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Contents

Introduction 3
Essential Concepts 3
Credit Notes 3
Bulk Invoice Generation 3
Invoicing Multiple Elements 5
Purchase Order Selection 6
Allocating Invoice Adjustments to Purchase Orders 6
Invoice Rounding 11
Credit Notes against negative Invoiceable Items 12

Introduction

In Kimble's Winter 20 Release, Kimble introduced a range of Invoicing Enhancements, in order to increase both flexibility and usability. In Winter 20:

- Bulk Invoice Generation is more flexible, with options to select the type of Invoices you generate, the date range, the Invoice Date and to Invoice by Engagement, Element or Purchase Order.
- Invoicing Multiple Elements requires fewer clicks as all Elements can be included in a tree structure on a single page of the Invoicing Wizard.
- You can specify which Purchase Orders are to be eroded on an Invoice using the Invoicing Wizard.
- Invoice Adjustments can be allocated to specific Purchase Orders.
- Invoice Rounding rules allow you to define how rounding is applied to your Invoice Line Items, and Tax Amount.
- Credit Notes may be raised against Negative Invoiceable Items, such as Discounts.
- Intercompany Accounting (Guide coming soon) supports scenarios where a project is delivered by one part of your business, using Resources or Products from another. The latter part of the business may then Invoice the former.

Essential Concepts

Credit Notes

Prior to Winter 20, Credit Notes could be used to revert Invoices, either in part or as a whole.

In Winter 20, Credit Notes may be used to credit negative invoiceable items, which have not previously been included on an Invoice.

Bulk Invoice Generation

In Kimble's Winter 20 Release, a number of options from the one-by-one manual Invoice Wizard are now available through the Generate Batch Invoices Wizard.

New options when Bulk Invoicing are:

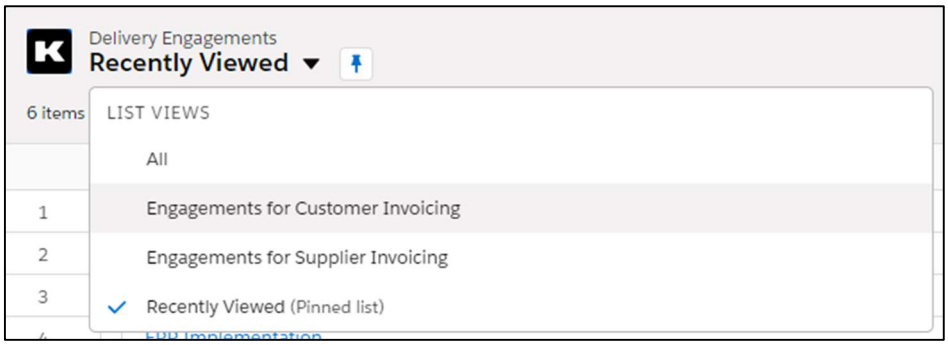
- The ability to select what type of Invoices you want to generate (expenses/services/both)
- Filter the Date Range for including Invoiceable Items
- Ability to set the Invoice Date (previously set to today's date).
- Generate Options so that Invoices are either:
    - Per Engagement
    - Per Element
    - Per Purchase Order

The ability to select between Expenses, Services or all Items, filter the date range for including Items, and set the Invoice Date all appear by default.

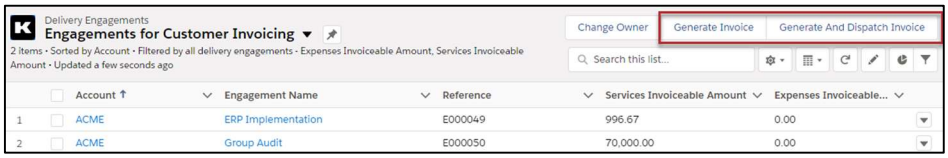
To use these new Bulk Invoice Generation Functions:

