

# **VENDOR INVOICE AUTOMATION**

**SYSFØRE**  
TECHNOLOGIES

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## Welcome

Welcome to this companion guide for Vendor Invoice Automation. Within this guide, you'll be shown how to use Vendor Invoice Automation in MS Power Apps instance.

## About Sysfore

Sysfore is the first Microsoft Gold Partner on Azure and one of the early AWS certified partners in India, with a dedicated focus on modern apps and cloud managed services. With rich breadth and depth of experience and expertise in enabling customers onto the cloud-based offerings, Sysfore has delivered over 100's of engagements for customers to ensure their success. Sysfore's strong product engineering team focus on developing dynamically scalable cloud-ready web and mobile apps. Sysfore Cloud Managed Services offers 24\*7 support services for subscribed customers, for managing their various cloud infrastructure. Sysfore uses Microsoft Dynamics 365 to help customers grow their business multi-fold by effectively positioning their offerings coupled with the right value.

For more information visit :

<https://bit.ly/2Mgnxsl>

## Introduction

This app is helps in managing day to day Invoices which were shared by vendors.

Data from invoice copy will be picked-up with the help of AI Builder and replicate in database.

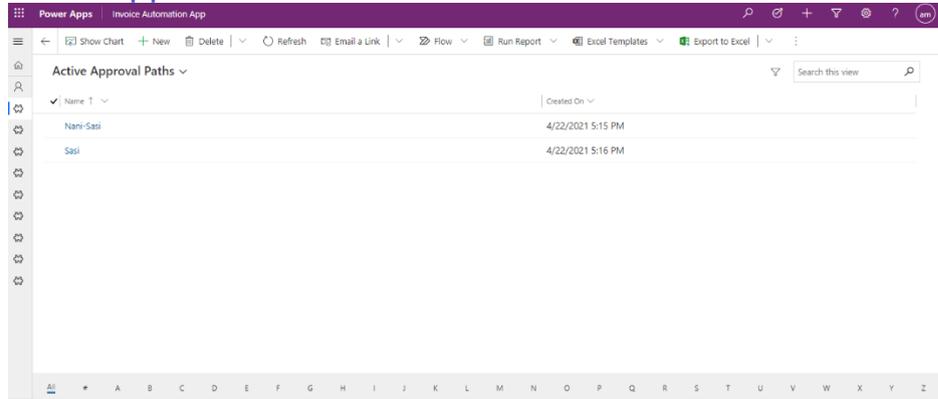
Once Data is picked, the invoices can be submitted for the approvals of manager or higher authority to verify and Approve the invoices.

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## 4. Custom Entities

Vendor Invoice Automation has 10 custom entities. They are Approval Path, Vendors, Approval Reminders, Flow Audit Log, API Log, Vendor Invoice, Approvals, Approval Audit Log and Vendor Invoice Items.

### 4.1 Approval Path

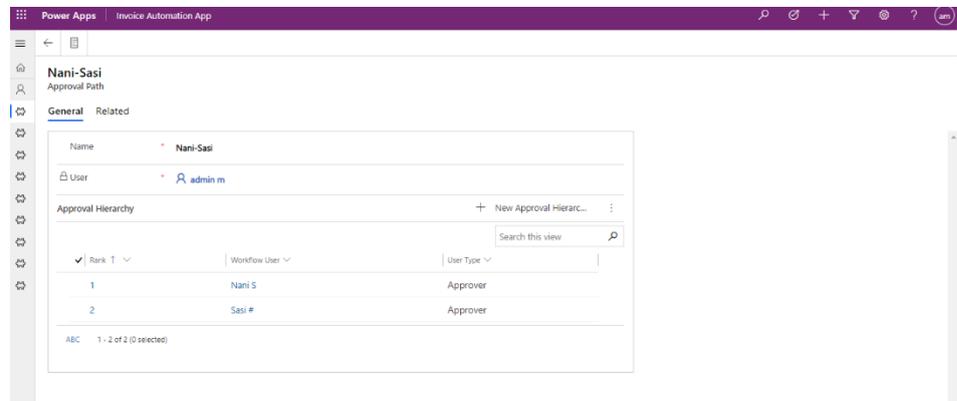


Approval Path is helpful in maintaining favorite approvers for the Individual User.

