Infor RVMS Invoicing – New formatted report

(intended for Infor Partner Administrators)

27-October-2020

Invoicing Flow RVMS I

Invoice Run
- Final Invoice Run Thursday night creates a report available Friday morning
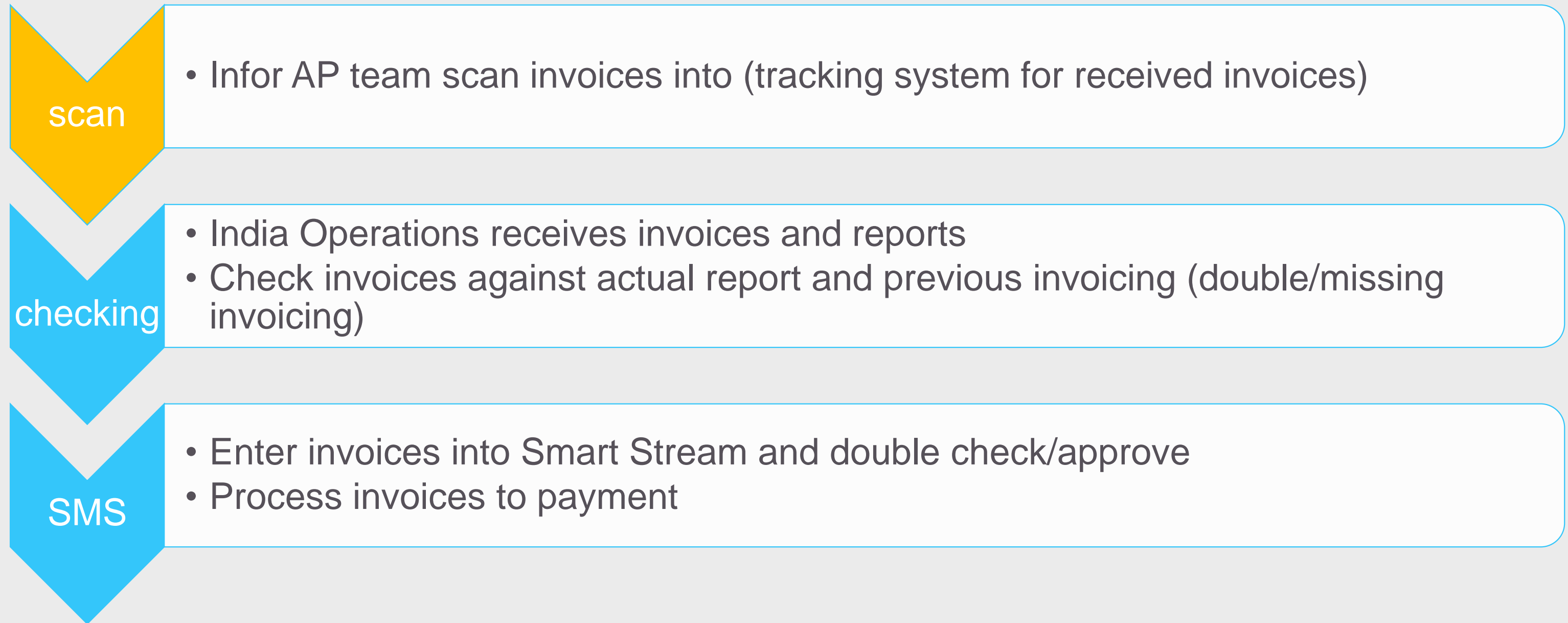- Locks time/expenses entered in the foregoing week and are approved

Create invoices
- Vendor pulls report Friday morning (or schedule to get it emailed by Beeline)
- Manually create invoices, segregated by VMS reference ID and apply taxes

Submit invoices
- Submit invoices with attached report to the respective Admin Group Mailbox
- Vendor stands by until payment received

Invoicing Flow RVMS II

scan
- Infor AP team scan invoices into (tracking system for received invoices)

checking
- India Operations receives invoices and reports
- Check invoices against actual report and previous invoicing (double/missing invoicing)

SMS
- Enter invoices into Smart Stream and double check/approve
- Process invoices to payment

How does the invoicing schedule looks like?

- Weekly invoicing cycle in area of RVMS

- Time entry current week, until deadline Monday of the following week 3 pm*
  - No future time entries
  - Zero hour time entry when no work done
  - Expense vouchers to be attached to the expense card

- Monday – Wednesday: PM to check and approve time entries

- Wednesday night: Preliminary invoice Run, result available Thursday 8 am*

- Thursday: Checking invoiceable items

- Thursday night: Final Invoice Run, result available Friday 8 am*

- Starting Friday: invoice creation and submission

*UTC+1

What are the vendor action items?

