



Invoice filing module

Learn about our certified invoice filing module in **Microsoft Dynamics 365** for **finance and operations**

Invoice filing module

AlfaPeople, aiming at solving problems with invoice filing, develops, in **Microsoft Dynamics 365 for Finance and Operations**, a module where companies quickly and effectively can control all incoming invoices (both physically or electronically) from the company and thus start the process of approval, registration and crossing with the same documents that support the invoice (for example, purchase order or invoice daily reports), ensuring an efficient filing, tracking and payment of received invoices.

AlfaPeople, with its **“Invoice Filing”** module developed in Microsoft Dynamics for Finance and Operations, covers this process. Through this module, invoices of purchase orders and all invoices that are registered through invoice daily reports are received. Through this functionality, invoices are received from suppliers, a filing number is generated and a filing STICKER can be printed directly. After the printing, the person in charge of the management of the invoice filing can validate whether it comes from a purchase order or it is an invoice that does not have a purchase order associated with it.



Información del sticker de radicación

Nuevo Radicado

Visión general

RADICACIÓN

Número de radicación: INMF-0009

Cuenta de proveedor: 1003

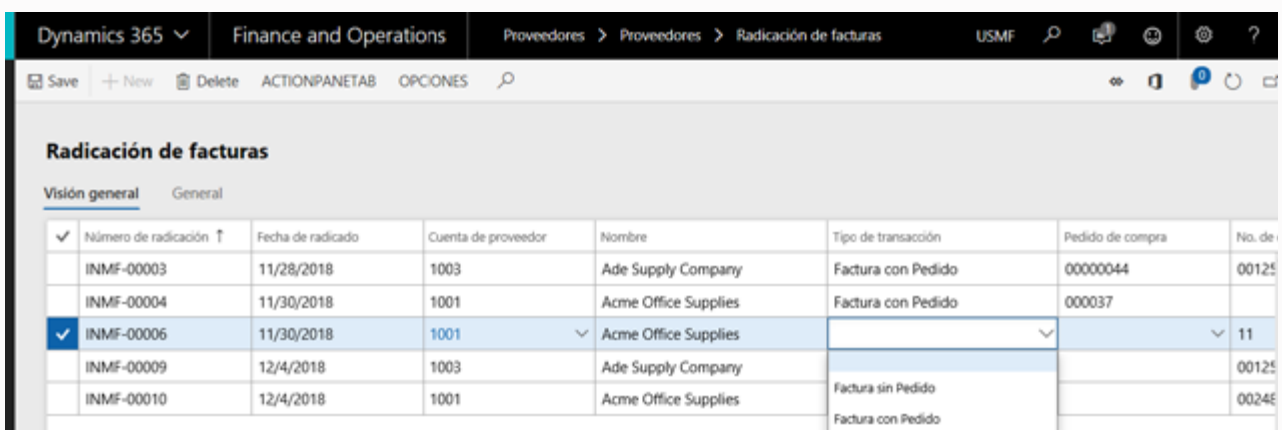
Fecha de radicado: 12/4/2018

No. de documento: 00125

Importe: 5,000.00

Imprimir

CONTIENE ENTREGAMEN
RADICACION: INMF-0009
FECHA: 12/04/2018
REVISADO: 0018
NO. SUPPLY COMPANY: 1001
REQUISICION DE:
FACTURA REGIMEN NOMINULA BANCOPRODUC