In the above screenshot you can see the current logged in user has two approval path.

#### 4.1.1 Approval hierarchy

Each Approval path may contain one or more approval hierarchy depends on User wish.



In the above screenshot user has defined two levels of approval hierarchy.

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## 4.2 Vendors

In this entity we were maintaining vendor details like Vendor name, Vendor Code, Vendor GSTIN, Vendor Region etc..

Vendor Code	Vendor Name	Vendor GSTIN No	E-Invoice A.	Posting Blo.	Bank Detail.	Central Pos.	Region	Group Key	Country	Status of C.
0000100017	AGNI SOLUTIONS	27AA0000000000	No	No	No	No	MAH	---	IN	---
0000100021	AJAY INDUSTRIES	27AA0000000000	No	No	Yes	No	MAH	GRP006	IN	Confirmed
0000100031	Bajaj Auto	27AA0000000000	Yes	Yes	No	Yes	MAH	GRP047	IN	Confirmed
0000100020	ENG TECHNOLOGIES P.	27AA0000000000	No	No	No	No	MAH	GRP047	IN	Confirmed
0000100005	SHRI GANI	27AA0000000000	No	No	No	No	MAH	---	IN	Yet to be ...
0000100013	SIDDHESH INDUSTRIES	27AA0000000000	Yes	No	No	No	MAH	---	IN	Confirmed
0000100028	SUPERMOTIVE AUTO IN.	27AA0000000000	Yes	Yes	No	Yes	MAH	---	IN	Yet to be ...

In the Above screenshot you can see the vendor name, vendor code, GSTIN, e-invoice available for vendor or not etc..

## 4.2 Approval Reminders

In this entity we are defining after how many days Approval reminders should be send for the approvers.

This helps for the approvers to not to lose any approvals. Also helps in reminding the approvers about their pending actions

Reminder	Dept
First Reminder	2
Second Reminder	4

## 4.3 Flow Audit log

This entity helps to track Power automate flow history like which flow is triggered at what time? And What is the status of Flow? Whether it is Success Or Failed? All these details we are recording here.

Flow Name	Start Time	Flow Status	End Time	Flow Type	Created On
Approval Flow-1000	4/16/2021 9:18 AM	Success	4/16/2021 9:18 AM	Approval Flow	4/16/2021 9:18 AM
Approval Flow-1015	4/16/2021 5:04 PM	Success	4/16/2021 5:04 PM	Approval Flow	4/16/2021 5:04 PM
Approval Flow-1015	4/16/2021 5:08 PM	Success	4/16/2021 5:08 PM	Approval Flow	4/16/2021 5:08 PM
Approval Flow-1015	4/16/2021 5:11 PM	Success	4/16/2021 5:11 PM	Approval Flow	4/16/2021 5:11 PM
Approval Flow-1015	4/16/2021 5:14 PM	Success	4/16/2021 5:14 PM	Approval Flow	4/16/2021 5:14 PM
Approval Flow-1015	4/16/2021 5:15 PM	Success	4/16/2021 5:15 PM	Approval Flow	4/16/2021 5:15 PM
Approval Flow-1015	4/16/2021 5:15 PM	Success	4/16/2021 5:15 PM	Approval Flow	4/16/2021 5:15 PM
Approval Flow-1015	4/16/2021 5:17 PM	Success	4/16/2021 5:17 PM	Approval Flow	4/16/2021 5:17 PM
Approval Flow-1019	4/16/2021 5:27 PM	Success	4/16/2021 5:27 PM	Approval Flow	4/16/2021 5:27 PM

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## 4.4 API log

In this entity we are recording API calls and their responses. This API Includes Posting Service Entry API.

The below screenshot represents API calls. Admin can refer which API calls when? And what is the status of API?