- Assist and chase consultants for time entry (hour, zero hour, expenses)

- Looking at the Preliminary Invoice Run (assisted by time report) to understand what can be invoiced and if alright
  - Circle back to PM if any issue/concern, 3PMO will assist you if nec

- Pull Final Invoice Report (most preferable scheduled report)

- Create invoices according to the report

- Submit invoices to Infor

- Track payment

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What are the relevant policies?

- Client billing currency determines the order and invoicing currency to the Vendors
  - Check Workorder or ask your PM what currency applies and prepare your organization on foreign currency payments
  - Expenses to be converted into the applicable currency when entered in expense card by using an actual day rate, to be pulled from *https://www.reuters.com/markets/currencies*

- Weekly invoice cycle

- Invoices to submit to the local Group Mailbox
  - Nordics: EMEAICS.AdminNordics@infor.com
  - UK: EMEAICS.AdminUK@infor.com
  - Southern: EMEA.ICSAdminSouthernRegion@infor.com
  - Central: EMEA.ICSAdminDACHCZ@infor.com

How to pull the formatted invoicing report?

- Search Reports: *Time & Expense - Infor RVMS Beeline Supplier Payment Register - Formatted*
  - Click on Drop Down in upper right hand search field and select Search Reports
  - Enter *rvms* and wait until the report items appear
  - Hover cursor over the report item to change color to blue and click on it
  - Wait for Report screen to appear

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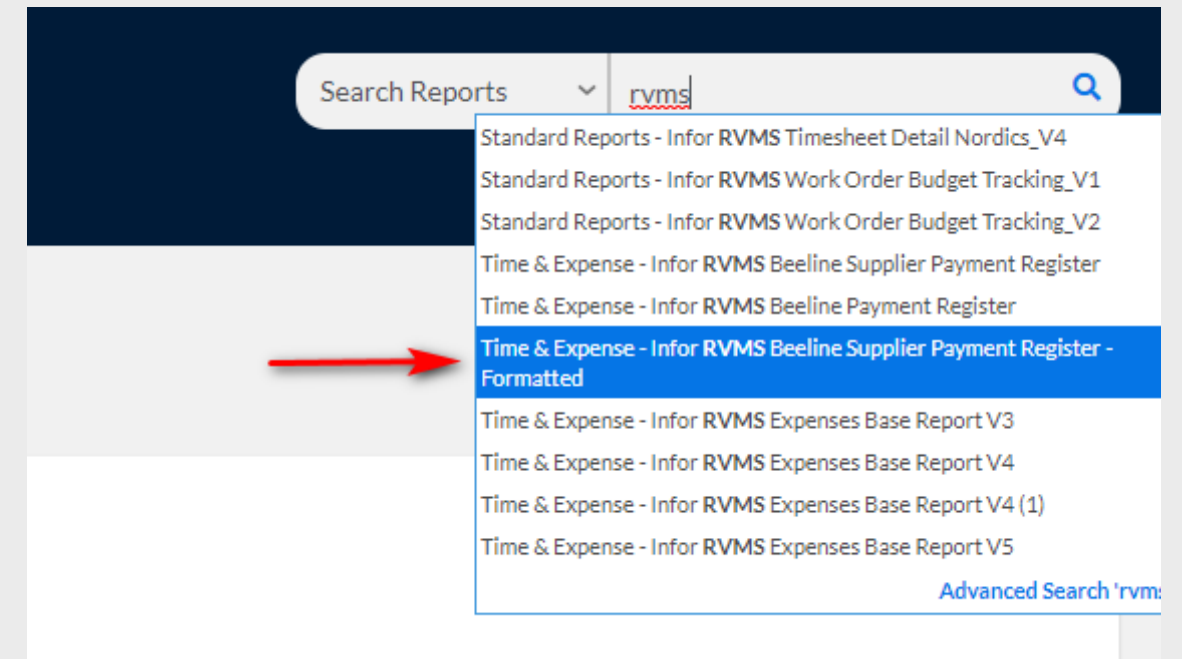
How to run the report?

- ## Create Report
  - Click on Create Report and get started

- ## Add To Favorites
  - Click on Add to Favorites and continue on slide 16

- ## Schedule Report
  - Click on Schedule Report and continue on slide 17

What happens after report creation?

