



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

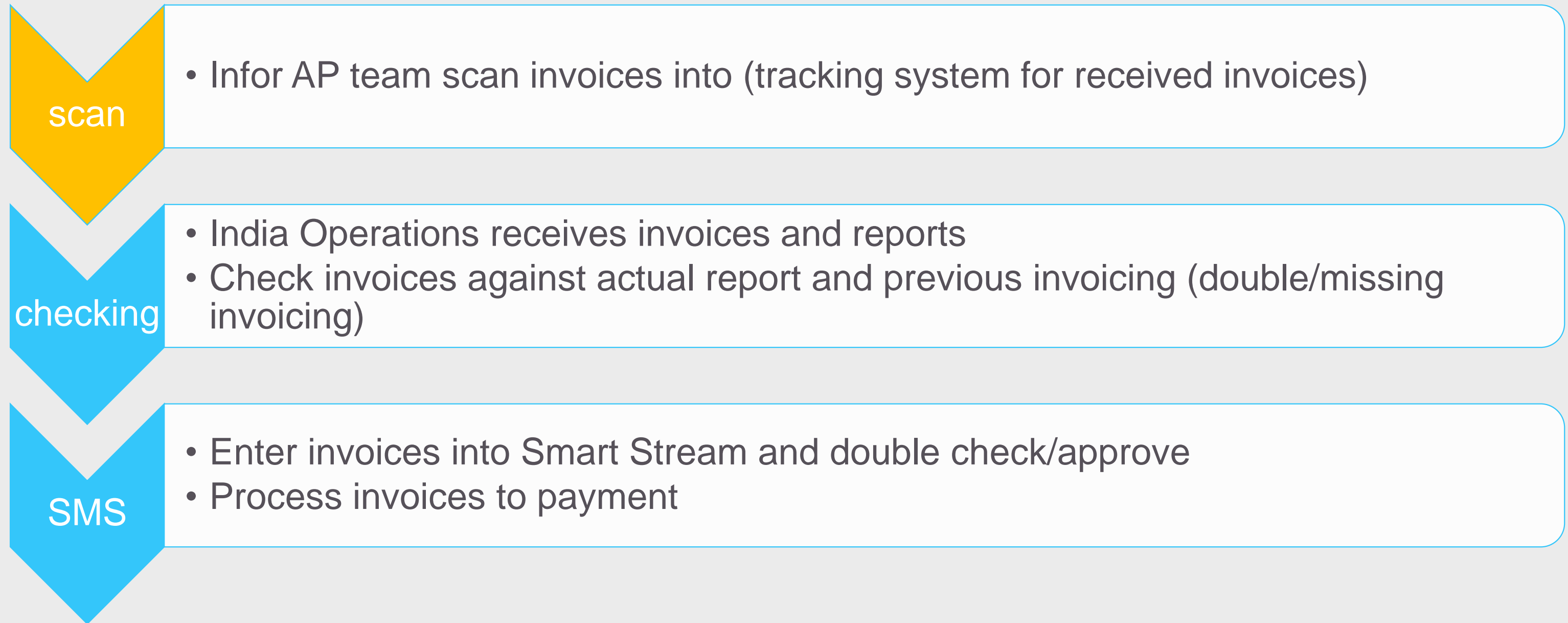
Create invoices

- 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



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

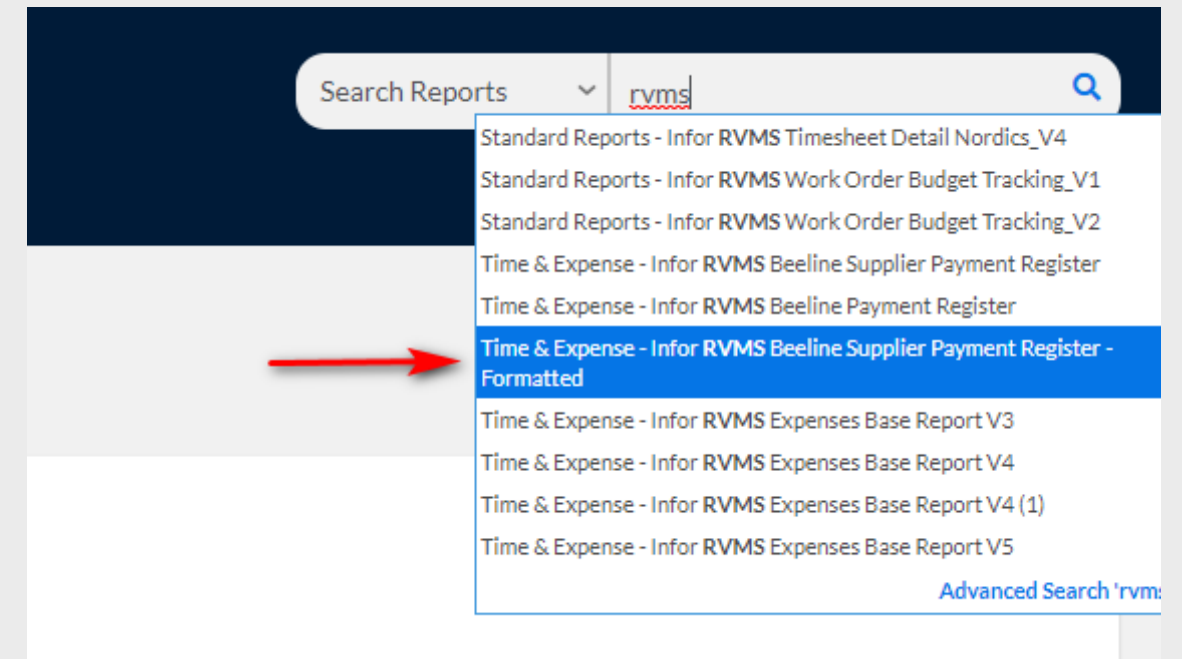
What are the relevant policies?

