TDOT – 10/28/2015

Consultant Invoices

How-to for Receipts, Purchase Orders, and Vouchers in Edison

HQ Construction

PREFACE

This document was created to provide guidance to TDOT Construction personnel using Edison in relation to consultant invoices. It provides basic how-to steps to various tasks involving receipts, purchase orders, and vouchers. The methods shown are merely basic functions for achieving particular tasks; therefore task may be accomplished by methods not mentioned.

Should any questions or comments arise, please send them to Const.Invoices@tn.gov .

CONTENTS

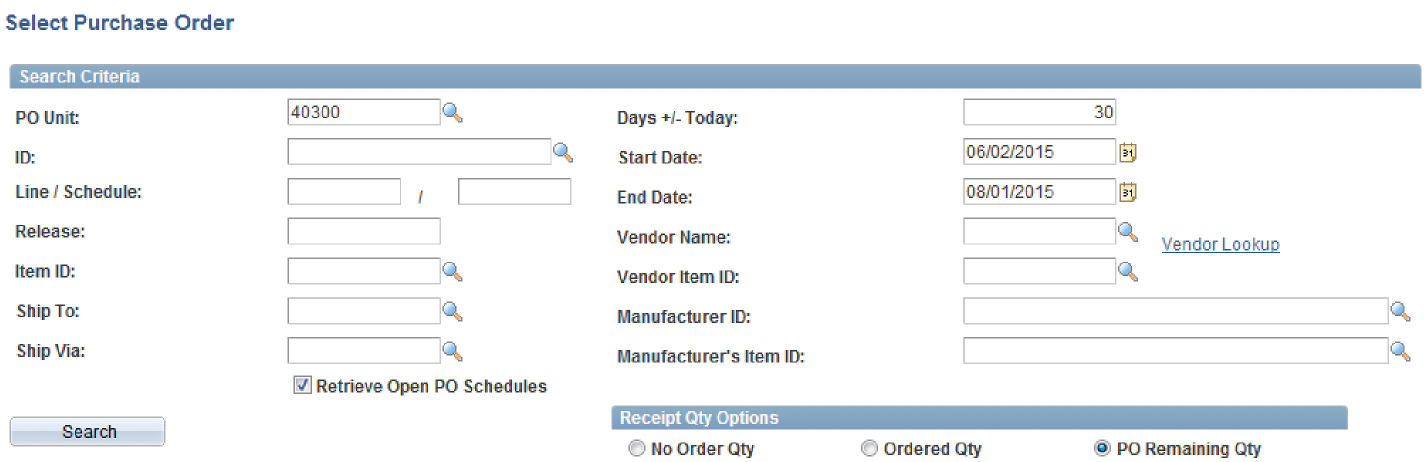
RECEIPTS

CREATING A RECEIPT

MAIN MENU > FSCM > PURCHASING > RECEIPTS > ADD/UPDATE RECEIPTS > **Add a New Value**

1. On the left hand side of the Edison Home screen, click the Main Menu link.
2. Click the FSCM folder.
3. Click on the Purchasing folder.
4. Click on the Receipts folder.
5. Click on the 1st option, Add/Update Receipts.
6. Change the Business Unit: to **40300.**

   Note: Use **40300** for any receipts associated to Consultant Services like CEI or EPSC.
7. Click Add.



8. Enter the desired Purchase Order **ID:**. To learn more about **ID:**'s, please refer to the PO ID/NUMBERS section.
9. Click 🔍. Click on the Purchase Order.
10. Click Search. The Retrieved Rows should appear.
11. Choose Select All to select all of the available rows for the Purchase Order, or select individual lines if desired.
12. Click OK.
    - The screen will refresh showing the available **Receipt Lines**. The **Price** will default to the amount remaining on the Purchase order.
        - i. If the amount of the invoice is greater than the amount remaining on the Purchase Order, send an email explaining the situation to Const.Invoices@tn.gov.
13. Change the amount/s to total the respective amounts for each project number due on the invoice.
    - If you are unsure which **Lines** to use, see RECEIPT LINES/Project #s later in this chapter.
14. Click Save.
15. A prompt will appear with the Receipt #. Be sure to make note of the # before closing the prompt.

16. Example

i. A CEI has submitted an invoice for $73,954.28.

Expense Category	Project:	24469-3105-44	79469-3108-44				Totals
Direct Labor (DL) Total		$12,950.97	$ 8,633.98	$ -		$ -	$ 21,584.95
Home:	Per Schedule No.	$4,285.77	$2,857.18				$ 7,142.95
Field:	Per Schedule No.	$8,665.20	$5,776.80				$ 14,442.00
Overhead Total	Federal State	$ 17,681.15	$ 11,787.43	$ -	$ -	$ -	$ 29,468.58
Home (I.a. x OH rate)	145.67% 142.72%	$ 6,243.08	$ 4,162.05	$ -	$ -	$ -	$ 10,405.14
Field (I.b. x OH rate)	132.00% 140.67%	$ 11,438.06	$ 7,625.38	$ -	$ -	$ -	$ 19,063.44
Net Fee (DL x 2.35 x 12.0%) or *		$ 3,652.17	$ 2,434.78	$ -	$ -	$ -	$ 6,086.95
* *fee balance if less than calculated*	Not to Exceed	$ 1,716,109.80	$ 1,144,073.20				
	Fee Previously Billed	$ 1,603,398.53	$ 1,068,932.35				
Direct Costs	Per Schedule No.	$ 1,645.84	$ 1,097.22				$ 2,743.06
Premium Labor	Per Schedule/s No.	$ -	$ -				$ -
Other Costs	Per Schedule No.	$ 8,442.44	$ 5,628.30				$ 14,070.74
(Extra Category)	Per Schedule No.						$ -
Total = I. + II. + III. + IV. + V. + VI. + VII.=		**$44,372.57**	**$ 29,581.71**	**$ -**	**$ -**	**$ -**	**$ 73,954.28**

ii. The remaining balances on the Purchase Order are

Receipt Lines

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Receipt Qty		Receipt Price	Accept Qty	Status
1			60% Proj. No. 24469-3105-44	1.0000		372240.96000	1.0000	Open
2			40% Proj. No. 79469-3108-44	1.0000		220110.63000	1.0000	Open

iii. The receipt must match the totals for each project exactly.