- System creates the formatted report into a new tab on the Internetbrowser where Beeline is running

- It presents the report with first page visible (no cover sheet)

- You can scroll thru report from there

Working with the report

- Check out report direct from here

- Download report
  - Click the disc icon
  - Choose the preferred output option and pull from your downloads

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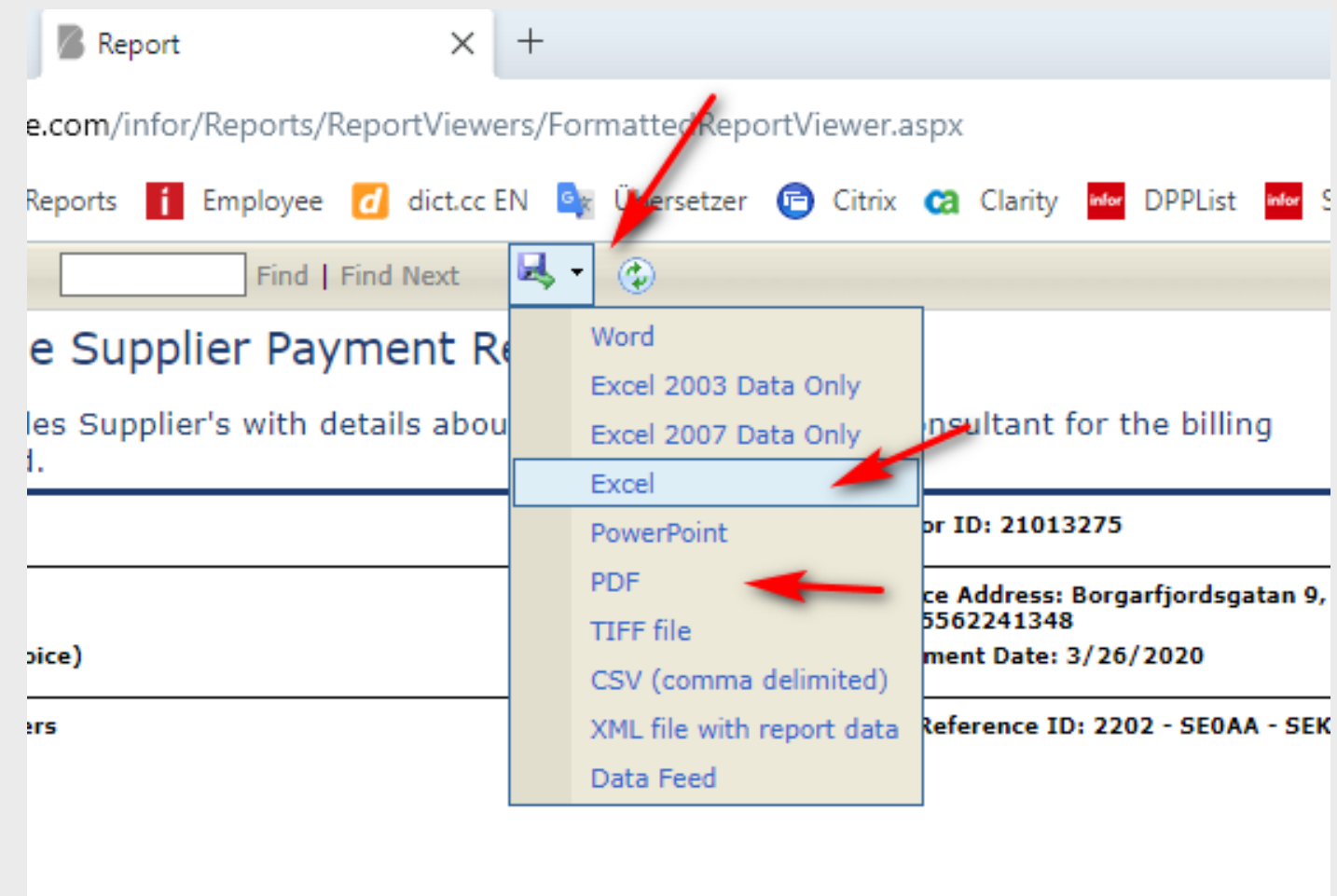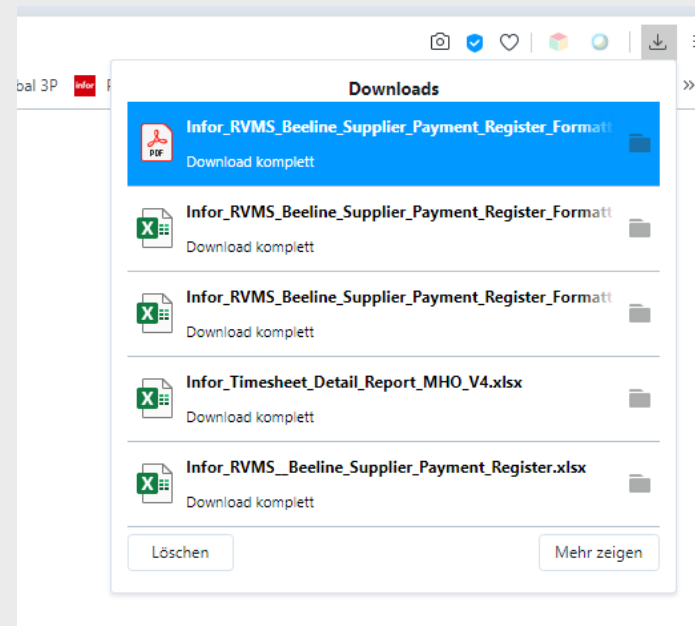
How does the report looks like? I