- 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.ICSAAdminSouthernRegion@infor.com
 - Central: EMEA.ICSAAdminDACHCZ@infor.com

Get invoicing done – new formatted invoicing report

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



Get invoicing done – new formatted invoicing report

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

infor Welcome Michael Horst

New My Beeline Quick Links Manage/Search Report Gallery Admin

Home: Search Work Orders: Create Report

Create Report Add To Favorites Schedule Report Return

Information
Information about this report.
Name: Infor RVMS Beeline Supplier Payment Register - Formatted
Description: This report provides Supplier's with details about the financial billing by Consultant for the billing period(s) selected.
Title: RVMS Beeline Supplier Payment Register

Instructions

Parameters
Parameters in the report.
* Billing Period: Most Recent EMEA Final Time Final Invoice
Most Recent EMEA Final Expense Final Expense Search Remove

Create Report Add To Favorites Schedule Report Return

Get invoicing done – new formatted invoicing report

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

infor

RVMS Beeline Supplier Payment Register - Formatted

This report provides Supplier's with details about the financial billing by Consultant for the billing period(s) selected. Page 1 of 52

Vendor ID: 21013275

Entity: Infor (Sweden) AB Invoice Address: Borgarfjordsgatan 9, 164 40 Kista, Sweden:
SE165562241348
Statement Date: 3/26/2020

Billing Period: 3/14/2020 - 3/20/2020 (Final Invoice)

Project Name: 32485286-Plantagen - Change orders VMS Reference ID: 2202 - SE0AA - SEK - 32485286