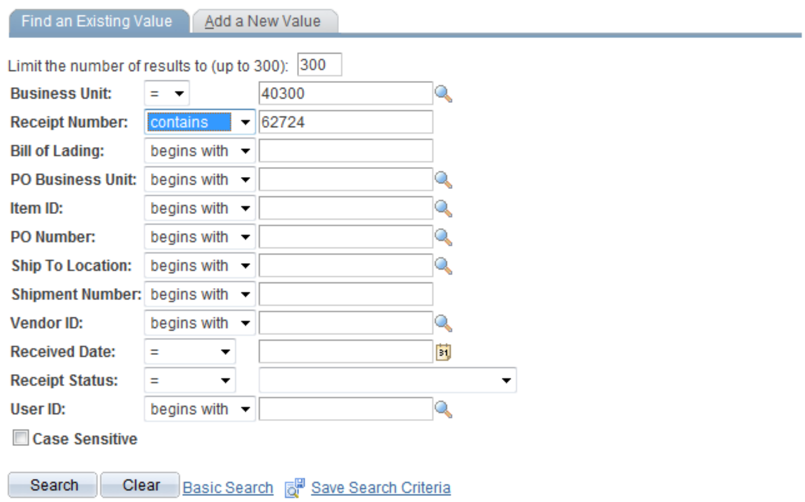
LOCATING AN EXISTING RECEIPT USING RECEIPT NUMBER

MAIN MENU > FSCM > PURCHASING > RECEIPTS > ADD/UPDATE RECEIPTS > **Find an Existing Value**

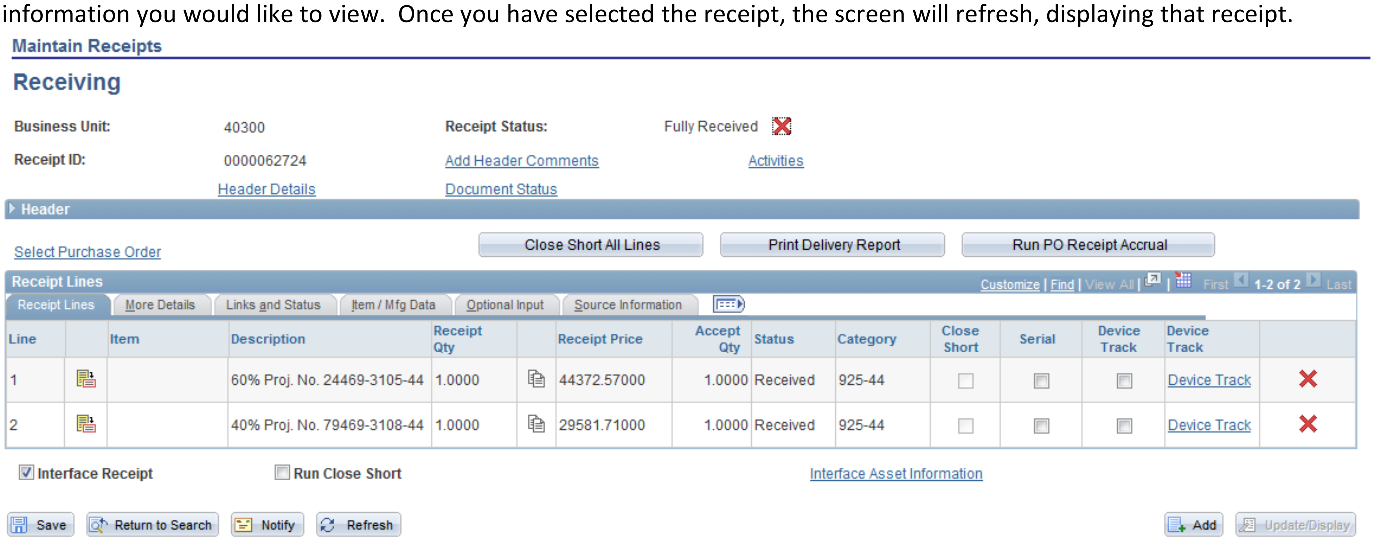
1. On the left hand side of the Edison Home screen, click the FSCM link.
2. Click on the Purchasing folder.
3. Click on the Receipts folder.
4. Click on the 1st option, Add/Update Receipts.
5. You may have noticed that up to this point it has been the same process as creating receipts. In order to locate an existing receipt, click on the Find an Existing Value tab.

   Note: Make sure when any search is performed, that the Business Unit: is set as **40300.** Use this value for any receipts associated to Consultant Services like CEI or EPSC.

   - Receipt Number: If you have the Receipt Number that was given when the receipt was created, enter this into Receipt Number (as shown below). *Search criteria **must** be set as contains as shown below highlighted in blue.



6. Once you have entered the search information, Click Search.
7. The **Search Results** will appear below Search. Under Receipt Number, in the **Search Results,** Click on the receipt information you would like to view. Once you have selected the receipt, the screen will refresh, displaying that receipt.



LOCATING AN EXISTING RECEIPT USING PO NUMBER

1. On the left hand side of the Edison Home screen, click the FSCM link.
2. Click on the Purchasing folder.
3. Click on the Receipts folder.
4. Click on the 1st option, Add/Update Receipts.
5. You may have noticed that up to this point it has been the same process as creating receipts. In order to locate an existing receipt, click on the Find an Existing Value tab.

   Note: Make sure when any search is performed, that the Business Unit: is set as **40300.** Use this value for any receipts associated to Consultant Services like CEI or EPSC.

   - PO Number: If you know the PO Number (Ex. CE1318 or CE131816A) for which the receipt was created, enter this into PO Number (as shown below). *Search criteria may be set to contains if only a portion of the PO Number is known.

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Field	Operator	Value
Business Unit:	=	40300
Receipt Number:	begins with	
Bill of Lading:	begins with	
PO Business Unit:	begins with	
Item ID:	begins with	
PO Number:	begins with	CE1599
Ship To Location:	begins with	
Shipment Number:	begins with	
Vendor ID:	begins with	
Received Date:	=	
Receipt Status:	=	
User ID:	begins with	

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

6. Once you have entered the search information, Click Search.
7. The **Search Results** will appear below Search. This method of searching will show all receipts created under the PO information that was entered.