- Header section - general information to create invoice
  - Vendor name, ID
  - Infor entity name, invoice address
  - Billing Period, statement date
  - VMS Reference ID to determine invoice items
  - Complementary information (Project name, Project Manager, Cost Center)
  - Pay Code to determine invoice items

How does the report looks like? II

■ Detail section - locked hours from time reporting

– Work date

– Pay Code – every Pay Code appears on a separate page

• RT = Regular Time – Labour

• OT = Regular Time – Labour

• TT = Travel Time – Expense

• [blank] = Expense

– Task, Qty as per the Timesheet

– Currency, Rate, Work Order ID, Resource as per the Work Order

How does the report looks like? III

- Footer section – Net Supplier Payable-subtotal (framed in yellow) to be charged to Infor

Attention: Net Supplier Payable on invoice footer is the total payment for all pages and might not be the invoiceable item

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Invoicing Instruction

1. Following the weekly invoice cycle, create Most Recent formatted report

2. Take header information as a starting point and determine invoicing address

3. Determine currency

4. Create invoice item, copy and paste VMS Reference ID and put Pay Code on it

5. Add the Net Supplier Payable subtotal amount to it

6. Repeat step 4., 5., 6. for all pages within the same invoice address

7. Determine VAT (cross border = blank) and apply VAT tax rate/tax amount

8. Hardcopy report, put report and invoice into one email and send it to the Groupmailbox

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Demo Invoice

Attention: You are supposed to pull the amounts from report. Any attempt to reproduce the calculation in own systems ends up in discrapancies by rounding and creates an issue!

Vendor Logo

Invoice

Demo Supplier AB
Bohusgatan 27
Göteborg, Sweden

Invoice Date	Invoice #
16.10.2020	12345678

Bill To:

Infor (Sweden) AB
Borgarfjjordsgatan 9
164 40 Kista Sweden

Project:	ABC Project		
Date	Description	Pay Code	Amount
16.10.2020	2322-SE0AA-SEK-32500307	RT	28.121,02
16.10.2020	2298-SE0AA-SEK-32496767	RT	9.120,33
Payment terms 30 net	XYZ Bank IBAN 32 456 789 1011112		Total 37.241,35 VAT 25% (if applicable) 9.310,33 Total incl. Tax 46.551,69

This is how an invoices should look like – one invoice item per VMS reference ID, Pay Code and Net Supplier Payable amount