Project Manager Name: Lars-Petter Fjeld Cost Center - Prod Code: PICK9-M3A

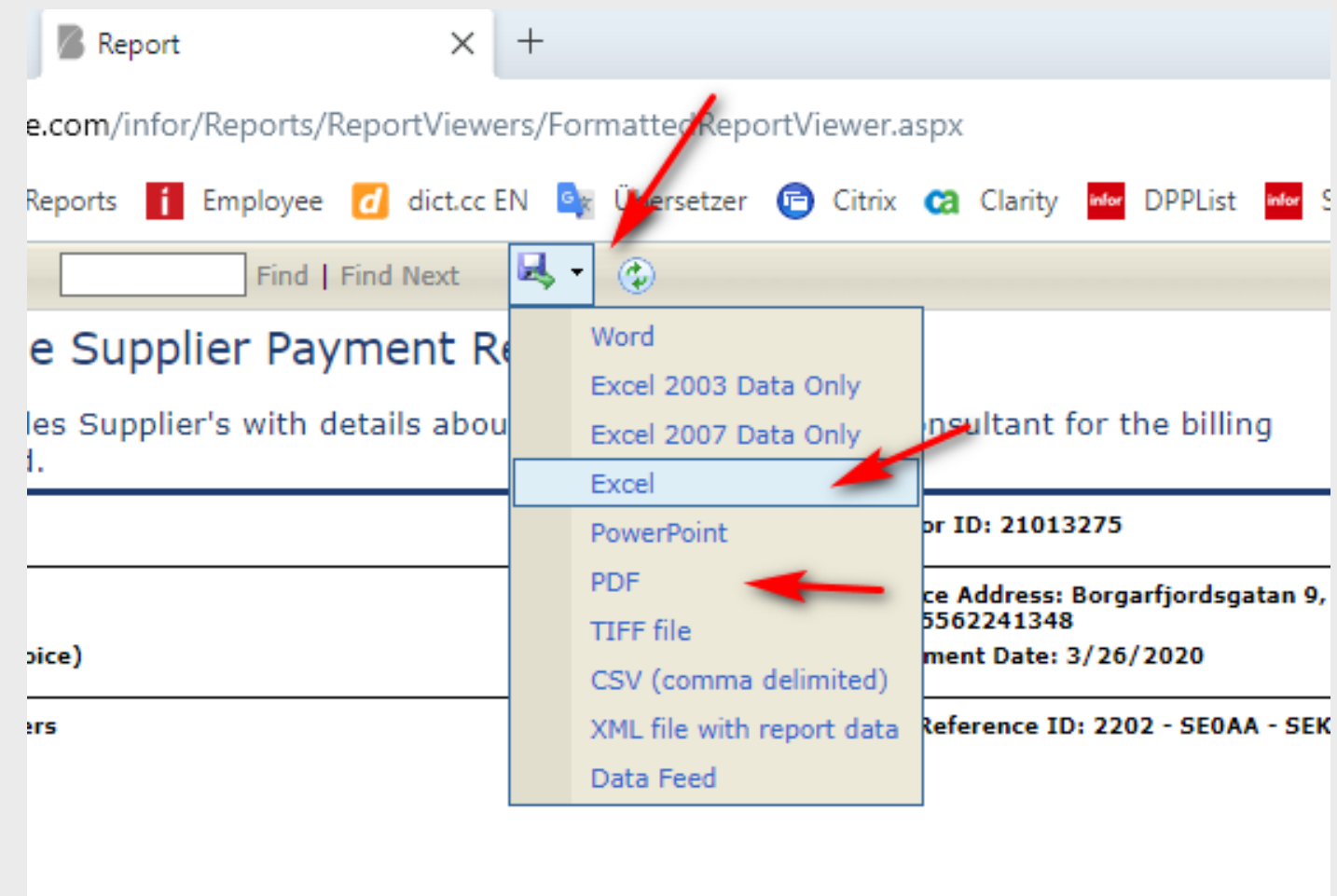
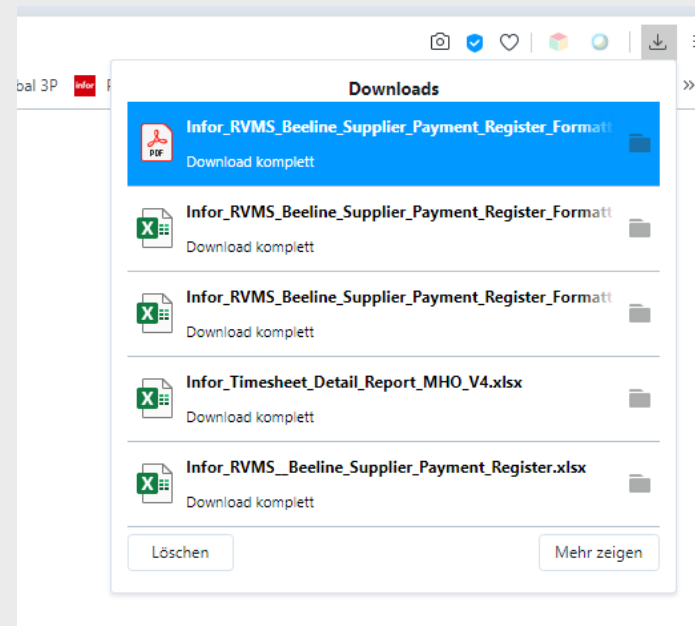
Pay Code: RT

Work Date	Pay Code	Task	Currency	Qty	Rate	Net Amount	Partner Fee	Net Supplier Payable	Work Order ID	Resource Name
3/15/2020	RT	8746029-ACO 165 Resurspoolen	SEK	2.00					4739	
3/15/2020	RT	8746031-ACO 167 New WHS in NL	SEK	6.00					4739	
3/16/2020	RT	8746029-ACO 165 Resurspoolen	SEK	4.00					4739	
3/17/2020	RT	8746031-ACO 167 New WHS in NL	SEK	2.00					4739	
3/19/2020	RT	8746031-ACO 167 New WHS in NL	SEK	4.00					4739	
3/20/2020	RT	8746031-ACO 167 New WHS in NL	SEK	4.00					4739	
3/20/2020	RT	8746035-ACO 170 ECOM	SEK	1.00					4739	
32485286-Plantagen - Change orders				23.00						
				Qty		Net Amount		Net Supplier Payable		
				23.00						

Get invoicing done – new formatted invoicing report

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



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

Project Name		Work Date	Task	Currency	Qty	Rate	Net Amount	Partner Fee	Net Supplier Payable	Work Order ID	Resource Name
ABC Sverige AB -		10/9/2020	8685060- SvD_04221667 - Implementation of ThruPut for ABC	SEK	2.50	SEK 1,530.00	SEK 3,825.00	SEK 24.86	SEK 3,800.14	6290	Bianco, Matt
ABC Sverige AB -		10/12/2020	8685060- SvD_04221667 - Implementation of ThruPut for ABC	SEK	1.50	SEK 1,530.00	SEK 2,295.00	SEK 14.92	SEK 2,280.08	6290	Bianco, Matt
ABC Sverige AB -		10/15/2020	8685060- SvD_04221667 - Implementation of ThruPut for ABC	SEK	2.00	SEK 1,530.00	SEK 3,060.00	SEK 19.89	SEK 3,040.11	6290	Bianco, Matt
32494809					6.00		SEK 9,180.00		SEK 9,120.33		
					Qty		Net Amount				Net Supplier Payable
					24.50		SEK 37,485.00				SEK 37,241.35