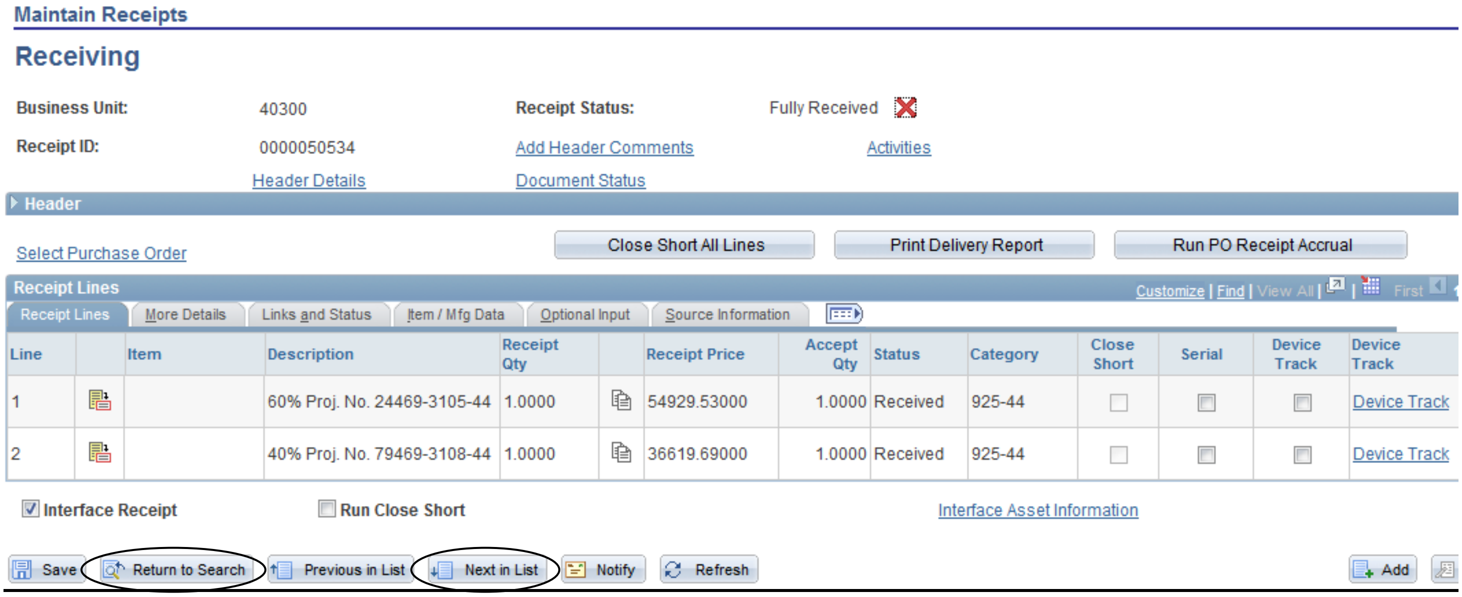
Search Results

View All First 1-29 of 29 Last

Business Unit	Receipt Number	Bill of Lading	PO Business Unit	Item ID	PO Number	PO Receipt	Receive Source	Ship To Location	Shipment Number	Vendor ID	Vendor Name 1	Received Date	Receipt Status	User ID
40300	0000051793	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	05/13/2014	Received	johnk0701001
40300	0000051187	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	04/24/2014	Received	johnk0701001
40300	0000050534	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/26/2014	Received	johnk0701001
40300	0000050533	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/26/2014	Received	johnk0701001
40300	0000049890	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	03/10/2014	Received	denns0122001
40300	0000047482	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	12/26/2013	Received	denns0122001
40300	0000047467	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	12/26/2013	Received	denns0122001
40300	0000045681	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	10/21/2013	Received	denns0122001
40300	0000044521	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/11/2013	Received	denns0122001
40300	0000044511	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	09/11/2013	Received	denns0122001
40300	0000044118	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	08/26/2013	Received	denns0122001
40300	0000042009	(blank)	40300	(blank)	CE1599	Y	On-line	0000013203	(blank)	0000076721	Allen & Hoshall Inc	06/17/2013	Received	denns0122001

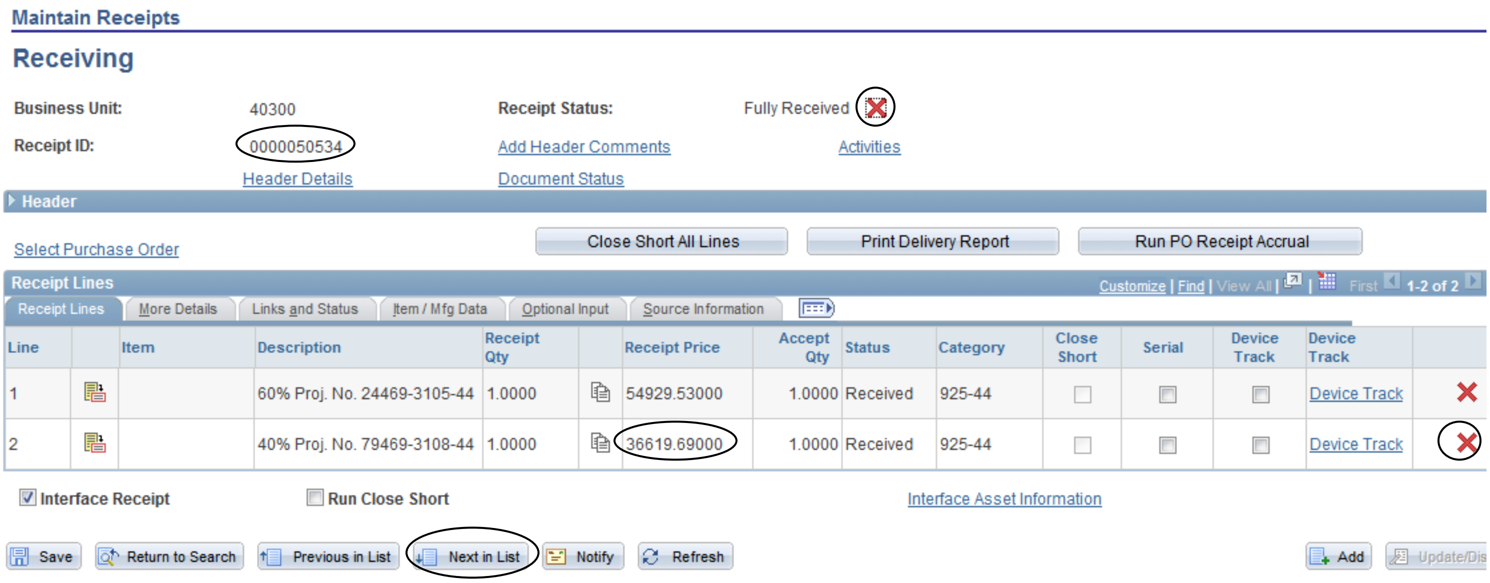
8. Under Receipt Number, in the **Search Results,** Click on the receipt information you would like to view. Once you have selected the receipt, the screen will refresh, showing that receipt.

If you are unsure of the Receipt Number that you are looking for, but you know the dollar amount, you can open any of the receipts listed and toggle between them using Previous in List or Next in List . A second option is to click Return to Search and review each receipt through the **Search Results.



UPDATING, OR DELETING AN EXISTING RECEIPT

1. Locate the existing receipt by using the Receipt Number or the PO Number.
2. Once you have opened the receipt, the screen should look similar to the one below.

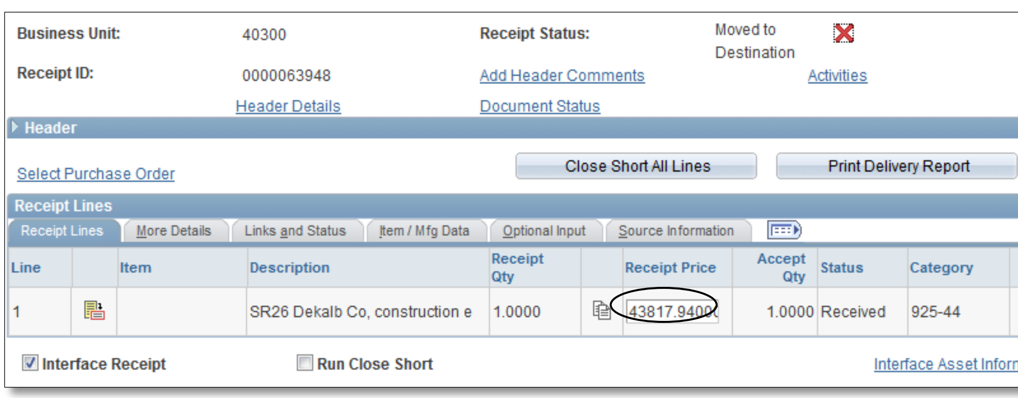


A. **Deleting –** To delete or cancel a receipt, Click on ✗ in the top right hand corner of the screen.

B. **Deleting Receipt lines–** To delete or cancel a receipt line, Click on ✗ to the right of the Device Track link. This option allows you to cancel the receipt line without canceling the entire receipt.