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Run report from Favorites

- Click on Report Gallery or Favourites Icon

- Identify formatted report and click it

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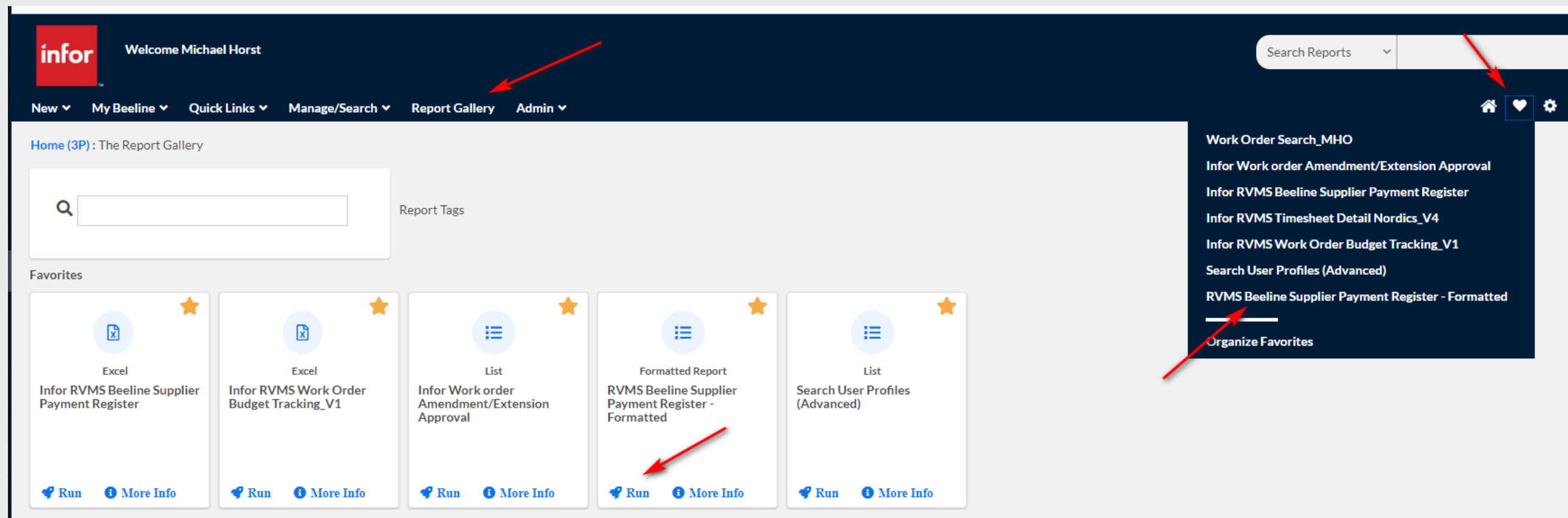
How to schedule report? I

- Start from your Favourites

- Pull report, ensure to have the Most Recent EMEA parameters in

- Click on Schedule Report

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How to schedule report? II

- Entering scheduling parameters
  - set first page of parameters
  - select Schedule Type Weekly
  - Setup scheduling parameters*

Schedule Report

↻ Schedule Report ✖ Close

General

User Report Title: RVMS Beeline Supplier Payment Register - Formatted

Report Schedule Description: Scheduled final invoicing report - Formatted

ℹ Date/Time Stamp: dd-MM-yyyy (31-12-2000) ⌄

Destination
Select where you would like to send this report

Destination: Email ℹ

*Format: PDF ℹ Compress: ☐

Culture Name: Current Culture ℹ

Email
Enter your information to email this report. Email should not exceed 20 MB

*To: Michael.Horst@infor.com
Enter in email address ; delimited

From: Michael.Horst@infor.com

*Subject: RVMS Invoicing Report Final Fomatted

Body: Pls. create weekly invoices according to the report and submit to Infor Operations Groupmailbox

Schedule Type
Select how you would like to schedule this report.

*Schedule Type: Weekly ⌄ ℹ Run Only When Data Exists: ☐

Weekly

*Recur every number of weeks: 1

*Recur on: Sunday: ☐ Monday: ☐ Tuesday: ☐ Wednesday: ☐ Thursday: ☐ Friday: ☐ Saturday: ☑

Select when to start/end the schedule

Schedule

*Start Date: 4/2/2020

*Time: 07:00 ⌄

*Time Zone: (GMT+01:00) Amsterdam, Berlin, Copenhagen, Madrid, Oslo ℹ

⦿ *End After Number Of Occurrences: 99

○ *End by: mm/dd/yyyy

* Start date can not be in the past!

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How to keep track on scheduled reports?