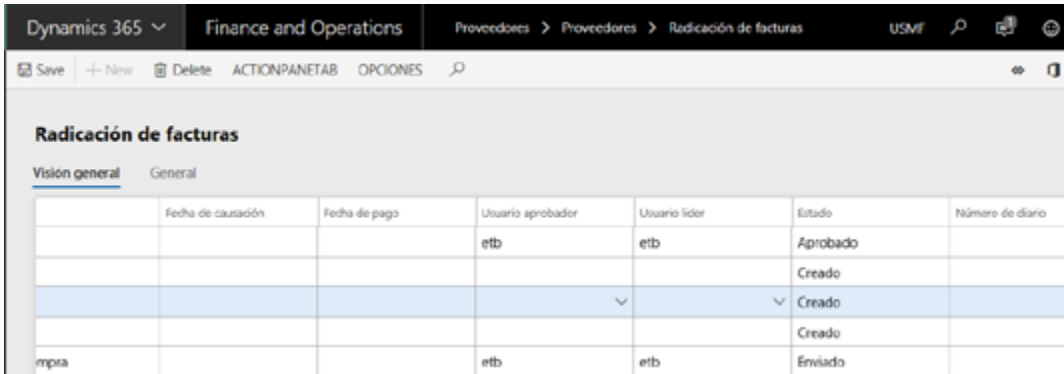


Radicación de facturas

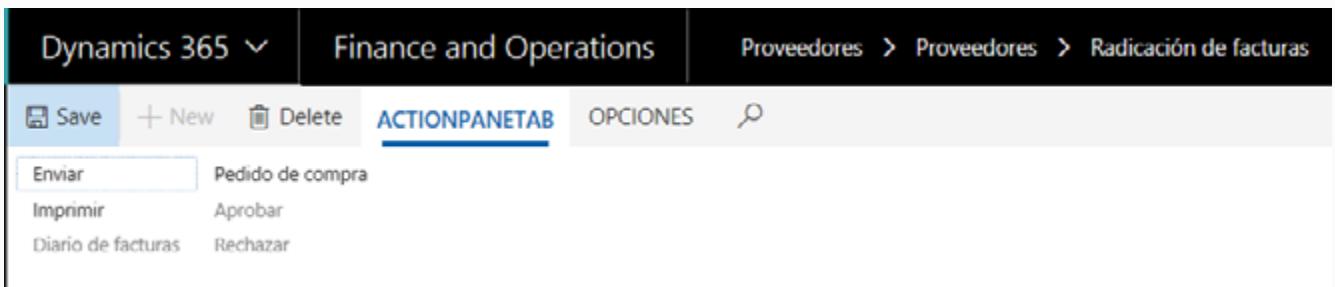
Visión general General

✓	Número de radicación ↑	Fecha de radicado	Cuenta de proveedor	Nombre	Tipo de transacción	Pedido de compra	No. de documento
	INMF-00003	11/28/2018	1003	Ade Supply Company	Factura con Pedido	00000044	00125
	INMF-00004	11/30/2018	1001	Acme Office Supplies	Factura con Pedido	000037	
✓	INMF-00006	11/30/2018	1001	Acme Office Supplies	Factura sin Pedido		11
	INMF-00009	12/4/2018	1003	Ade Supply Company	Factura con Pedido		00125
	INMF-00010	12/4/2018	1001	Acme Office Supplies	Factura con Pedido		0024E

Finally, from this allocation, the invoice filing system sends the requests for approval of the invoices to the respective responsible parties and they approve or reject; all the history of the process is registered in the invoice filing search.



Fecha de causación	Fecha de pago	Usuario aprobador	Usuario líder	Estado	Número de diario
		etb	etb	Aprobado	
				Creado	
				Creado	
				Creado	
mpra		etb	etb	Enviado	



Enviar	Pedido de compra
Imprimir	Aprobar
Diario de facturas	Rechazar

Invoice registration

Purchase order

When trying to register the invoices in the purchase order, the filing number is requested, which allows to supply all the necessary information of the WF process described above and it has been possible to overcome the different validations; the purchase order only allows to filter the active filings of the purchase order and thus to perform the respective traceability until the payment registration, which is also registered in the traceability.

Invoice daily report

If the invoice is registered on an invoice daily report, it is possible to establish the account and the financial dimensions that will affect the payment. When the report is registered, the registration number is kept and when the payment is generated, the payment number and its payment date can be validated.

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