C. **Updating –** When a receipt has been created but not yet paid, the **Price** or amount of each receipt line may be adjusted. To determine if a receipt has been paid, look at the **Price** for each line.

- If the amount looks like the receipt shown above, it has been paid.
- If the amount is boxed in, it has **not** been paid. For example,



Note: Once the **Price** has been adjusted, make sure you Save the receipt. You must save any time an adjustment is made.

RECEIPT LINES/PROJECT #S

❖ **RECEIPT LINES CORRESPOND TO STATE PROJECT NUMBERS**, so for every project billing to a Purchase Order, there will be a Receipt Line. The Description may contain the project number. If not you will need to find the associated project number. To determine the project that a Receipt Line represents, you must

1. Start a new receipt or locate an existing receipt using one of the previously mentioned methods.
2. Click the Links and Status tab.

Select Purchase Order | Close Short All Lines | Print Delivery Report

Receipt Lines

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Receipt Qty		Receipt Price	Accept Qty	Status	Category	Cl Sh
1			60% Proj. No. 24469-3105-44	1.0000		54929.53000	1.0000	Received	925-44	
2			40% Proj. No. 79469-3108-44	1.0000		36619.69000	1.0000	Received	925-44	

☑ Interface Receipt ☐ Run Close Short Interface Asset Informa

3. Click the distribution icon.

Receipt Lines

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Allocation Type			Process Complete	Inspect Status	Serial Control	Serial Status	Lot Contr
1			60% Proj. No. 24469-3105-44	Prorate			N	Complete	N	Complete	N
2			40% Proj. No. 79469-3108-44	Prorate			N	Complete	N	Complete	N

4. Click the ChartField Information tab.

Receipt Distributions for Line 1

Business Unit:	40300	Status:	Open
Receipt ID:	NEXT		☑ Amount Only
Receipt Line:	1	*Allocation Type:	Prorate
Line Quantity Received:	1.0000	Line Cost Received:	222276.85

Distribution Information Customize | Find | View All | First 1-2 of 2 Last

Details | Asset Details | ChartField Information

Line	Status	*Location	Qty Std UOM	Qty VND UOM	Merchandise Amt		Merch Amt Base		IN Unit	Attention To	Consigned	Non-Owned
1		0000012078	0.8000	0.8000	177,821.48	USD	177,821.48	USD			☐	☐

5. Project Numbers for that particular **Receipt Line** are shown under **Project.**

Receipt Line:	1	*Allocation Type:	Prorate
Line Quantity Received:	1.0000	Line Cost Received:	222276.85

Distribution Information Customize | Find | View All

Details | Asset Details | ChartField Information

Line	Status	*GL Unit	Fund	Dept	*Account	Location CF	Program	User Code	PC Bus Unit	Project
1		40100	21000	4036355000	70812002	24000	21L05E		40100	24469310544
2		40100	21000	4036355000	70812002	24000	21L05E		40100	24469310544

Note: These steps must be repeated for each **Receipt Line** to determine all project numbers.

PURCHASE ORDERS

PO ID/NUMBERS

CE123456A

CE 1234 56 A

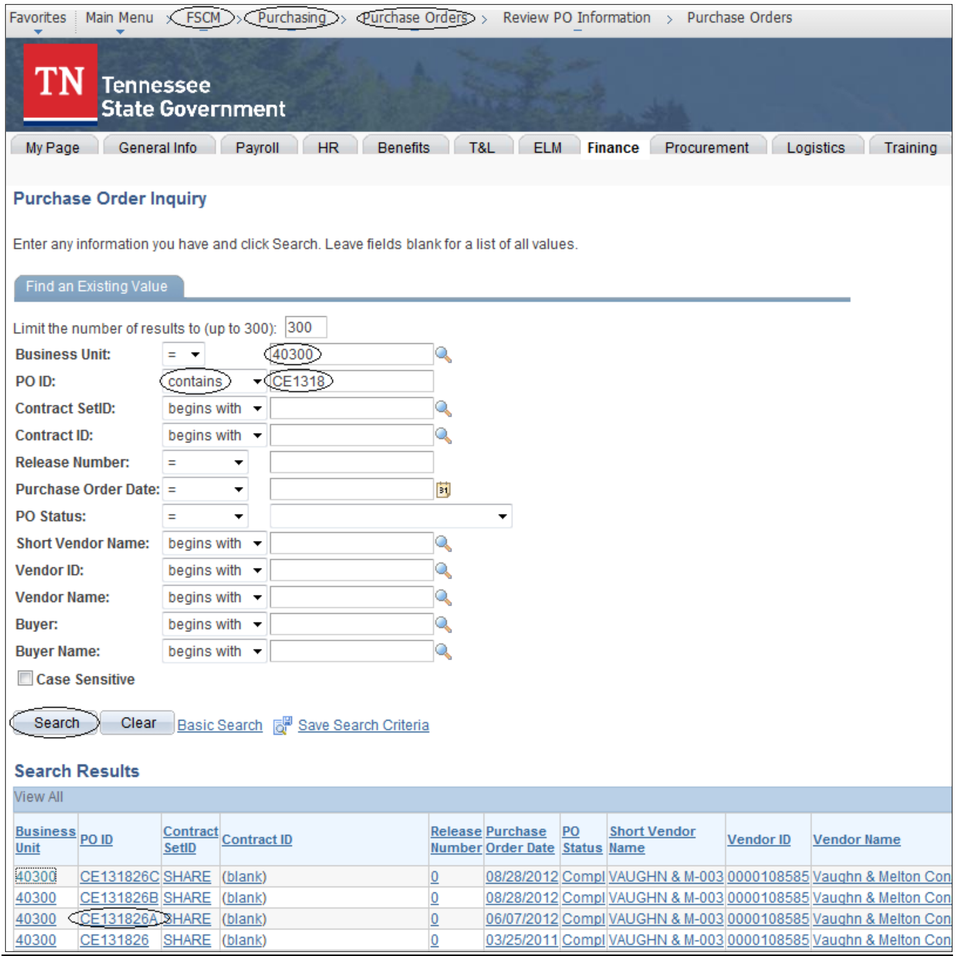
↑ ↑ ↑ ↑

(1) (2) (3) (4)

1. **CE –** Standard prefix for all CEI and EPSC Agreements.
2. **Agreement Number-** Four digit number found on invoice. May begin with E.
3. **Work Order Number-** Found on invoices for On-Call contracts, but not project specific contracts. Single digit work order numbers will begin with 0 and may begin with 00.
    a. **For example:** 01, 02, 03
        i. **or:** 001,002,003
4. **Suffix-** Sometimes added to purchase orders by the finance department due to addendums or other changes. * Try adding the "A" or "B" to the PO ID if not found using the standard CE1234 or CE123456 formats.