- Go to My Beeline and click Scheduled Reports

- Find the scheduled report and click Action to

Review details and find back your parameters
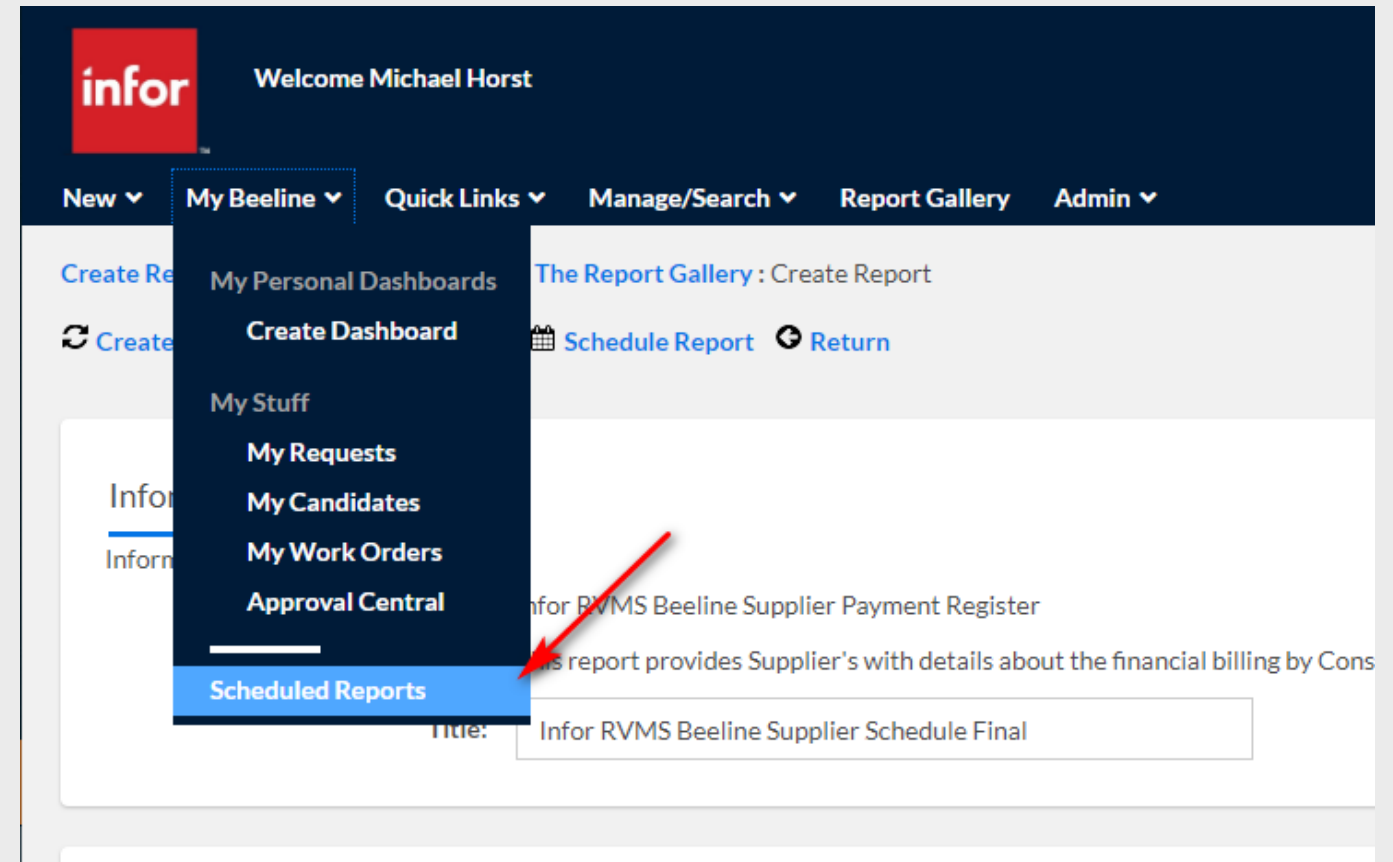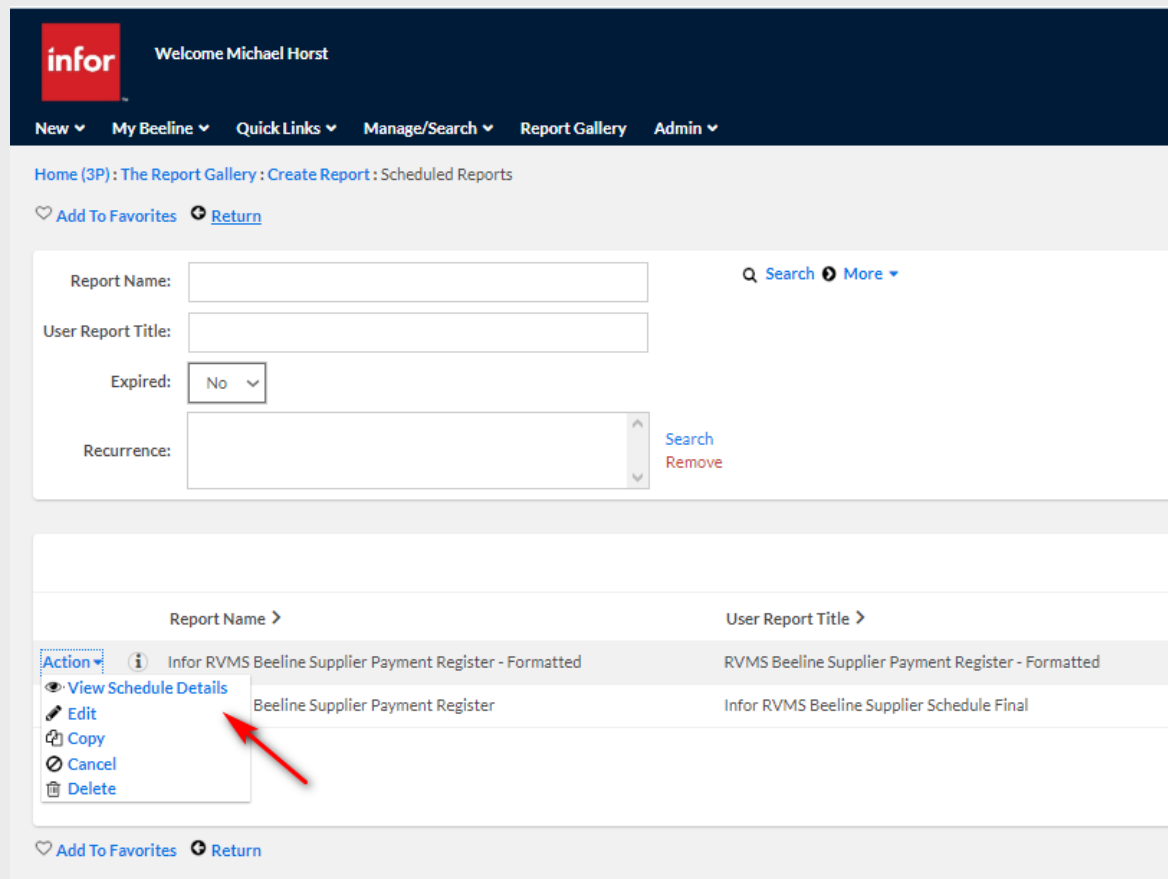
How does the report comes in?