1. Navigate to **Delivery Engagements.**

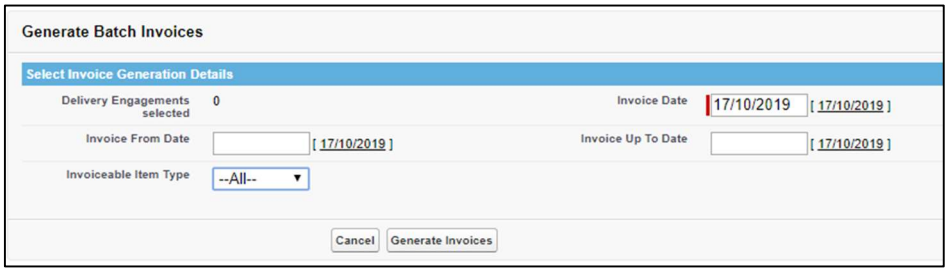
2. Select the **Engagements for Customer Invoicing** list view.



3. Click **Generate Invoice.**
   To Generate and Dispatch in one step, you may instead click **Generate and Dispatch Invoice**.



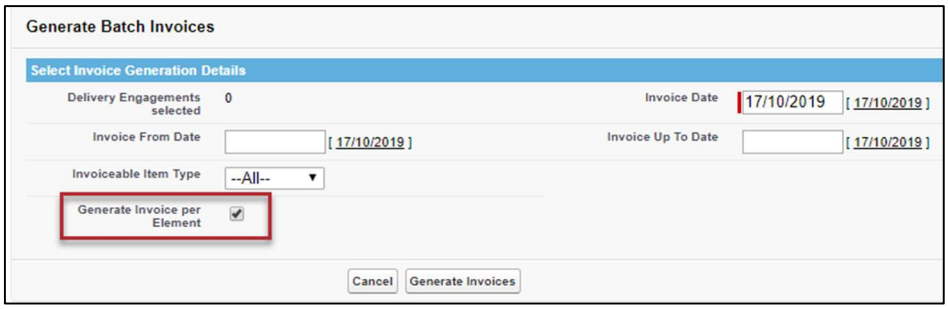
4. Select your:
   - Invoice Date
   - Invoice From and Up To Date range
   - Invoiceable Item Type
5. Click **Generate Invoices.**

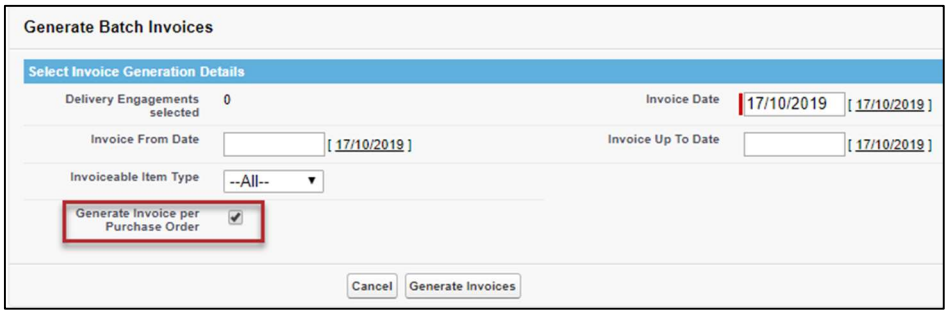


To set the Generate Options so that Invoices are either Per Engagement, Per Element or Per Purchase Order:

1. Navigate to Reference Data.
2. Click **Kimble Config.**
3. Set **Engagement Invoice Batch Generation Mode** to:
   - Separate Invoice Per Engagement
   - Separate Invoice per Element
   - Separate Invoice per Purchase Order

Where you have selected per Element, or per Purchase Order, a checked checkbox on the Batch Invoice screen gives you the option to revert to the default per Engagement.





Invoicing Multiple Elements

Prior to Winter 20, the Invoicing Wizard presented a page for each Delivery Element allowing you to select the items from that Element to be invoiced. When creating an Invoice for an Engagement that comprised many Elements, you needed to click through each page. In Winter 20, these Elements can be presented on a single page of the Wizard, reducing the clicks needed to proceed.

