y	Freight charge included in the Invoice.
Late Fee	O	Y	Late Fee included in the Invoice.
Taxes	O	Y	Taxes added to the Invoice.
Discount	O	Y	Discount included in the Invoice.
Grand Total	I	N	This field is automatically calculated from the previous fields.
Invoice Notes	O	Y	Enter any text concerning this invoice.
Invoice Image	O	Y	Click Browse... and browse to a file containing an image of the Invoice.

Approving or Disputing Invoices

Approving and Disputing - Introduction

Approving and/or disputing charges of an Invoice is the main purpose of the Invoice Management module. You can Approve or dispute both Devices and Charges.

- When you approve or dispute a **Device** you affect the Status field of the **Device** record.
- When you approve or dispute an **Invoice** you affect the Status field of the Invoice Details record.

An amount charged to a Device is considered Approved if both the Device and the Charge is approved.

Both Devices and Charges have three possible statuses:

- **Tentative** - Indicated by a yellow circle.
- **Disputed** - Indicated by a red circle
- **Approved**- Indicated by a green circle

Every Device or Charge starts its life in the **Tentative** status. Ones you approve or dispute it, you cannot return it to the **Tentative** status. However, as long as the charge is not paid, you can change the status from **Approved** to **Disputed** and vice versa.

When you have one Charge Type per Device, it seems as if the result of disputing the Device or the Charge is identical. Think of it this way:

- If the Device should not be charged through this Invoice at all - dispute the Device.
- If the Device should be charged through this Invoice, but the amount does not seem right - Dispute the Charge.

Approving or Disputing Devices

Approving or disputing Devices is done in one of the Device list windows. You can access a **Device list** window through one of three possible routs. The rout you use determines which devices will be displayed.

- Through the **Invoices** sub module - you get Devices relevant to the selected Invoice.
- Through the **Contracts** window in the Contracts sub module - you get Devices relevant to the selected Contract.
- Through the **Billing Accounts** window in the Contracts sub module - you get Devices relevant to the selected Account.

Once you are in one of the Device list window, the procedure of approving or disputing Devices is the same.

To access Devices from the Invoices sub module:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the appropriate Invoice is not displayed in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Devices**.

Step 5 The **Device Management** window appears displaying only the Devices relevant to the selected Invoice. Continue to approve or dispute as described in *To approve or dispute Devices:*.

To access Devices from the Contracts window:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the appropriate Contract is not displayed in the window, scroll, filter, or sort the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Devices**.

Step 5 The **Contract Devices** window appears displaying only the Devices relevant to the selected Contract. Continue to approve or dispute as described in *To approve or dispute Devices:*.

To access Devices from the Billing Accounts window:

Step 1 In the Sub Modules bar, select **Contracts**.

Step 2 If the appropriate Contract is not displayed in the window, scroll, filter, or sort the Contract records until the desired Contract appears in the window.

Step 3 Click in the desired Contract row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Billing Accounts**.

Step 5 If the appropriate Billing Account is not displayed in the window, *scroll*, *filter*, or *sort* the Billing Account records until the desired Billing Account appears in the window.

Step 6 Click in the desired Billing Account row to select it.

Step 7 In the Action toolbar, click Devices... .

Step 8 The **Contract Devices** window appears displaying only the Devices relevant to the selected Contract and Account. Continue to approve or dispute in *To approve or dispute Devices:*.

To approve or dispute Devices:

Step 1 If the appropriate Device is not displayed in the window, scroll, filter, or sort the Device records until the desired Device appears in the window.

Step 2 If you wish to approve or dispute a specific Device, click in the Device row to select it. Use Ctrl + click to select additional Devices.

Step 3 Open the Dispute or the Approve drop-down menu and select the required option:

—**Dispute/Approve All...** will affect all the Devices in the currently filtered list. That is, all the Devices matching the current filter criteria.

—**Dispute/Approve Selected...** will affect only the selected (and highlighted) Devices.