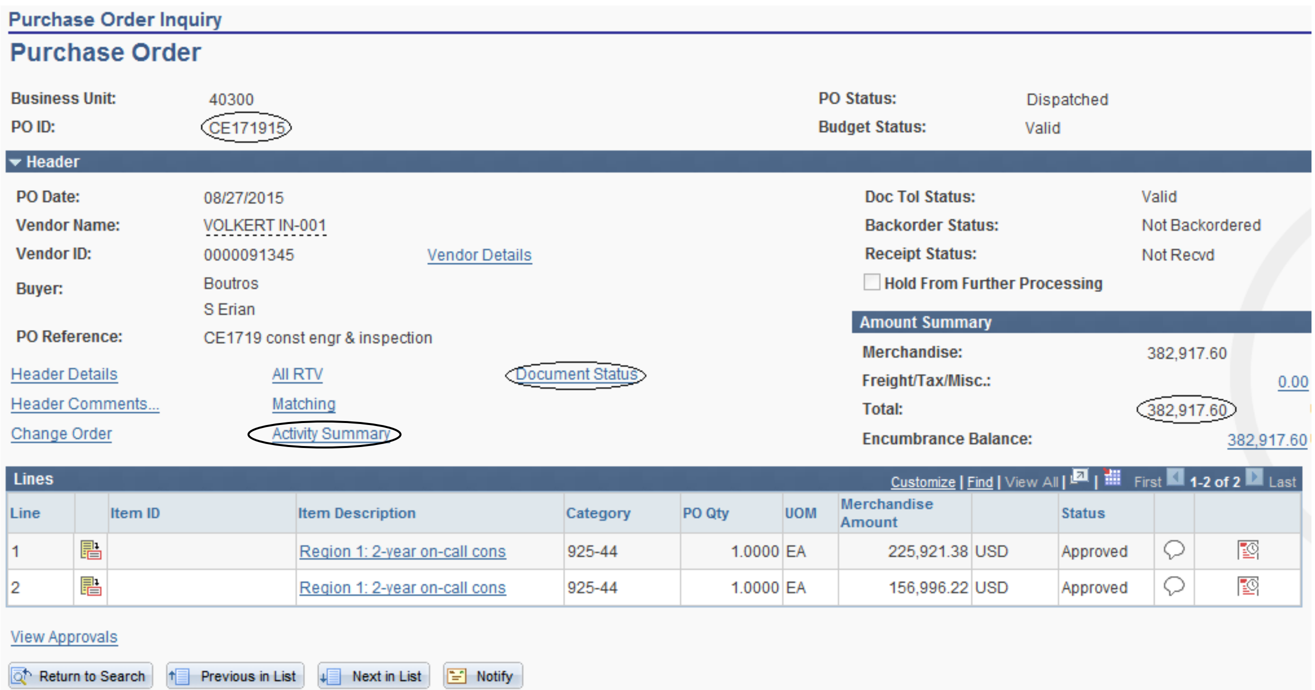
LOCATING A PURCHASE ORDER

Main Menu > FSCM > Purchasing > Purchase Orders > Review PO Information > Purchase Orders > **Find an Existing Value**



1. On the left hand side of the Edison Home screen, click the Main Menu link.
2. Click the FSCM folder.
3. Click on the Purchasing folder.
4. Click on the Purchase Orders folder.
5. Click on the Review PO Information folder.
6. Click on the Purchase Orders link.
7. Note: Make sure when any search is performed, that the Business Unit: is set as **40300.** Use this value for any receipts associated to Consultant Services like CEI or EPSC.
8. PO ID:
   - If you know the **PO ID** (Ex. CE1318 or CE131816A), enter this into **PO ID**.
   - If only a portion of the **ID** is known, Start with 'CE' and enter the portion of the **PO ID** that is known.
      i. Example- We are looking for a Purchase Order under Agreement 1318.
         1. **PO ID:** Change dropdown to **contains** and enter "CE1318".
9. Click Search.
10. The search will return either
    - **Search Results** displaying all Purchase Orders containing that information. (Simply select one to view), or
    - The exact Purchase Order.

READING PURCHASE ORDER INFORMATION



Purchase Order Inquiry

Purchase Order

Business Unit:	40300	PO Status:	Dispatched
PO ID:	CE171915	Budget Status:	Valid

Header

PO Date:	08/27/2015		Doc Tol Status:	Valid
Vendor Name:	VOLKERT IN-001		Backorder Status:	Not Backordered
Vendor ID:	0000091345	Vendor Details	Receipt Status:	Not Recvd
Buyer:	Boutros S Erian		Hold From Further Processing	
PO Reference:	CE1719 const engr & inspection			

Amount Summary

Merchandise:	382,917.60
Freight/Tax/Misc.:	0.00
Total:	382,917.60
Encumbrance Balance:	382,917.60

Header Details | All RTV | Document Status
Header Comments... | Matching
Change Order | Activity Summary

Lines — Customize | Find | View All | First 1-2 of 2 Last

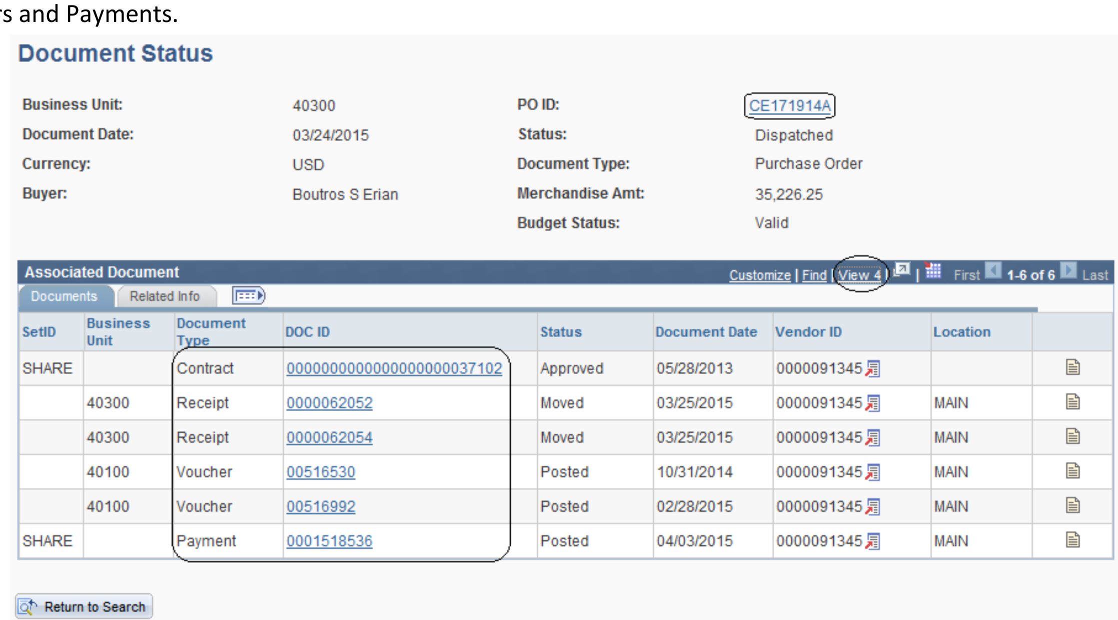
Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1			Region 1: 2-year on-call cons	925-44	1.0000	EA	225,921.38	USD	Approved		
2			Region 1: 2-year on-call cons	925-44	1.0000	EA	156,996.22	USD	Approved		

View Approvals

Return to Search | Previous in List | Next in List | Notify

Once you have located a Purchase Order, here are some of the options that will be helpful.