Note that all Elements to be included on the page must belong to the same Engagement, have the same Purchase Order Rule and use the same Product Domain.

The resulting Invoice is unchanged by this change in the wizard.

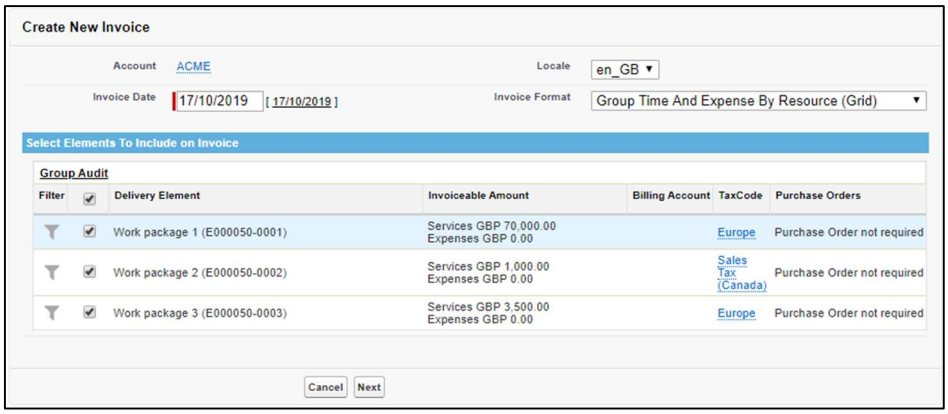
To enable the new Invoice Wizard:

1. Navigate to **Reference Data.**
2. Click **Kimble Config.**
3. Toggle on setting: **Group elements in invoicing wizard where possible. Elements must belong to same Engagement, have same PO rule and use same Product Domain**

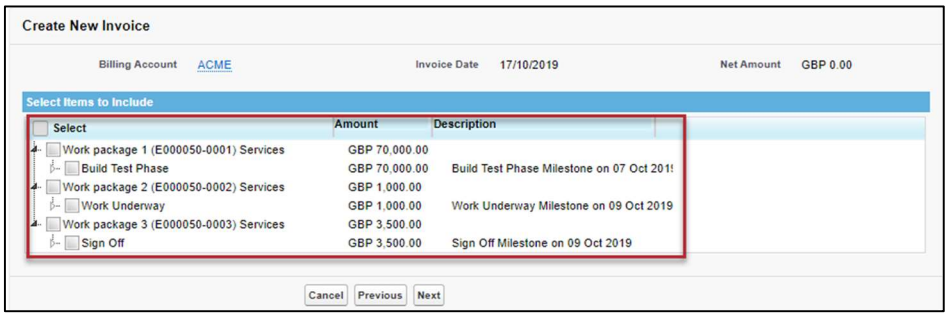
To use the new functionality:

1. Navigate to an Engagement with Invoiceable Items from multiple Elements with the same Purchase Order Rule and same Product Domain.
2. Click **Financial Management >> Invoices**

3. Click **New**
4. Select all Elements.



5. Click **Next**.
   All Items, from each Element are visible and available to select in the tree structure.



6. Select the relevant items.
7. Click **Next** and proceed through the Invoicing Wizard.

Purchase Order Selection

In Winter 20, Kimble can be configured to allow you to select which Purchase Order(s) will be eroded when Invoicing.