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

infor RVMS Beeline Supplier Payment Register										
This report provides Supplier's with details about the financial billing by Consultant for the billing period(s) selected.										Page 2 of 2
Vendor Name: Demo Supplier AB					Vendor ID: 21917343					
Entity: Infor (Sweden) AB					Invoice Address: Borgarfjordsgatan 9, 164 40 Kista, Sweden: SE165562241348					
Billing Period: 10/10/2020 - 10/16/2020 (Final Invoice)					Statement Date: 10/22/2020					
Project Name: 32488982					VMS Reference ID: 2322 - SE0AA - SEK - 32488982					
Project Manager Name: Michael Horst					Cost Center - Prod Code: PICVN-TPT					
Pay Code: RT										
Project Name	Work Date	Task	Currency	Qty	Rate	Net Amount	Partner Fee	Net Supplier Payable	Work Order ID	Resource Name
ABC Sverige AB -	10/9/2020	8685060- SvD_04221667 - Implementation of ThruPut for ABC	SEK	2.50	SEK 1,530.00	SEK 3,825.00	SEK 24.86	SEK 3,800.14	6290	Bianco, Matt
ABC Sverige AB -	10/12/2020	8685060- SvD_04221667 - Implementation of ThruPut for ABC site	SEK	1.50	SEK 1,530.00	SEK 2,295.00	SEK 14.92	SEK 2,280.08	6290	Bianco, Matt
ABC Sverige AB -	10/15/2020	8685060- SvD_04221667 - Implementation of ThruPut for ABC	SEK	2.00	SEK 1,530.00	SEK 3,060.00	SEK 19.89	SEK 3,040.11	6290	Bianco, Matt
				6.00	SEK 9,180.00		SEK 9,120.33			
				Qty	Net Amount		Net Supplier Payable			
				24.50	SEK 37,485.00		SEK 37,241.35			

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

 RVMS Beeline Supplier Payment Register Page 2 of 2										
This report provides Supplier's with details about the financial billing by Consultant for the billing period(s) selected.										
Vendor Name: Demo Supplier AB					Vendor ID: 21917343					
Entity: Infor (Sweden) AB					Invoice Address: Borgarfjordsgatan 9, 164 40 Kista, Sweden: SE165562241348					
Billing Period: 10/10/2020 - 10/16/2020 (Final Invoice)					Statement Date: 10/22/2020					
Project Name: 32488982					VMS Reference ID: 2322 - SE0AA - SEK - 32488982					
Project Manager Name: Michael Horst					Cost Center - Prod Code: PICVN-TPT					
Pay Code: RT										
Project Name	Work Date	Task	Currency	Qty	Rate	Net Amount	Partner Fee	Net Supplier Payable	Work Order ID	Resource Name
ABC Sverige AB -	10/9/2020	8685060- Implementation of ThruPut for ABC	SEK	2.50	SEK 1,530.00	SEK 3,825.00	SEK 24.86	SEK 3,800.14	6290	Bianco, Matt
ABC Sverige AB -	10/12/2020	8685060- Implementation of ThruPut for ABC site	SEK	1.50	SEK 1,530.00	SEK 2,295.00	SEK 14.92	SEK 2,280.08	6290	Bianco, Matt
ABC Sverige AB -	10/15/2020	8685060- Implementation of ThruPut for ABC site	SEK	2.00	SEK 1,530.00	SEK 3,060.00	SEK 19.89	SEK 3,040.11	6290	Bianco, Matt
				6.00		SEK 9,180.00		SEK 9,120.33		
					Qty	Net Amount	Net Supplier Payable			
					24.50	SEK 37,485.00	SEK 37,241.35			

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

Get invoicing done

Demo Invoice

Attention: You are supposed to pull the amounts from report. Any attempt to reproduce the calculation in own systems ends up in discrepancies 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
Borgarfjordsgatan 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