—**Dispute All except Approved...** and **Approve All except Disputed...** will affect only **Tentative** Devices in the currently filtered list.

Step 4 Click Save.

Creating an Invoice Dispute

To dispute an Invoice, fully or partially, you must create first an Invoice Dispute for that Invoice.

To view existing Invoice Disputes:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the appropriate Invoice is not displayed in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

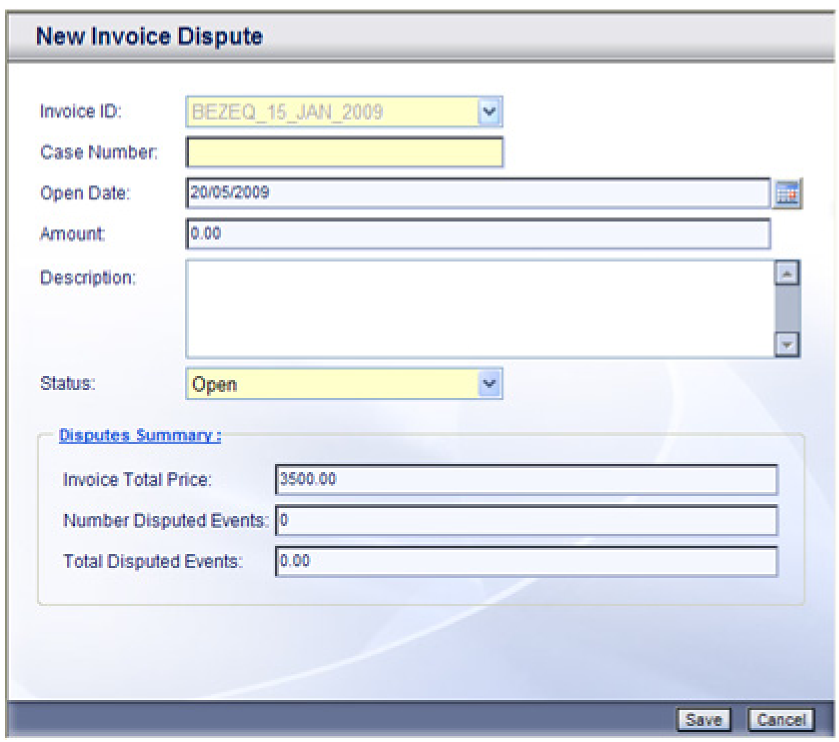
Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Disputes**.

Step 5 In the Invoice Disputes window, click New... .

Step 6 In the New Invoice Dispute dialog box (see Figure 5-3), fill in the *Invoice Dispute Fields*.

Figure 5-3 *New Invoice Dispute*



Step 7 Click Save.

To create a new Invoice Dispute:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the appropriate Invoice is not displayed in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Disputes**.

Step 5 In the Invoice Disputes window, click Edit... .

Step 6 In the New Invoice Dispute dialog box, fill in the *Invoice Dispute Fields*.

Step 7 Click Save.

To edit an Invoice Dispute:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the appropriate Invoice is not displayed in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Disputes**.

Step 5 Click in the desired Invoice Disputes row to select it.

Step 6 In the Invoice Disputes window, click Edit... .

Step 7 In the Edit Invoice Dispute dialog box, edit the fields you wish to change, see *Invoice Dispute Fields*.

Step 8 Click Save.

Approving or Disputing Invoice Charges

To dispute an Invoice, fully or partially, you must create first an Invoice Dispute for that Invoice. See *Creating an Invoice Dispute*.

Approving or disputing Invoice Details is done through the Invoices sub module. You can Approve or dispute Invoice Details by Events, Accounts, Charge Types, and a combination of Charge Types and Devices:

- **Accounts** enables you to approve or dispute whole accounts
- **Charge Types** enables you to approve according to Charge Types
- **Charge Types and Devices** gives you one line for each combination
- **Events** gives you the most detailed view of the Invoice

To approve or dispute Invoices:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the appropriate Invoice is not displayed in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select one of the following:

—**Accounts...**

—**Summary by Type...**

—**Summary By Type and Devices...**

—**Events...**

One of the Invoice Details windows opens displaying the invoice Details summarized according to the selected option.