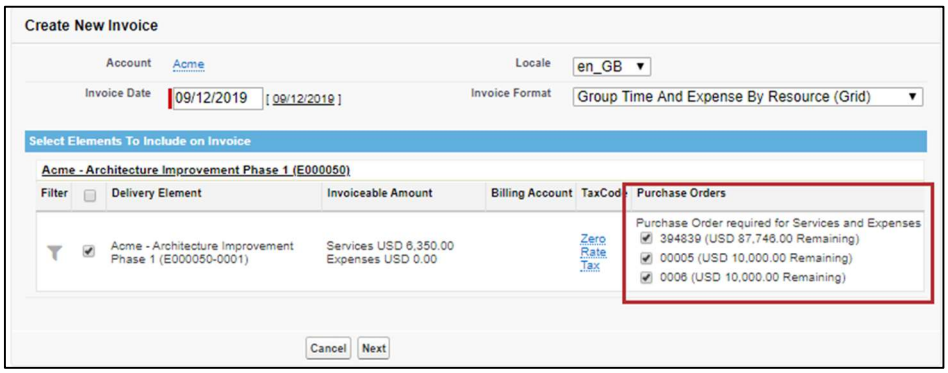
Prior to Winter 20, Purchase Orders were eroded in date order. Now, where your customer asks you to Invoice them on specific Purchase Orders, you can simply select in the wizard. Further, if you are requested to allocate specific Items against specific Purchase Orders, you can do so manually.

To enable Purchase Order selection in the Invoicing Wizard;

1. Navigate to **Reference Data.**
2. Click **Kimble Config.**
3. Toggle on setting: **Enable selection of Purchase Order in engagement invoicing wizard.**

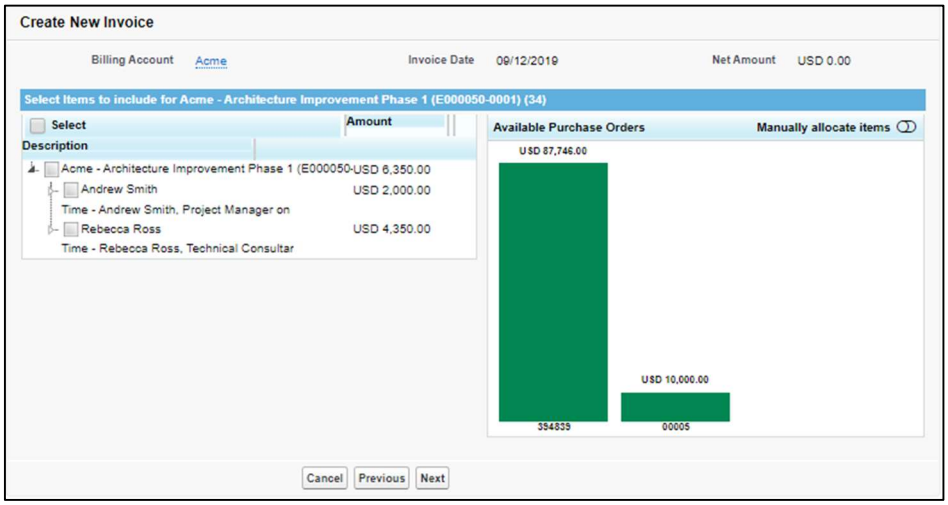
To select specific Purchase Orders, and then manually allocate individual items to specific Purchase Orders:

1. Navigate to an Engagement with Invoiceable Items and multiple allocated Purchase Orders.
2. Click **Financial Management >> Invoices**
3. Click **New**.
4. Select Elements to Include on the Invoice.
   A new column in the wizard displays the available Purchase Orders.