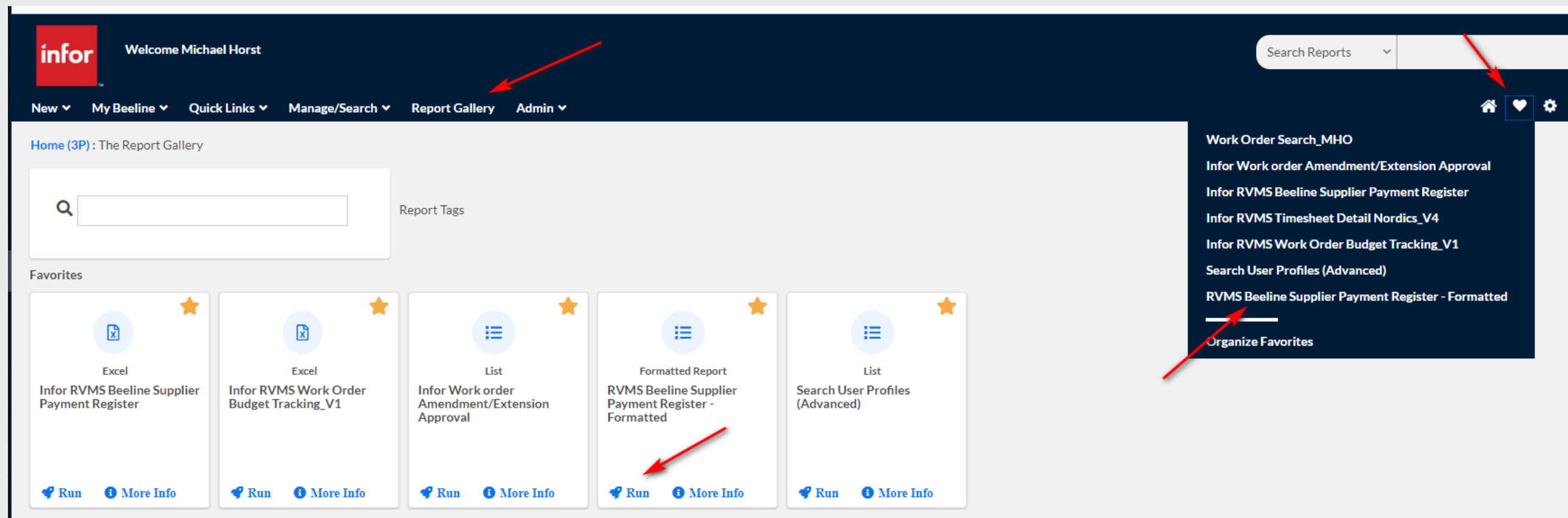
Payment terms 30 net	XYZ Bank IBAN 32 456 789 1011112	Total VAT 25% (if applicable) Total incl. Tax	37.241,35 9.310,33 46.551,69
----------------------	-------------------------------------	---	------------------------------------

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

Get invoicing done – new formatted invoicing report

Run report from Favorites

- Click on Report Gallery or Favourites Icon
- Identify formatted report and click it



How to schedule report? I

- Start from your Favourites
- Pull report, ensure to have the Most Recent EMEA parameters in
- Click on Schedule Report

The screenshot displays the Infor RVMS Beeline Supplier Payment Register - Formatted report configuration page. The page is titled "Home (3P) : The Report Gallery : Create Report" and includes navigation links for "Create Report", "Add To Favorites", "Schedule Report", and "Return". The "Information" section contains the following details:

- Name:** Infor RVMS Beeline Supplier Payment Register - Formatted
- Description:** This report provides Supplier's with details about the financial billing by Consultant for the billing period(s) selected.
- Title:** RVMS Beeline Supplier Payment Register - Formatted

The "Parameters" section shows the "* Billing Period" dropdown menu with the following options:

- Most Recent EMEA Final Time Final Invoice
- Most Recent EMEA Final Expense Final Expense

A red arrow points to the "Schedule Report" button at the bottom of the page.

How to schedule report? II

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

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

* Schedule Type: Weekly 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

* End After Number Of Occurrences: 99

* End by: mm/dd/yyyy

Schedule Report
[Schedule Report](#) [Close](#)

General

User Report Title: RVMS Beeline Supplier Payment Register - Formatted

Report Schedule Description: Scheduled final invoicing report - Formatted

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

Destination
Select where you would like to send this report

Destination: Email

* Format: PDF Compress:

Culture Name: Current Culture

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

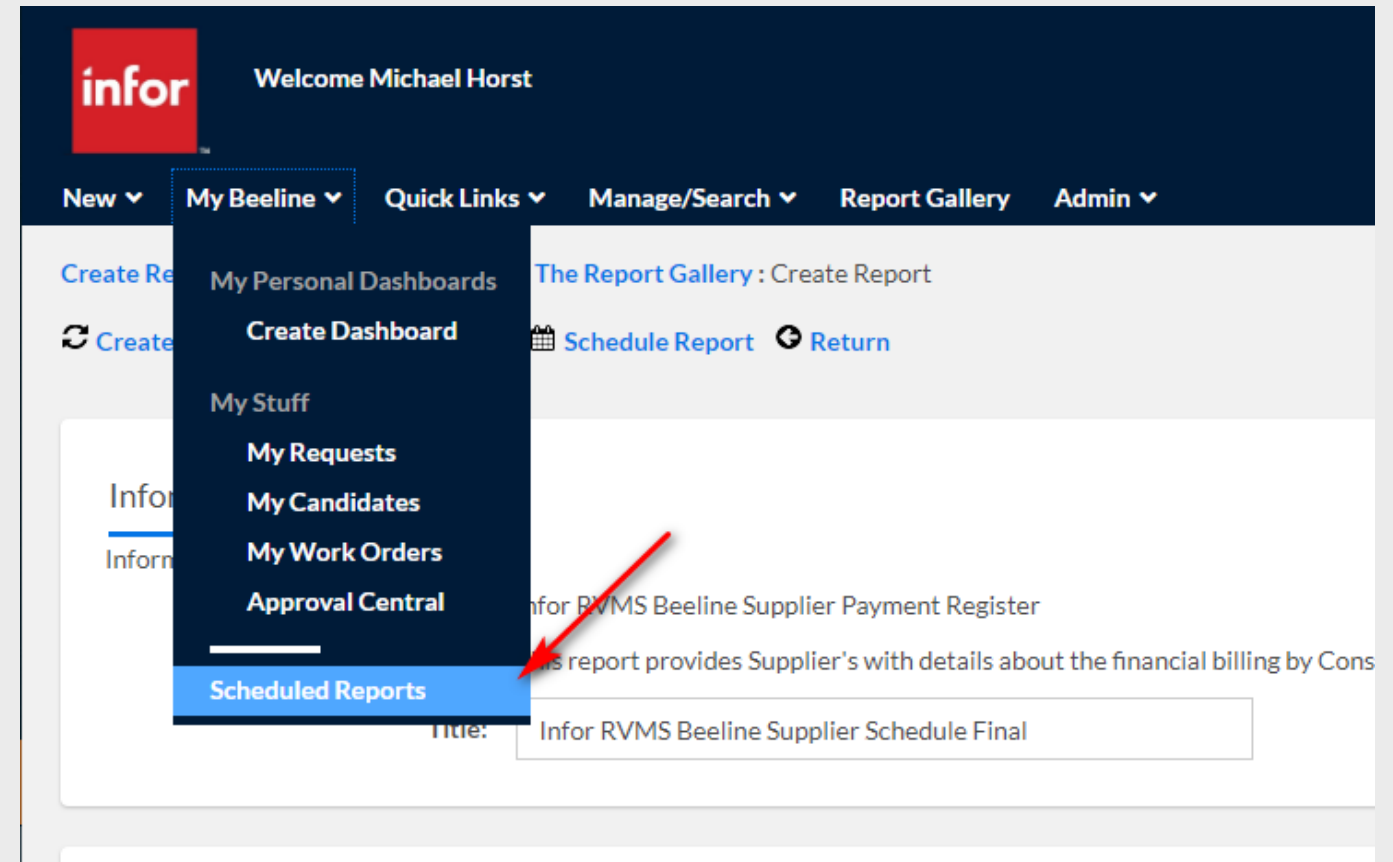
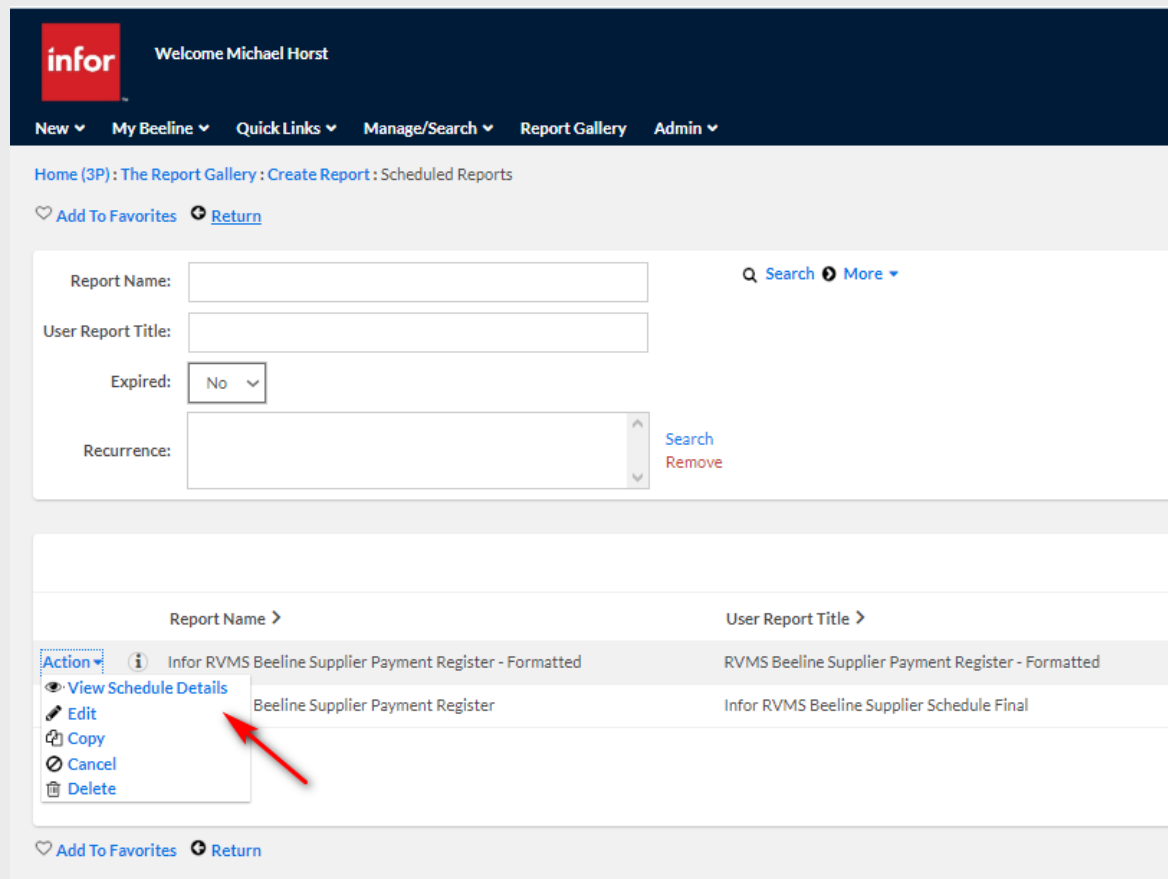
* Subject: RVMS Invoicing Report Final Fomatted