- **PO ID:** Always verify that you are viewing the correct Purchase Order.
- **Document Status:** Opens a new window displaying all activities associated to a Purchase Order: including Receipts, Vouchers and Payments.



Document Status

Business Unit:	40300	PO ID:	CE171914A
Document Date:	03/24/2015	Status:	Dispatched
Currency:	USD	Document Type:	Purchase Order
Buyer:	Boutros S Erian	Merchandise Amt:	35,226.25
		Budget Status:	Valid

Associated Document — Customize | Find | View 4 | First 1-6 of 6 Last

Documents | Related Info

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
SHARE		Contract	0000000000000000000037102	Approved	05/28/2013	0000091345		
	40300	Receipt	0000062052	Moved	03/25/2015	0000091345	MAIN	
	40300	Receipt	0000062054	Moved	03/25/2015	0000091345	MAIN	
	40100	Voucher	00516530	Posted	10/31/2014	0000091345	MAIN	
	40100	Voucher	00516992	Posted	02/28/2015	0000091345	MAIN	
SHARE		Payment	0001518536	Posted	04/03/2015	0000091345	MAIN	

Return to Search

- **Activity Summary** Shows the **Total Amount** allocated to a Purchase Order.

Chapter: PURCHASE ORDERS

Activity Summary

Business Unit: 40300 PO Status: Dispatched
Purchase Order: CE171915 Vendor: Volkert Inc
Merchandise Amount: 382,917.60 USD
Merchandise Receipt: 0.00 USD
Merchandise Returned: 0.00 USD
Merchandise Invoice: 0.00 USD
Merchandise Matched: 0.00 USD

Lines — Customize | Find | View All | First 1-2 of 2 Last
Details | Receipt | Invoice | Matched | RTV

Line		Item	Item Description	UOM	Amount Received	Open Quantity	Open Amount	Currency
1			Region 1: 2-year on-call cons	EA		1.0000	225,921.380	USD
2			Region 1: 2-year on-call cons	EA		1.0000	156,996.220	USD

1. Click on the Receipt
   - ❖ Looking at the **Open Amount** is one way to determine how much money is left on the Purchase Order.
     - o **Note:** Open Amount will reflect available money, including Receipts created but not yet paid, therefore the total of the Open Amount may be higher than the amount shown when creating receipts.

- **View All:** By default, a Purchase Order will only show the first **Line** when opened. To view all **Lines**, Click **View All**. Expanding the information will also show **Schedules** and **Distributions** for each **Line**.

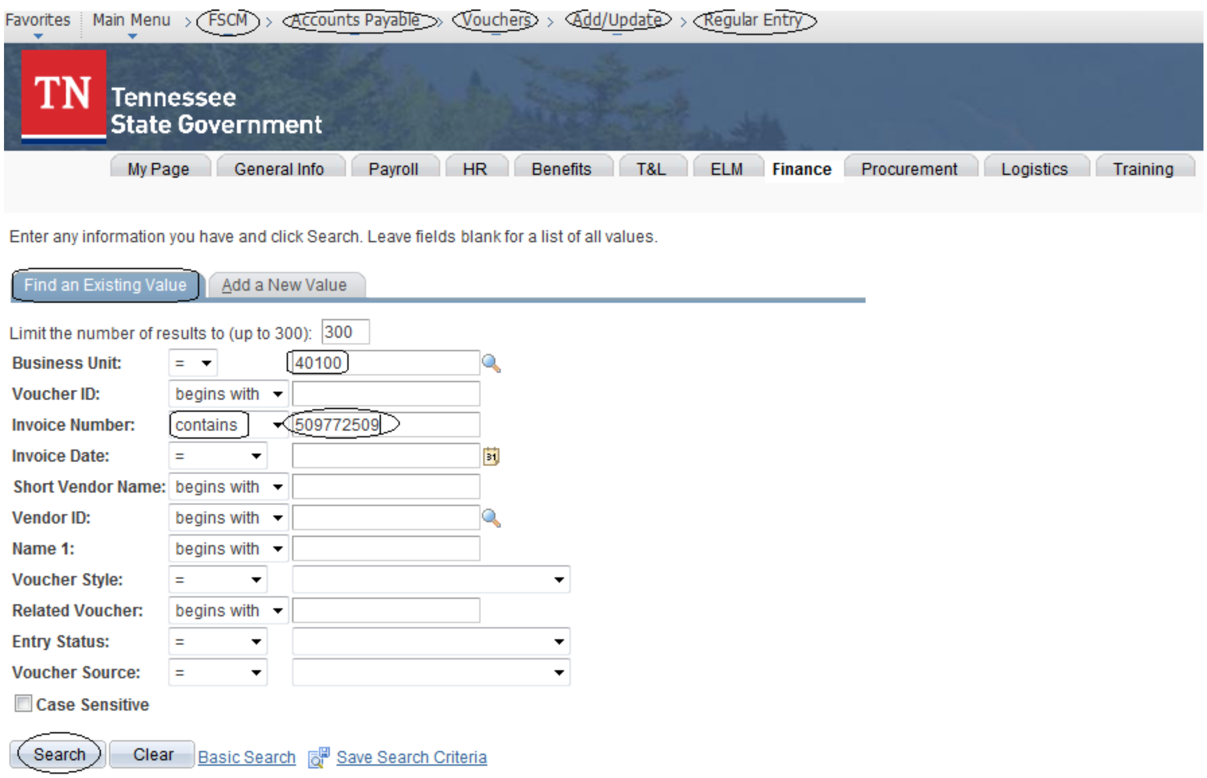
VOUCHERS/INVOICES

- A **Voucher** is created in Edison every time an Invoice is submitted for payment.
  - As long as the Invoice # is known, you can use the following steps to see if the invoice has been submitted and whether or not it has been paid.