5. To erode specific Purchase Orders, uncheck the checkbox of any others.

6. Click **Next**.
   Only the selected Purchase Order(s) appear.

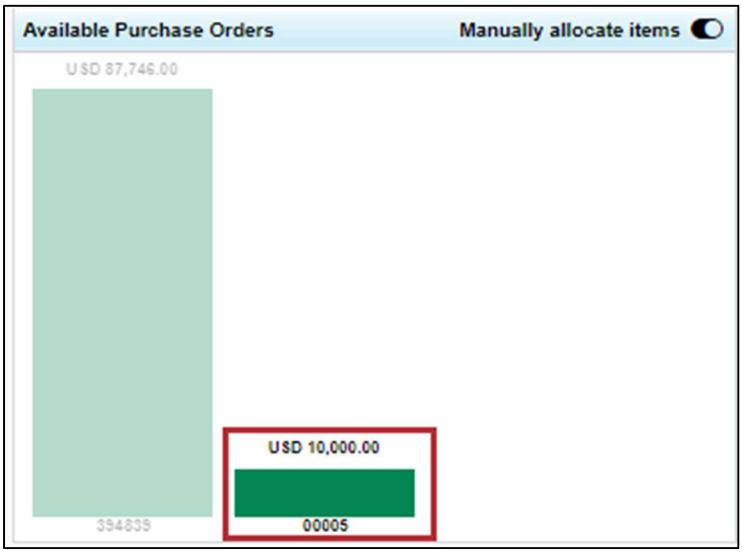


You may now select Items to include on the Invoice and Click Next to proceed through the Invoicing Wizard. In that case, the earliest dated of the selected Purchase Orders erodes as you select Items.

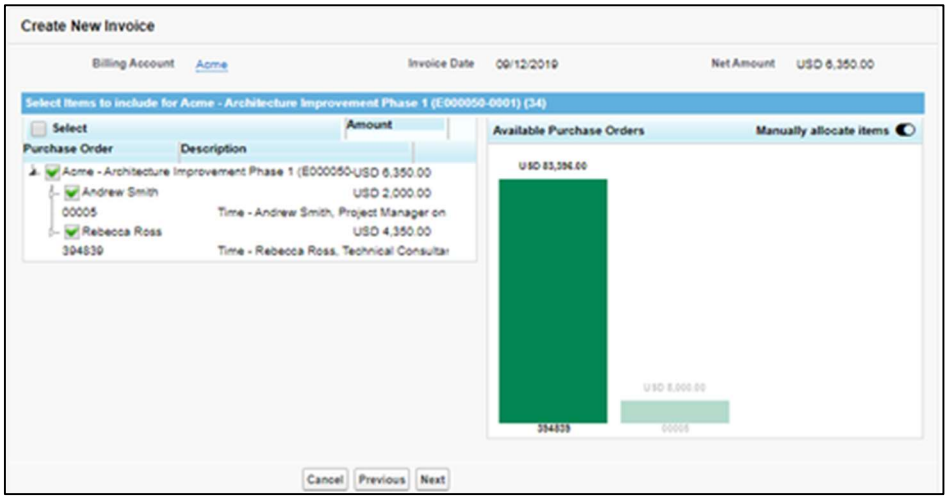
Alternatively, to manually allocate Items to a specific Purchase Order:

1. Toggle **Manually allocate items** On.

2. Click on the Purchase Order you wish to erode.
   The Purchase Order is highlighted in a darker green.



3. Select the Item(s) you wish to allocate to that Purchase Order.
   You may then click on another Purchase Order and select Items to allocate to that Purchase Order.



In this example, Andrew Smith's Time has been allocated to Purchase Order 00005. Rebecca Ross' Time has been allocated to Purchase Order 394839.

4. Click **Next** and proceed through the Invoicing Wizard.

Allocating Invoice Adjustments to Purchase Orders

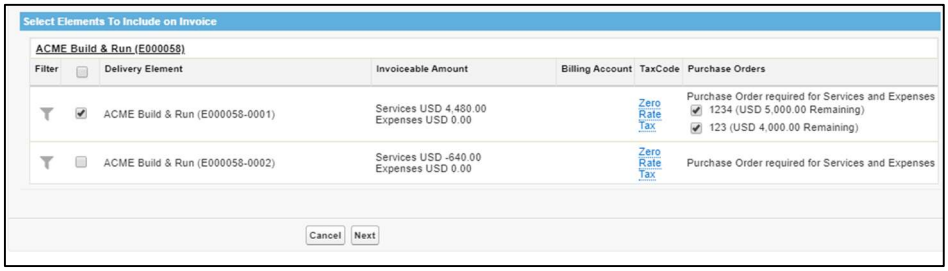
In Winter 20, Invoice Adjustments may now be allocated to a specific Purchase Order, where multiple Purchase Orders are included on an Invoice.

Use this to erode or credit the allocated amount against a specific Purchase Order.