API Name	Vendor Invoice	Started On	Request	Completed On	API Status	Response	Created On
WithOutPO-1043	1043	5/6/2021 11:02 AM	("Records": [{"Invo...	5/6/2021 11:02 AM	Success	---	5/6/2021 11:02 AM
WithOutPO-1019	1019	4/16/2021 5:46 PM	("Records": [{"Invo...	4/16/2021 5:46 PM	Success	---	4/16/2021 5:46 PM
WithOutPO-1019	1019	4/16/2021 5:43 PM	("Records": [{"Invo...	4/16/2021 5:43 PM	Success	---	4/16/2021 5:43 PM
WithOutPO-1019	1019	4/16/2021 5:41 PM	("Records": [{"Invo...	4/16/2021 5:41 PM	Success	---	4/16/2021 5:41 PM
WithOutPO-1019	1019	4/16/2021 5:38 PM	("Records": [{"Invo...	4/16/2021 5:38 PM	Success	---	4/16/2021 5:38 PM
WithOutPO-1019	1019	4/16/2021 5:37 PM	("Records": [{"Invo...	4/16/2021 5:37 PM	Success	---	4/16/2021 5:37 PM
WithOutPO-1019	1019	4/16/2021 5:33 PM	("Records": [{"Invo...	4/16/2021 5:33 PM	Success	---	4/16/2021 5:33 PM
WithOutPO-1019	1019	4/16/2021 5:32 PM	("Records": [{"Invo...	4/16/2021 5:32 PM	Success	---	4/16/2021 5:32 PM
WithOutPO-1019	1019	4/16/2021 5:28 PM	("Records": [{"Invo...	4/16/2021 5:28 PM	Success	---	4/16/2021 5:28 PM

## 4.5 Vendor Invoice

In this entity we are maintaining transaction of Vendor Invoices which were created either by manually or extracted through scanned copy of invoices.

There are three ways to create record in Vendor Invoice entity.

- A. Via e-mail.
- B. Adding Invoice Copy.
- C. Manual Creation.

### A. Via e-mail:

Initiator can send Invoice copy to an configured email box. AI Builder extract data from invoice copy and creates a transaction record in PowerApps.

### B. Adding Invoice Copy:

1. Navigate to Vendor Invoices Screen and Click on "+ New" Button as shown in below Screenshot.

Document Number	Vendor Code	Vendor Name	Vendor Invoice Number	Vendor Invoice Date
1054	0000100031	Bajaj Auto	INV/20-21/102508	4/7/2020
1053	0000100031	Bajaj Auto	INV/20-21/102636	5/15/2020
1052	0000100031	Bajaj Auto	INV/20-21/102857	7/6/2020
1051	0000100031	Bajaj Auto	INV/20-21/102508	4/7/2020
1050	0000100031	Bajaj Auto	INV/20-21/102856	7/6/2020

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2. A new form will appear as shown below. Click on Save. Once saved Timeline section will appear.

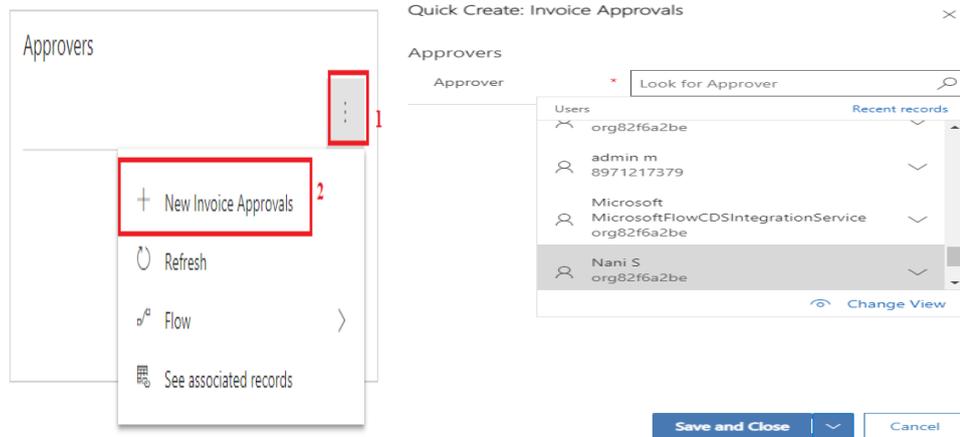
3. Click on Attachment icon in timeline section as shown in below screenshot. Choose Appropriate attachment and click on Add note button