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

* Start date can not be in the past!

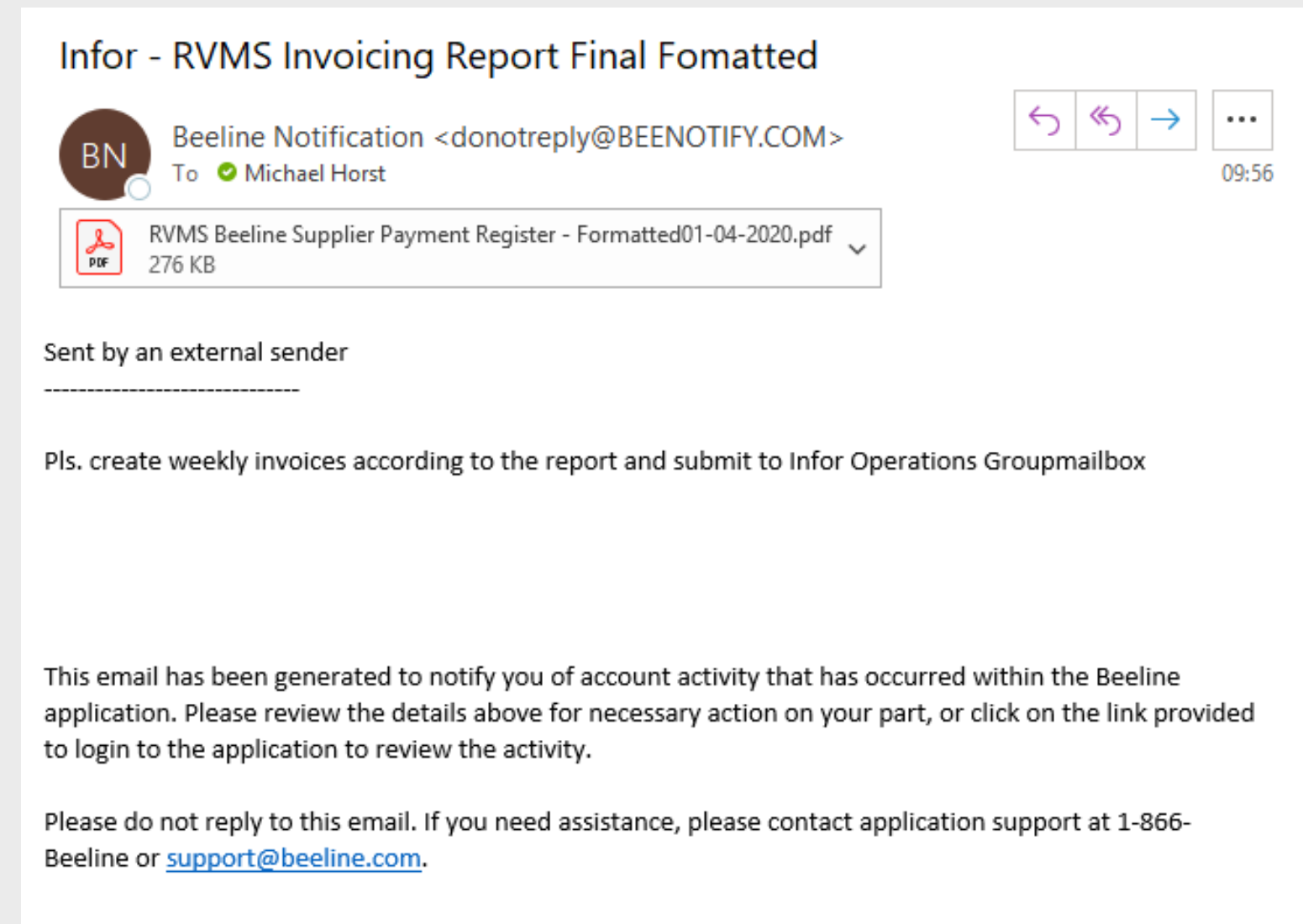
How to keep track on scheduled reports?