NOTE

You can move from the current window to one of the more detailed Invoice Details windows for the same Invoice. Open the Details *drop-down menu and select the desired option.*

Step 5 To approve or dispute a specific row, click in the row to select it. Use Ctrl + click to select additional rows.

Step 6 Open the Dispute or the Approve drop-down menu and select the required option:

—**Dispute/Approve All...** will affect all the Devices in the currently filtered list. That is, all the Devices matching the current filter criteria.

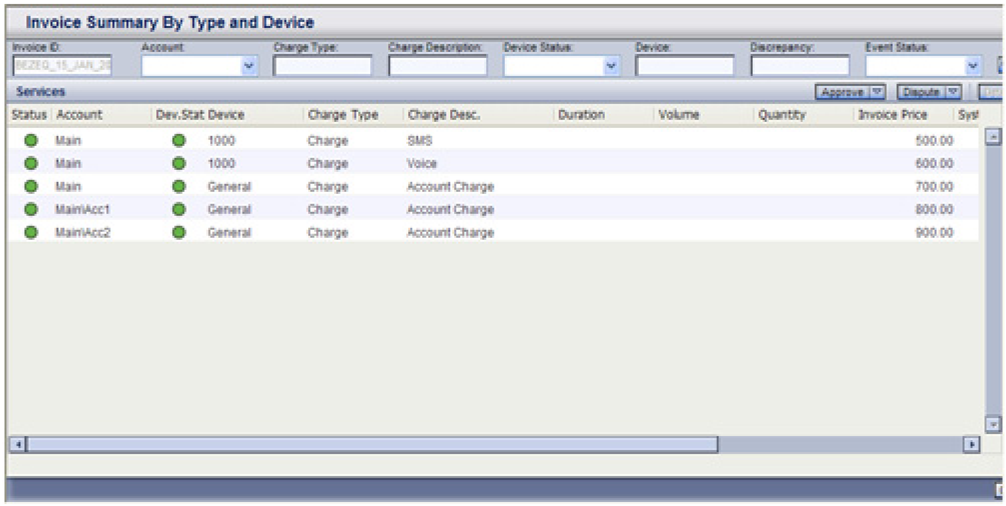
—**Dispute/Approve Selected...** will affect only the selected (and highlighted) Devices.

—**Dispute All except Approved...** and **Approve All except Disputed...** will affect only **Tentative** Devices in the currently filtered list.

NOTE

*If no Invoice Dispute exists for the selected Invoice, a **New Invoice Dispute** dialog box will open the first time you dispute any of the Invoice details. Fill up the New Invoice Dispute Fields and click* Save.

Figure 5-4 *Invoice Summary*



Invoice Dispute Fields

Table lists the Invoice Dispute fields.

REFERENCE

*The **M/O/I** column indicates Mandatory, Optional or Information Fields. In the dialog box, mandatory fields appear in yellow.*

*The **Edit** column indicates editable or non editable fields. In the Edit Invoice Dispute dialog box, Non editable fields appear grayed.*

Table 5-2 *Invoice Dispute Field Descriptions*

Field	M/O/I	Edit	Description
Invoice ID	M	N	The invoice identification.
Case Number	M	Y	Enter a name that will identify this Dispute within the Invoice.
Open Date	O	Y	Enter the dispute open date. Default is today date.
Amount	O	Y	Enter a date, or click the calendar symbol and select a date.
Description	M	N	Enter a text describing the dispute.
Status	M	Y	Select Open or Closed.
Invoice Total Price	I	N	Total invoice price.
Number Disputed Events	I	N	Count of disputed events for the Invoice.
Total Disputed Events	I	N	Total sum of the disputed events for this Invoice.