4. Once Attachment is added Click On Extract Invoice Button Appearing on the screen.

5. Once Extraction is completed you can able to preview your uploaded document as shown in above screenshot and add Approvers by navigating to Approvers Section.

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6. Click On vertical three dots on the grid and select add approvals

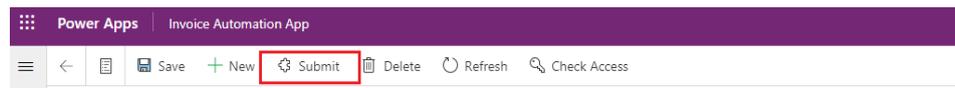


7. Quick Create form will appear on screen select the approver and click on save and close button.

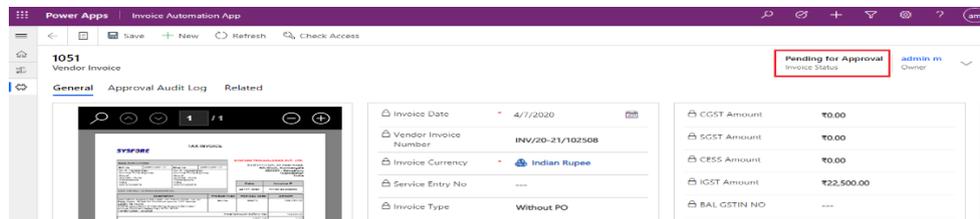
8. Repeat step 6 and 7 until your approval hierarchy completed.

9. After adding all the approvers, navigate back to the main screen. Choose Recipient for the invoice record.

10. Once Done Click on Submit button on the top ribbon as shown in below screenshot.

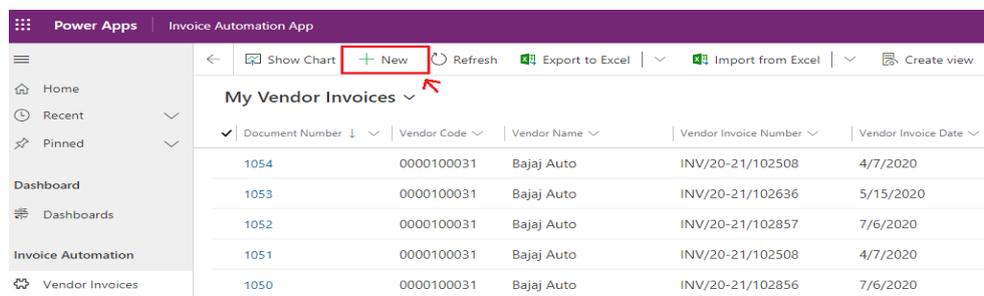


7. Invoice Status will be updated as "Pending for Approvals"



## C. Manual Invoice Creation:

1. Navigate to Vendor Invoices Screen and Click on "+ New" Button as shown in below Screenshot.



2. A new form will appear as shown below. Fill all the fields and if invoice is "With PO" scenario add the Service Entry No and data like Vendor Invoice Number, PO Number, Vendor Name, Vendor Code, GSTIN NO, Invoice Amount, etc.. will be fetch from API.

The screenshot shows the 'New Vendor Invoice' form in the 'Invoice Automation App'. The form is in 'Draft' status and shows various fields for invoice details. The 'Save' button is highlighted with a red box. The form includes fields for Invoice Date (5/13/2021), Vendor Invoice Number, Invoice Currency (Indian Rupee), Service Entry No, Invoice Type (Without PO), PO Number, Tax Type, Invoice Amount (₹0.00), CGST Amount (₹0.00), SGST Amount (₹0.00), CESS Amount (₹0.00), IGST Amount (₹0.00), BAL GSTIN NO, Recipient, Record Keeper, and Priority (Normal).