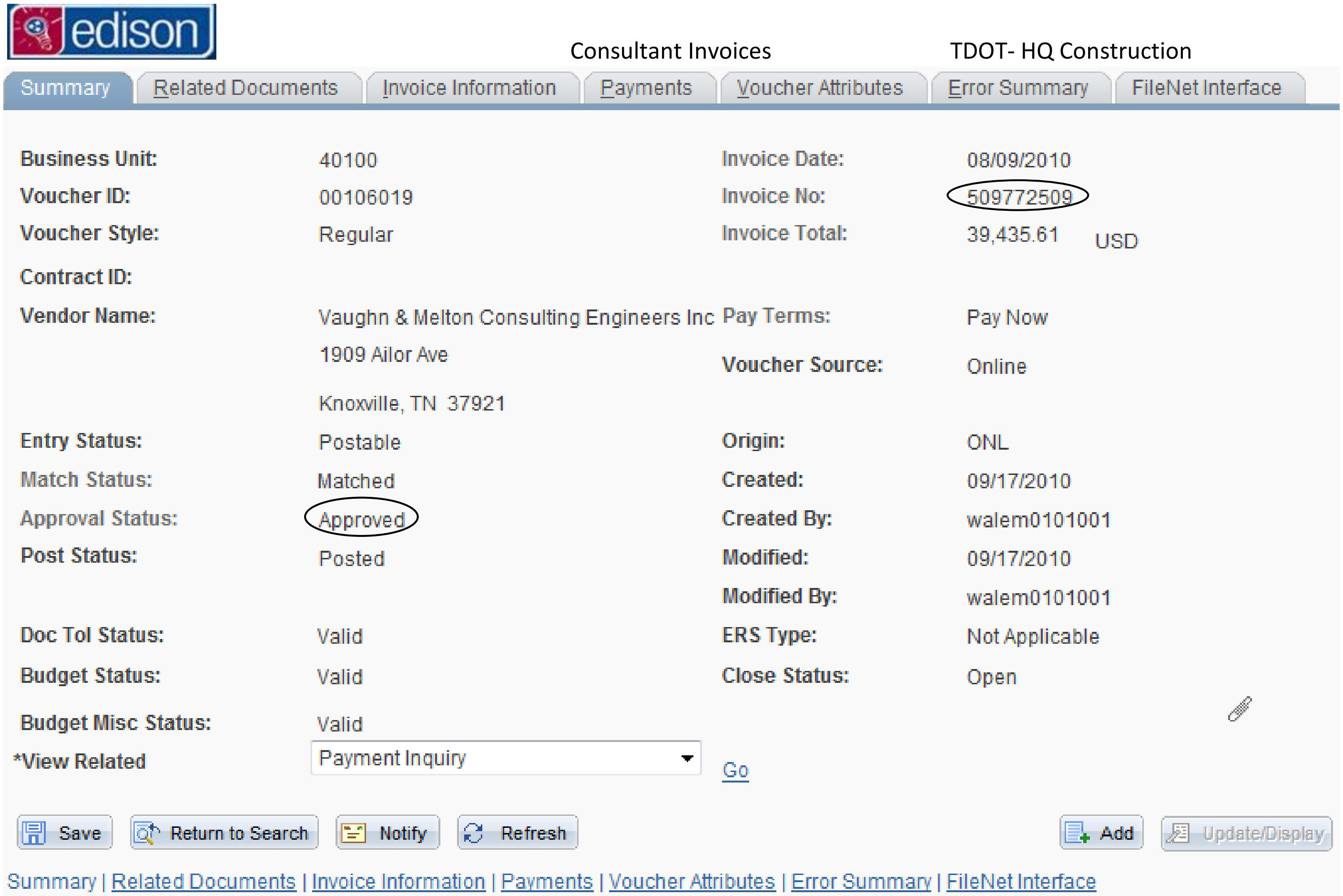
TRACKING AN INVOICE

Main Menu > FSCM > Accounts Payable > Vouchers > Add/Update > Regular Entry > **Find an Existing Value**

1. On the left hand side of the Edison Home screen, click the FSCM link.
2. Click on the Accounts Payable folder.
3. Click on the Vouchers folder.
4. Click on the Add/Update folder.
5. Click on **Regular Entry.**
6. Click on the Find an Existing Value tab.
7. Leave the Business Unit: as **40100** and enter the **Invoice Number:** with criteria set as **contains.**
   Note: 40100 is used for all Vouchers associated to the Business Unit for Transportation (All of TDOT except for CMS System).



8. Click Search.
9. The Search will either guide you:
   a. To a list of results, or
   b. Directly to the invoice in question, which will look similar to the one below



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Consultant Invoices — TDOT- HQ Construction

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | FileNet Interface

Business Unit:	40100	Invoice Date:	08/09/2010
Voucher ID:	00106019	Invoice No:	509772509
Voucher Style:	Regular	Invoice Total:	39,435.61 USD
Contract ID:			
Vendor Name:	Vaughn & Melton Consulting Engineers Inc 1909 Ailor Ave Knoxville, TN 37921	Pay Terms:	Pay Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	09/17/2010
Approval Status:	Approved	Created By:	walem0101001
Post Status:	Posted	Modified:	09/17/2010
		Modified By:	walem0101001
Doc Tol Status:	Valid	ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		
*View Related	Payment Inquiry	Go	

Save | Return to Search | Notify | Refresh | Add | Update/Display

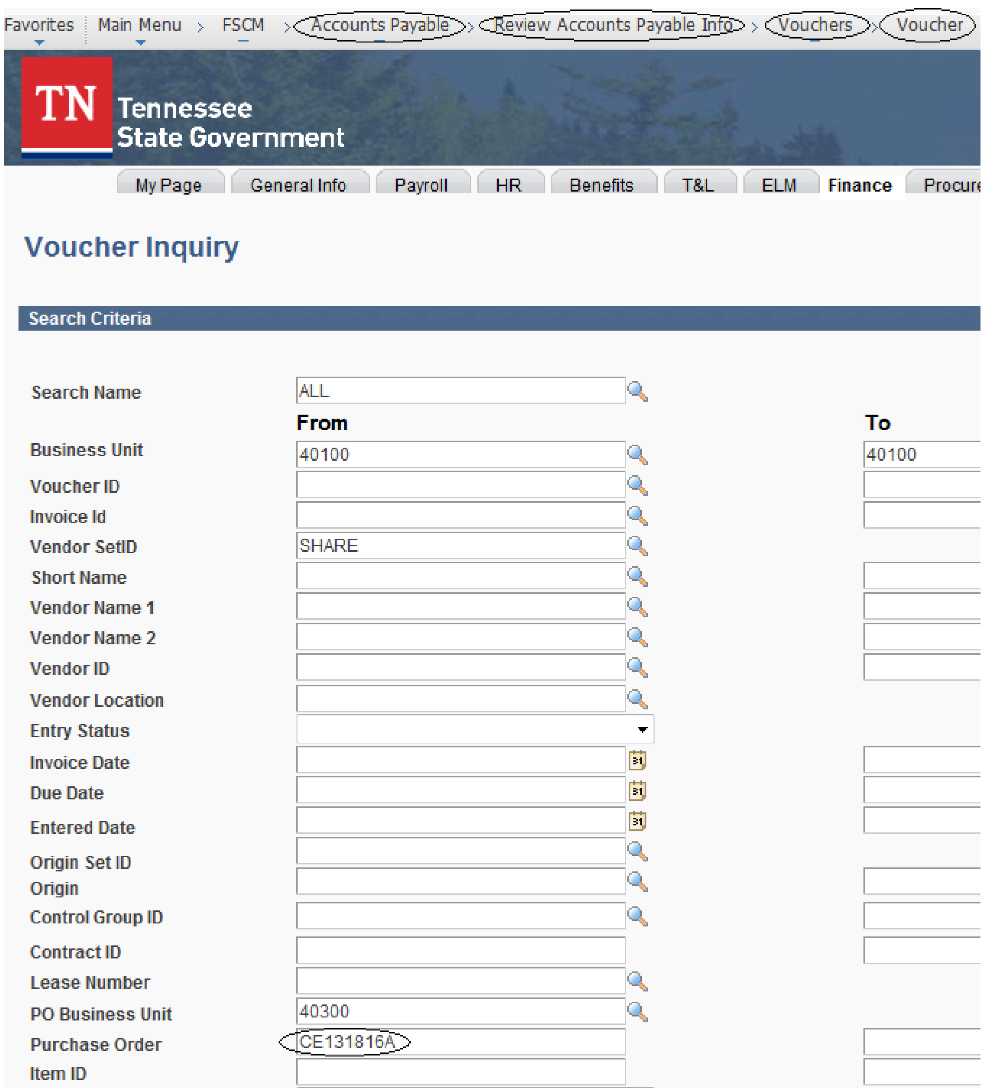
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | FileNet Interface

- The **Invoice No:** can be verified in the upper right hand corner of the screen.
- **Approval Status:**
  - Pending – The Voucher has been entered and is awaiting approval by the Finance Division.
  - Approved – Voucher has been approved and paid by the Finance Division.
  - Denied – Voucher is rejected for payment, usually due to inconsistency between the Voucher and the Invoice (For Example: The Invoice number or date wasn't entered correctly when the Voucher was created). Denial can also occur if Invoice document is not properly attached to the Voucher.
- You may also notice the paper clip icon at the bottom right-hand section of the screen. By clicking on this icon, you will be directed to the FileNet Interface tab. Choose the "Click here to return FileNet Document Links" box, which will provide a link to the Invoice .pdf file.