- Scheduled email from Beeline
  - Check inbox and recognize email with report attached
  - Open report and check details

Infor - RVMS Invoicing Report Final Fomatted

BN   Beeline Notification <donotreply@BEENOTIFY.COM>
      To ✓ Michael Horst   09:56

PDF   RVMS Beeline Supplier Payment Register - Formatted01-04-2020.pdf
      276 KB

Sent by an external sender

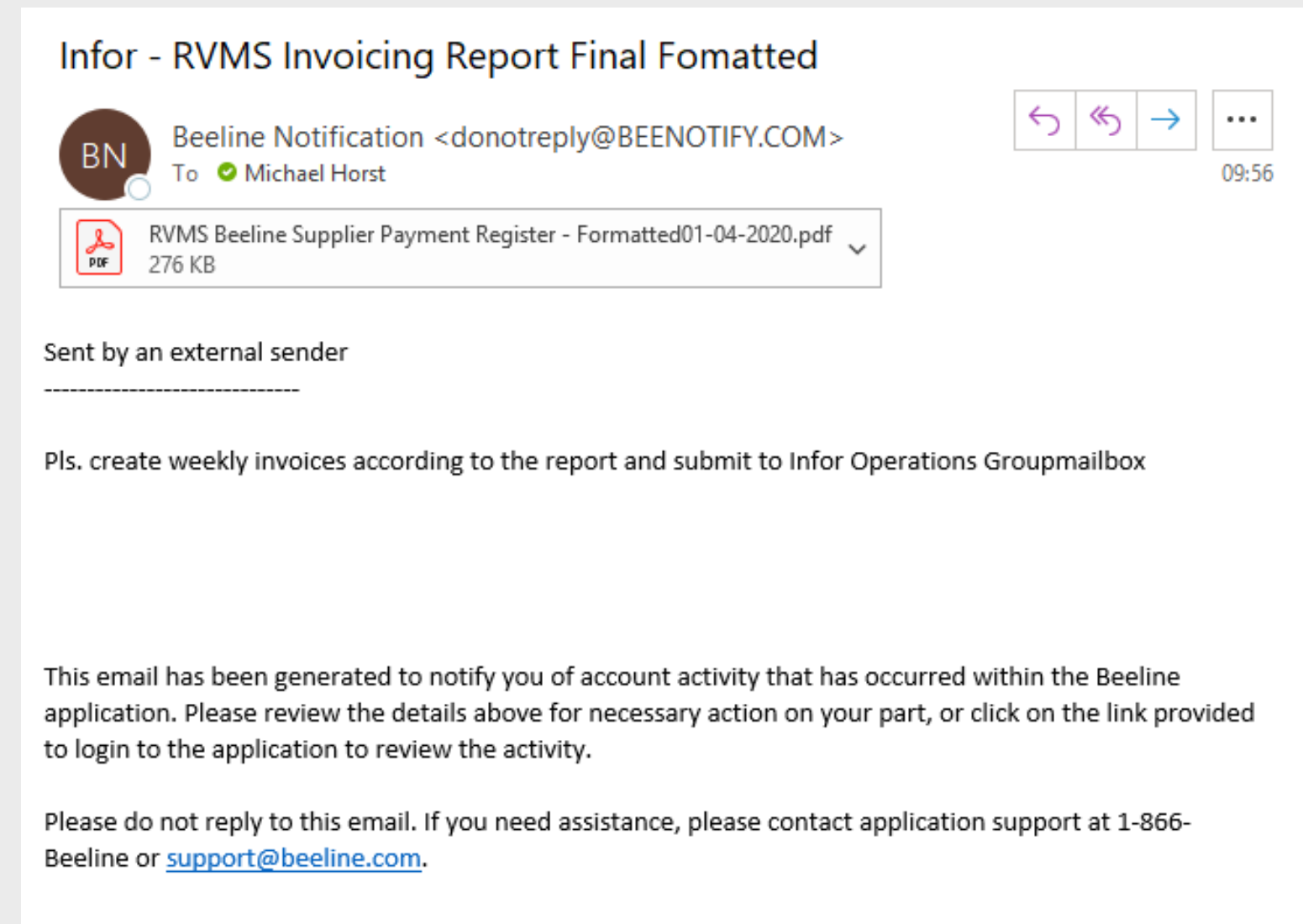
Pls. create weekly invoices according to the report and submit to Infor Operations Groupmailbox