3. If you are creating "With Out PO" then you don't need to add Invoice Amount, CGST Amount, SGST Amount, IGST Amount, TAX Base Amount, etc..

4. After saving record navigate to Vendor Invoice Items Section And click on vertical three dots and select Add new vendor invoice items.

The screenshot shows the 'Quick Create: Vendor Invoice Item' form. The form is open and shows fields for Item Description, HSN / SAC No, Item Amount (₹0.00), Item Base Amount (₹0.00), Tax Amount (₹0.00), Tax Base Amount (₹0.00), CGST Percentage (0.00), CGST Amount (₹0.00), SGST Percentage (0.00), and SGST Amount (₹0.00). The 'Save and Close' button is highlighted with a red box. A menu is open over the 'Vendor Invoice Items' section, with 'New Vendor Invoice Item' selected.

5. Once Chosen quick create form will appear as in above screenshot. Fill Required fields and click on "Save and Close" Button.
6. Once Saved Item amount will be added to invoice Amount, Sum of SGST,CGST, IGST,CESS amount will be added as an TAX Amount.
7. You can add multiple Invoice Items for the same Vendor Invoice.
8. Once you are done continue with adding Approvers and Attachment as explained earlier.
9. Click on "Submit" button once added. An Approval notification will sent to an Approvers. Approvers can take an action through Power automate app or Through e-mail.

10. You can trace approvals by navigating to Approval Audit log Section. In the below screenshot you can verify approval is under which Approver and details about reminder sent for approvers.

1051 Vendor Invoice Pending for Approval Invoice Status admin m Owner ▾

General Approval Audit Log Related

Line No	Action Taken	Action By	Action Date	Next Approver	Approver Comment	Reminder Sent To	Created On
1	Initiated	admin m	5/10/2021 10:52...	Nani S	---	---	5/10/2021 10:52...
2	First Reminder	admin m	5/10/2021 10:54...	---	---	Nani S	5/10/2021 10:54...
3	Second Reminder	admin m	5/10/2021 10:56...	---	---	Nani S	5/10/2021 10:56...

11. After “Approved” by all the approvers. Status will be updated as Approved and Recipient will get Notified that an new invoice is available for processing.

12. Recipient User can login to the Invoice Automation App and can navigate to “Recipient Vendor Invoices” View.



13. Navigate to Appropriate record then fill the posting date ,Recipient remarks and Click on “Post” Button.

Power Apps Invoice Automation App

1042 Vendor Invoice Approved Invoice Status admin m Owner ▾

General Approval Audit Log Related

Invoice Date: 7/6/2020

Vendor Invoice Number: INV/20-21/102857

Invoice Currency: Indian Rupee

Service Entry No: ---

Invoice Type: Without PO

CGST Amount: ₹0.00

SGST Amount: ₹0.00

CESS Amount: ₹0.00

IGST Amount: ₹77,760.00

BAL GSTIN NO: ---

14. Once Posted, Accounting Document, Posted Financial year, Invoice Status will be updated as “Posted”.

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## 5. Dashboards

Dashboard are a data visualization tool that allows user to understand the analytics that matter to their Business.

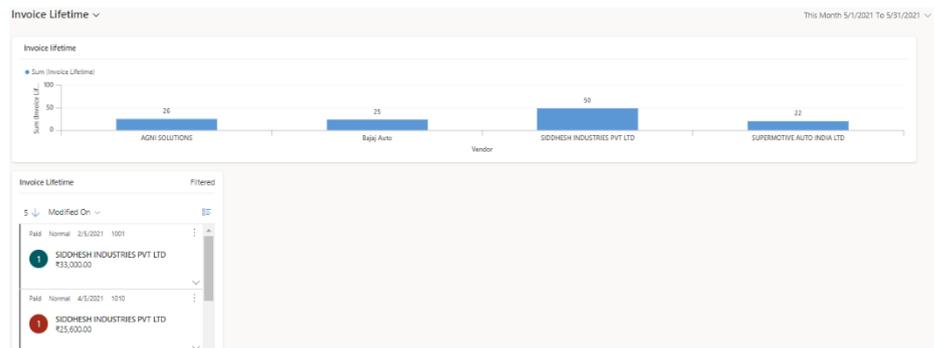
### 5.1 Approval Audit

In this dashboard you can see which approver has taken how many actions, Average time of approval , total count of Approved, Rejected etc..