Payments

The Invoice Payment option enables you to create new payments for outstanding approved amounts. For each Account and Charge Type, the following amounts are displayed:

- **Total** - sum of all Invoice charges for that Account and Charge Type
- **Approved** - sum of Approved charges
- **Disputed** - sum of Disputed charges
- **Tentative** - sum of Invoice charges which are neither approved nor disputed
- **Paid** - sum of all payments made already on this Account and Charge Type
- **To Pay** - equals **Approved** minus **Paid**

When you create a payment, it is automatically created with the To Pay amount. You cannot change this amount here. You can change the To Pay amount by approving or disputing charges.

To create a new Payment:

Step 1 In the Sub Modules bar, select **Invoices**.

Step 2 If the appropriate Invoice is not displayed in the window, *scroll*, *filter*, or *sort* the Invoice records until the desired Invoice appears in the window.

Step 3 Click in the desired Invoice row to select it.

Step 4 In the Action toolbar, open the Details drop-down menu and select **Payments**.

Step 5 The **Invoice Payments** window opens displaying all payments made already on that Invoice.

Step 6 In the Action toolbar, click Create a Payment... .

Step 7 The **Outstanding Payments** window opens showing current amounts for each Account and Charge Type.

Step 8 Do one of the following:

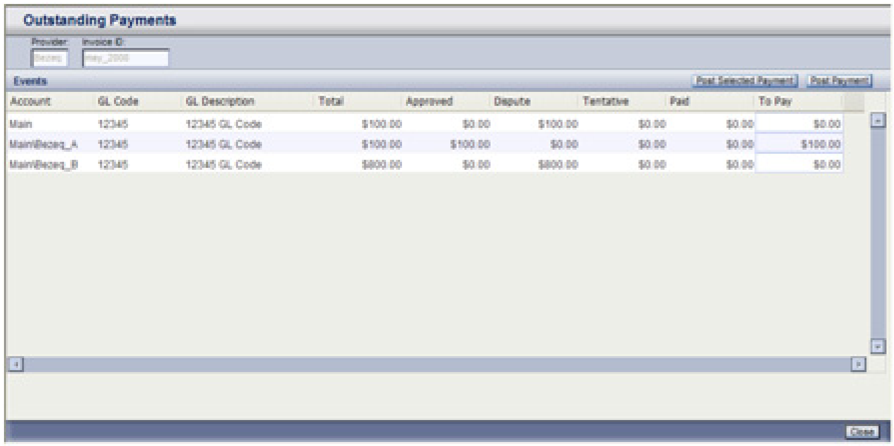
— To pay on a specific Account and Charge Type, click in the appropriate row to select it. Use Ctrl + click to select additional rows. Then click Post Selected Payment.

— To pay all the outstanding payments, click Post All Payments.

Step 9 In the "are you sure..." dialog box, click **OK**.

Step 10 In the Invoice Payments window, click Close.

Figure 5-5 *Outstanding Payments*



6

Reports

Chapter Topics

- *Introduction*
- *Reports Toolbar*
- *Report Parameters*

Introduction

The **Reports** sub module enables you to view the data in a easy to read format. You can view the reports on screen, create PDF files (print ready files) of the reports or export certain or all data fields from the report into a Microsoft Excel file.

You can select from the following report types:

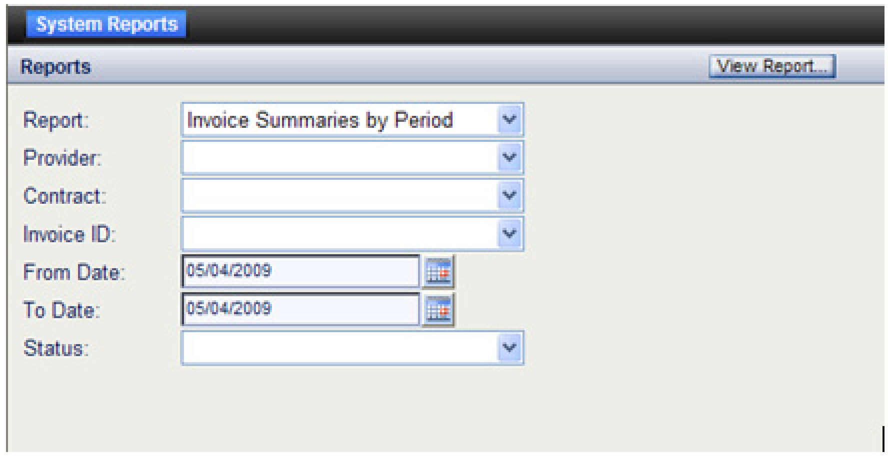
- **Disputes list report** - lists all open, closed, or both Invoice Disputes for all or specific Invoices of all or specific Providers.
- **Invoice Summaries reports** - list Invoice summaries **by Provider** or **by Period.** You can request these reports for all or specific Providers, for all or specific Contracts, for all or specific Invoices, for a specific period of time, and for all or specific Invoice Statuses.
- **Invoice Summary reports** - list Invoices Summary by **Charge Type and period** or by **Charge Type and Provider**. You can request these reports for all or specific Providers, for all or specific Contracts, for all or specific Invoices, and for a specific period of time.
- **Invoiced Due in the Next X Days** - lists all invoices for all or specific Providers which will become due in the coming X days.

To create a report:

Step 1 In the Sub Modules bar, select **Reports**.

Step 2 In the Reports window, open the **Report** drop-down menu and select the desired Report type. Figure 6-1 displays.

Figure 6-1 Report Parameters for the Invoice Summary by Period Report



Step 3 Supply the required report parameters. An empty parameter stands for All.

Step 4 Click View Report... . The system generates the report and displays it on screen. You can use the toolbar in the **View Report** window to navigate in the report, to export it to an excel file or to create a PDF (print ready file) from it.

Step 5 To exit the report, close the Report Viewer window.

Reports Toolbar

Use the tools listed in Table 6-1 to navigate in the report, to export data or to create a PDF file of it.

Table 6-1 Reports Toolbar

Tool	Name	Function
	Toggle table of contents	Enables (or disables) quick navigation to specific report content.
	Run report	Run of the report again (possibly with different parameters.)
	Export data	Export certain data fields into an Excel file.
	Print report as PDF	Creates a PDF file of the report.
	First page	Go to the beginning of the report.
	Last page	Go to the last page of the report.
	Previous page	Go to the previous page.
	Next page	Go to the next page.
	Go to page	Go to the specified page.

Report Parameters

Table lists the Report Parameters.

Table 6-2 Report Parameters

Parameter	Description
Report	Open the drop down list and select the required report.
Provider	Open the drop down list and select the required Provider. Leave empty to include all Providers.
Contract	Open the drop down list and select the required Contract. Leave empty to include all Contracts.
Invoice Number	Open the drop down list and select the required Invoice. Leave empty to include all Invoices.
Invoice ID	Open the drop down list and select the required Invoice. Leave empty to include all Invoices.
From Date	Enter date or click the calendar symbol and select a date.
To Date	Enter date or click the calendar symbol and select a date.
Status (Disputes)	Open the drop down list and select the required Status or select Both to include all statuses.
Status (Invoices)	Open the drop down list and select the required Invoice or leave empty to include all Invoices.

7

Alerts

Chapter Topics

Introduction

An alert is an instruction to the system to check for a certain pre defined condition, and if the condition holds - to send an alerting e-mail to inform the assigned recipient of that condition. The purpose of an alert is to give you a timely reminder of an action you need to take. You can define alerts for the following conditions:

- Contract is about to expire.
- Invoice amount is greater than its expected amount.
- An expected Invoice has not been received yet.
- An Invoice Payment is due.

You can instruct the system to check each alert once or on a daily, weekly, or monthly basis.

Working with Alerts

You can create new alerts, and edit or delete existing alerts.