This email has been generated to notify you of account activity that has occurred within the Beeline application. Please review the details above for necessary action on your part, or click on the link provided to login to the application to review the activity.

Please do not reply to this email. If you need assistance, please contact application support at 1-866-Beeline or support@beeline.com.

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Field description - Header

- Vendor Name/Vendor ID: Bill from identifier

- Entity/Invoice Address: Bill to name and address

- Billing Period: always from Saturday to Friday, NA-date format, indicates when time entry has been recognized in invoice run, it do not say when work done!

- Statement Date: date of invoice run (UTC -5)

- Project Name: Clarity ID and project name

- VMS Reference ID: indicates the individual invoice item

- Project Manager Name: go to Person for any issue

- Cost Center – Prod Code: to be used for accounting

Fiield description – Table I

- Work Date - actual date of work, taken from time/expense card

- Pay Code – RT regular time, OT overtime, TT travel time, blank - Expenses

- Project Task – Selected task from time/expense card

- Currency – Invoicing currency as per the workorder

- Qty – Number of hours from the time card (always 1 for Expenses)

- Rate – Contract rate in WO currency (Receipt amount for Expenses

- Net amount – Qty * Rate

- Partner Fee – Beeline Fee, 0,065% of Net Amount (not applicable for Expenses)

- Net Supplier Payable – Invoiceable amount before taxes

Field description – Table II

- Work Order ID – Work Order that is the basis for billing

- Resource Name – Consultant from Work Order*

Subtotal

- Project Name

- Total quantity

- Total Net Amount

- Total Net Supplier Payable amount – billing amount

Pagetotal

- Total for all invoiceable items (multiple Pay Codes and Reference ID's) - not relevant for billing

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How to create and submit invoices?

- Start from the Infor RVMS Beeline Supplier Payment Register report

- Cumulate labour and expenses by VMS Reference ID (optional)

- Create paper invoice, put the right Bill to and VMS Reference ID on it
  - Create invoice item for labour
  - Create invoice item for expenses

- Create submission email to the the group mailbox EMEAICS.AdminNordics@infor.com

- Attach invoices as *.pdf and report and click send

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Instructions to India GBC AP/ICS

- Invoices thru RVMS to be posted into SMS by VMS Reference ID and Pay Code
  - VMS Reference ID to put on the description line in SMS
  - Pay Code to determine account
    - RT – Regular Time   Labour, 732111
    - OT – Over Time   Labour, 732111
    - SWT – Special Weekend Time   Labour, 732111
    - TT – Travel Time   Expense, 732211
    - Blank   Expense, 732211
    - Beeline Fee   Fee, 732120

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Change Management

- _V1, 07.04.20: New slide deck to cover formatted invoicing report (copied from Infor Beeline Supplier Invoicing flow_V4.pptx and modified)

- _V2, 27.10.2020: Updated sample report screenshots, etc.

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