- 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



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

Field 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

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

Get invoicing done

How to pull a report for multiple periods?

Select Values Screen 2. Filter by Category

✓ OK ✕ Close

Billing Period: [Search](#)

Register:

Register Type:

Category:

Header ID:

- EMEA Final Expense
- Final North America Expense
- EMEA Final Time**
- Final North America Time
- EMEA Prelim Expense
- Prelim North America Expense
- EMEA Prelim Time
- Prelim North America Time

Bill EMEA Prelim Expense Preliminary Expense

Md EMEA Prelim Time

Md Prelim North America Time

Md Most Recent Prelim North America Expense Preliminary Expense

Md Most Recent EMEA Prelim Expense Preliminary Expense

3 step (Search)

1 step (Register)

2 step (Category)

EMEA Final Time
EMEA Final Expense

infor Welcome Michael Horst

New My Beeline Quick Links Manage/Search Report Gallery Admin

Home (3P): Create Report

Create Report Add To Favorites Schedule Report Return

1. Search for Parameters

Information

Information about this report.

Name: Infor RVMS Beeline Supplier Payment Register

Description: This report provides Supplier's with details about the financial billing by Consultant for the billing period(s) selected.

Title:

Instructions

CWSAdhoc.PaymentRegisterSupplierStandard.Instructions

Parameters

Parameters in the report.

* Invoice - Billing Period:
Most Recent EMEA Final Expense Final Expense

[Search](#) [Remove](#)

Create Report Add To Favorites Schedule Report Return

Select Values Screen

✓ OK ✕ Close

+ Search Options

Billing Period	Register	Category	Header ID
<input checked="" type="checkbox"/> <i>Md</i> Most Recent EMEA Final Time Final Invoice	Contingent Labor	EMEA Final Time	
<input checked="" type="checkbox"/> <i>Md</i> 2/8/2020 - 2/14/2020 (Final Invoice)	Contingent Labor	EMEA Final Time	2182
<input checked="" type="checkbox"/> <i>Md</i> 2/1/2020 - 2/7/2020 (Final Invoice)	Contingent Labor	EMEA Final Time	2178
<input checked="" type="checkbox"/> <i>Md</i> 1/25/2020 - 1/31/2020 (Final Invoice)	Contingent Labor	EMEA Final Time	2174
<input checked="" type="checkbox"/> <i>Md</i> 1/18/2020 - 1/24/2020 (Final Invoice)	Contingent Labor	EMEA Final Time	2170
<input checked="" type="checkbox"/> <i>Md</i> 1/11/2020 - 1/17/2020 (Final Invoice)	Contingent Labor	EMEA Final Time	2166
<input checked="" type="checkbox"/> <i>Md</i> 1/4/2020 - 1/10/2020 (Final Invoice)	Contingent Labor	EMEA Final Time	2160
<input checked="" type="checkbox"/> <i>Md</i> 12/28/2019 - 1/3/2020 (Final Invoice)	Contingent Labor	EMEA Final Time	2154
<input checked="" type="checkbox"/> <i>Md</i> 12/21/2019 - 12/27/2019 (Final Invoice)	Contingent Labor	EMEA Final Time	2148
<input checked="" type="checkbox"/> <i>Md</i> 12/14/2019 - 12/20/2019 (Final Invoice)	Contingent Labor	EMEA Final Time	2142
<input checked="" type="checkbox"/> <i>Md</i> 12/7/2019 - 12/13/2019 (Final Invoice)	Contingent Labor	EMEA Final Time	2136
<input checked="" type="checkbox"/> <i>Md</i> 11/30/2019 - 12/6/2019 (Final Invoice)	Contingent Labor	EMEA Final Time	2128

Show All of 12

Rows 1 - 10

11 - 12

Show All

third step (Search Options)

second step (Billing Period)

first step (Show All)

3. Make your choice

4. Click Ok and run report

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

◀ Whats new?

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.