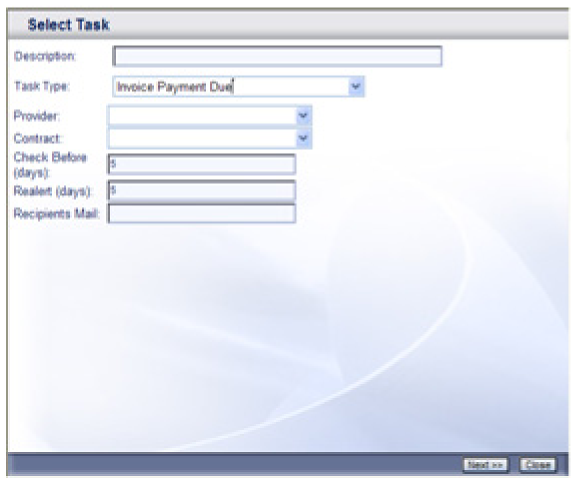
To create a new Alert:

Step 1 In the Sub Modules bar, select **Alerts**.

Step 2 In the Alerts action toolbar, click New... .

Step 3 In the **Select Task** dialog box (Figure 7-1), open the **Task Type** drop-down menu and select the desired task type.

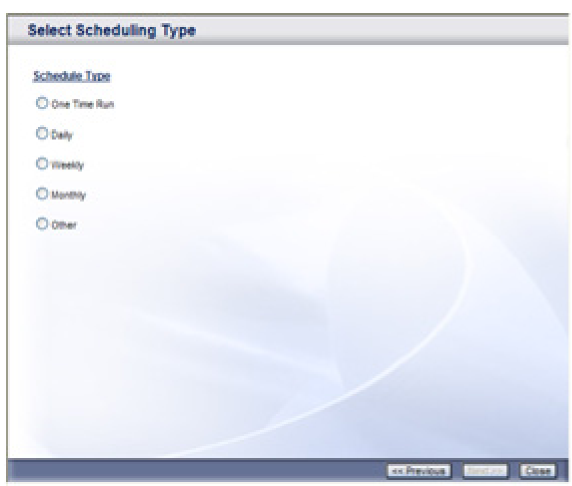
Figure 7-1 *New Alert - Select Task*



Step 4 Fill in the **Alert** fields (see Table 7-1).

Step 5 Click Next >> . Figure 7-2 displays.

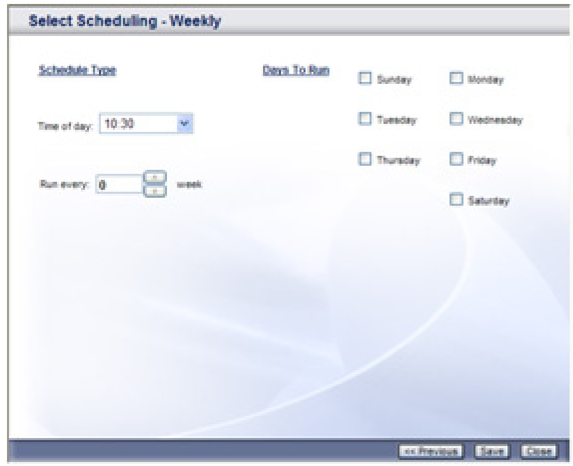
Figure 7-2 *New Alert - Select Scheduling Type*



Step 6 Select the desired Scheduling Type.

Step 7 Click Next >> . Figure 7-3 displays.

Figure 7-3 *New Alert - Select Scheduling*



Step 8 In the Select Scheduling dialog box, fill in the appropriate Scheduling fields. See *Scheduling Fields*.

Step 9 Click Save .

To edit an Alert:

Step 1 In the Sub Modules bar, select **Alerts**.

Step 2 If the desired Alert is not displayed in the window, *scroll* or *sort* the Alert records until the desired Alert appears in the window.

Step 3 Click in the desired Alert row to select it.

Step 4 In the Alerts action toolbar, click Edit... .

Step 5 In the Task tab of the Edit Task dialog box, edit the *Alert Fields* you wish to change.