Main Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

- **Voucher Inquiry** allows you to search for and review the status of vouchers using various search criteria.

1. On the left hand side of the Edison Home screen, click the FSCM link.
2. Click on the Accounts Payable folder.
3. Click on the Review Accounts Payable Info folder.
4. Click on the Vouchers folder.
5. Click on the Voucher link.
6. Enter the **Purchase Order** you would like to see vouchers for.


Favorites | Main Menu > FSCM > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

TN Tennessee State Government

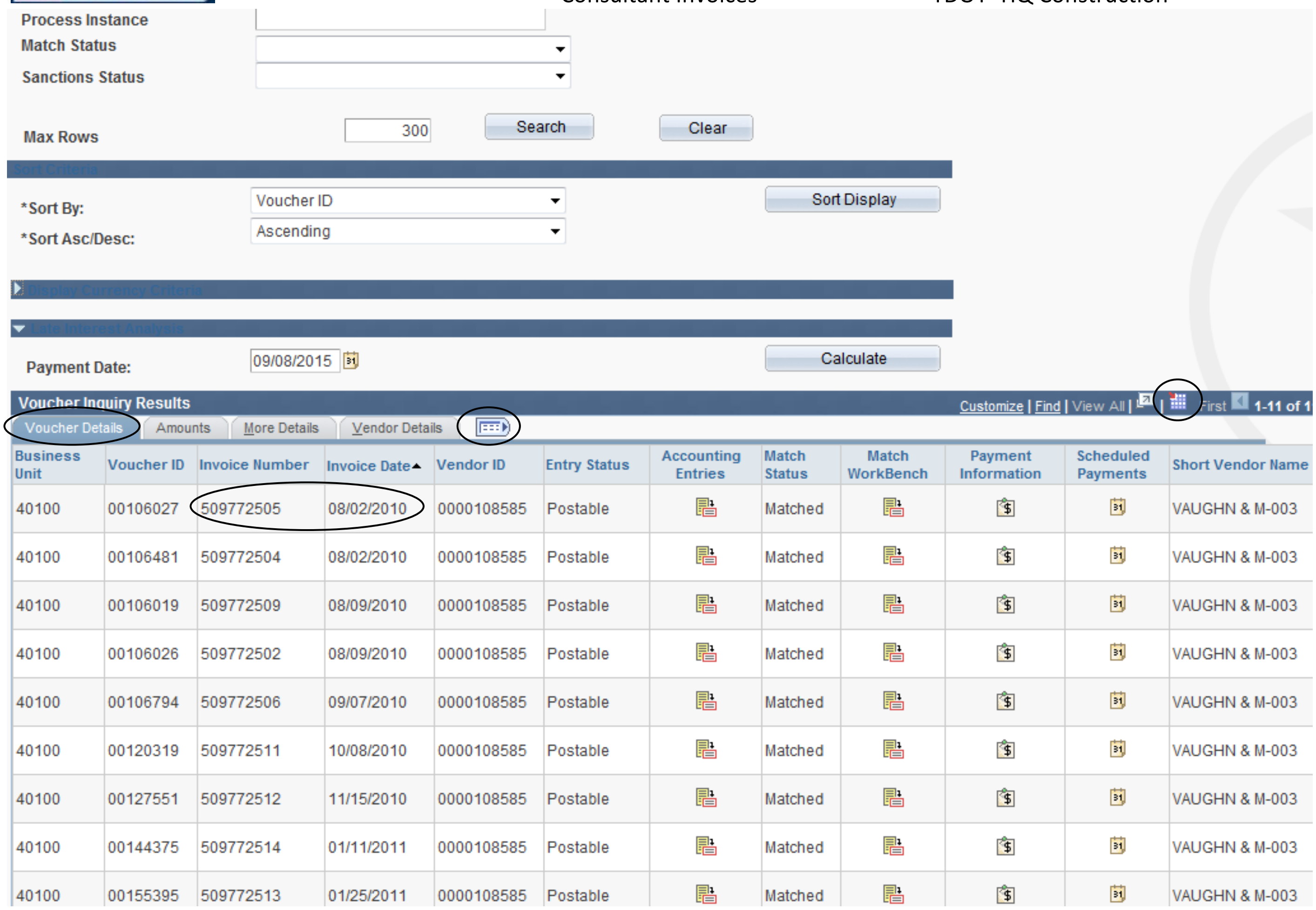
My Page | General Info | Payroll | HR | Benefits | T&L | ELM | Finance | Procure

Voucher Inquiry

Search Criteria

	From	To
Search Name	ALL	
Business Unit	40100	40100
Voucher ID		
Invoice Id		
Vendor SetID	SHARE	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Invoice Date		
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit	40300	
Purchase Order	CE131816A	
Item ID		

7. Click Search.
8. The search will return Voucher Inquiry Results as shown below.



Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name
40100	00106027	509772505	08/02/2010	0000108585	Postable		Matched				VAUGHN & M-003
40100	00106481	509772504	08/02/2010	0000108585	Postable		Matched				VAUGHN & M-003
40100	00106019	509772509	08/09/2010	0000108585	Postable		Matched				VAUGHN & M-003
40100	00106026	509772502	08/09/2010	0000108585	Postable		Matched				VAUGHN & M-003
40100	00106794	509772506	09/07/2010	0000108585	Postable		Matched				VAUGHN & M-003
40100	00120319	509772511	10/08/2010	0000108585	Postable		Matched				VAUGHN & M-003
40100	00127551	509772512	11/15/2010	0000108585	Postable		Matched				VAUGHN & M-003
40100	00144375	509772514	01/11/2011	0000108585	Postable		Matched				VAUGHN & M-003
40100	00155395	509772513	01/25/2011	0000108585	Postable		Matched				VAUGHN & M-003

- Voucher Details : The Voucher Details tab shows by default. This displays basic identification such as: Voucher ID, Invoice Number, Invoice Date, etc.
- The expand icon: Use this icon to display all tabs at once. This enables you to see the Invoice Number, Invoice Amount, and Approval Status all at once, without having to toggle between tabs.
- The download icon. This allows you to export the information to an excel file. Note: the export will only show the information displayed at that time. To ensure that all information is downloaded, use the expand icon before running the download.

Chapter: VOUCHERS/INVOICES