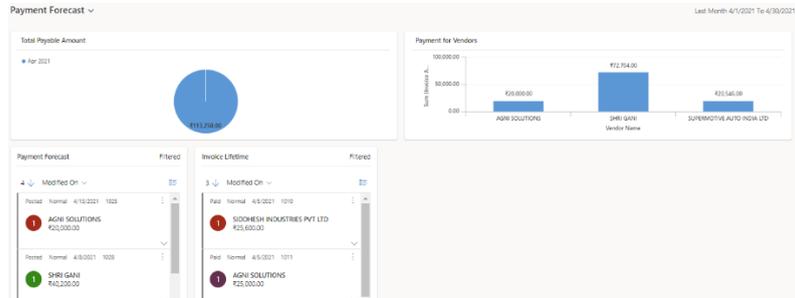
### 5.2 Invoice Lifetime

In this dashboard, you can see number of days took to complete invoice processing for each vendors. You can change the filter in the top right corner to today, this week etc..



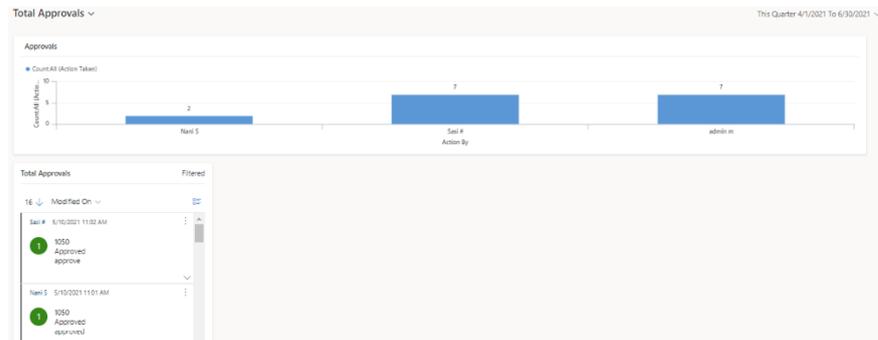
### 5.3 Payment Forecast

In this dashboard, you can see how much payment has been processed for the selected period of time.



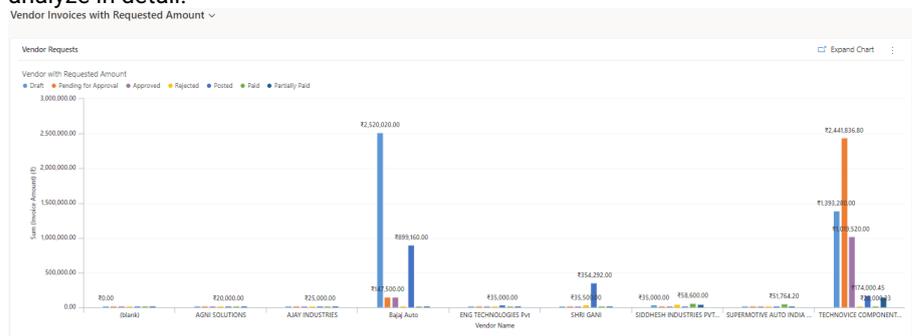
### 5.3 Total Approvals

In this dashboard, you can see Total number of Approval action taken by each Approvers.



### 5.3 Vendor Invoices

In this dashboard, you can see All the invoices which were requested vendor wise and what is the current status of the invoices. You can do further drilldown in case you need to analyze in detail.



## 06. Contact us for support

For any further assistance or enquiries, please contact us at:

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