Step 6 If you wish to change the Scheduling Type, select the **Type** tab, and select a Scheduling Type.

Step 7 Select the **Schedule** tab and fill in the appropriate *Scheduling Fields*.

Step 8 Click Save .

To delete an Alert:

Step 1 In the Sub Modules bar, select **Alerts**.

Step 2 If the desired Alert is not displayed in the window, scroll, or sort the Alert records until the desired Alert appears in the window.

Step 3 Click in the desired Alert row to select it.

Step 4 In the Alerts action toolbar, click Delete... .

Step 5 In the "You are about to delete..." dialog box, click **OK**.

Alert Fields

Table 7-1 lists the Alert fields.

REFERENCE

*The **M/O** column indicates Mandatory or Optional Fields. In the dialog box, mandatory fields appear in yellow.*

All fields are editable.

Table 7-1 *Alert Field Descriptions*

Field	M/O	Description
Description	O	Enter a text describing the Alert.
Task Type	M	Open the drop down menu and select a task type.
Provider	M	Open the drop down Providers list and select a Provider.
Contract	M	Open the drop down Contracts list and select a Contract.
Check Before (days)	M	Enter how many days before the relevant expiration/ due date you wish to start receiving the alert.
Realert (days)	M	Enter the required frequency of re-alerts.
Deviation	M	Enter the minimum discrepancy (percent).
Recipient Mail	M	Enter the recipient e-mail address.

Scheduling Fields

Table 7-2 lists the Alert Scheduling fields.

Table 7-2 *Scheduling Field Descriptions*

<table>
<tr><th>Schedule Type</th><th>Scheduling Fields</th><th>Options</th><th>Description</th></tr>
<tr><td rowspan="3">One Time Run</td><td colspan="3">Run the check once on the defined date and time.</td></tr>
<tr><td>Start Date</td><td colspan="2">Date to activate the one-time run.</td></tr>
<tr><td>Start Time</td><td colspan="2">Time in the day to activate the one-time run.</td></tr>
<tr><td rowspan="6">Daily</td><td colspan="3">Activate the run on a daily basis.</td></tr>
<tr><td>State Date</td><td colspan="2">Date to start activating the daily runs.</td></tr>
<tr><td>StartTime</td><td colspan="2">Time in the day to activate the daily runs.</td></tr>
<tr><td rowspan="3">Run Every</td><td>Day</td><td>Activate the run every day.</td></tr>
<tr><td>Weekdays</td><td>Activate the run on Weekdays only.</td></tr>
<tr><td>Every N days</td><td>Activate the run every N days.</td></tr>
<tr><td rowspan="4">Weekly</td><td colspan="3">Activate the run on a weekly basis.</td></tr>
<tr><td>Time of Day</td><td colspan="2">Time in the day to activate the weekly runs.</td></tr>
<tr><td>Run Every</td><td colspan="2">Activate the run every N weeks.</td></tr>
<tr><td>Days to run</td><td colspan="2">Select on which days of the week to activate the run. You can select more that one day.</td></tr>
<tr><td rowspan="6">Monthly</td><td colspan="3">Activate the run on a monthly basis.</td></tr>
<tr><td>Start Time</td><td colspan="2">Time in the day to activate the monthly runs.</td></tr>
<tr><td>Day (in the month)</td><td colspan="2">Select a day in the month to activate the run.</td></tr>
<tr><td rowspan="2">Nth occurrence of a weekday</td><td>Select the Nth Week</td><td>Select on which occurrence of the weekday in the month to activate the run.</td></tr>
<tr><td>Select the weekday</td><td>Select the weekday on which to activate the run.</td></tr>
<tr><td>Months to run</td><td colspan="2">Select on which months to activate the run. You can select more than one month.</td></tr>
</table>

For additional information or support on this NEC Corporation product, contact your NEC Corporation representative.

NEC Corporation

Expense Management - Invoice Management Module User Guide

NDA-31012, Issue 2