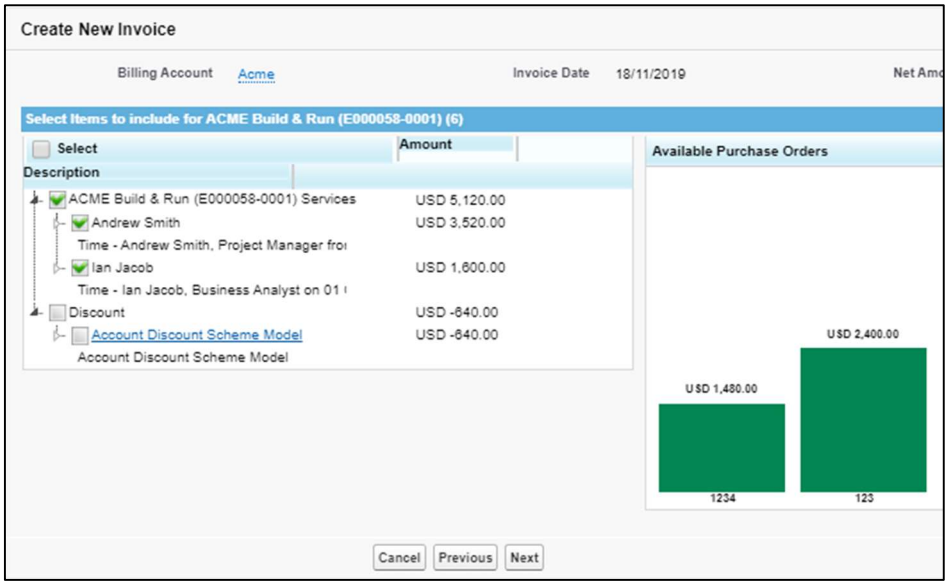
To select a specific Purchase Order when making an Invoice Adjustment, the Invoice Adjustment Reason Scope must be set to DeliveryElement. For assistance with Invoice Adjustment Reasons, please have your Kimble System Administrator contact Kimble.

To allocate an Invoice Adjustment to a specific Purchase Order:

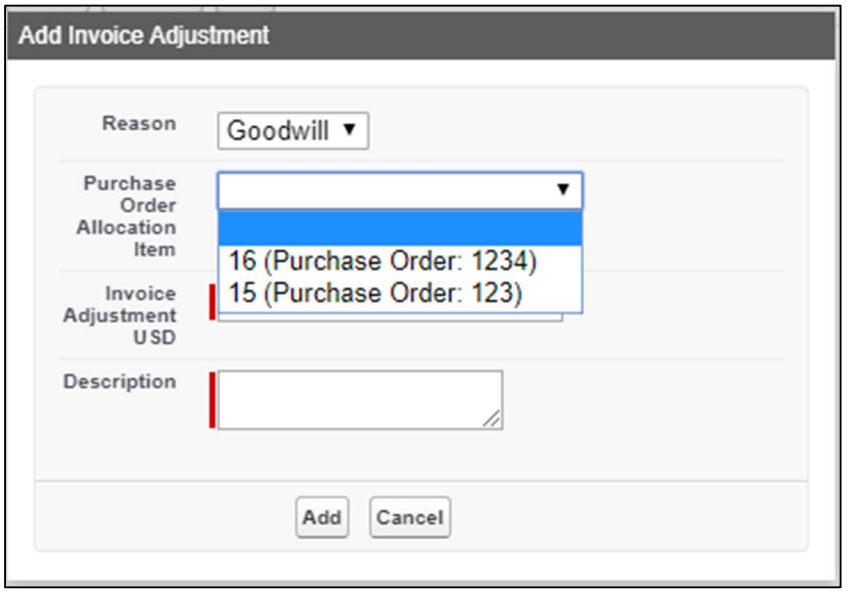
1. Navigate to an Engagement with Items to Invoice, and multiple Purchase Orders (see: Purchase Order Selection.
2. Click Financial Management >> Invoices.
3. Click **New**.
4. Select **Elements to Include on Invoice** and more than one Purchase Order.
5. Click **Next**.



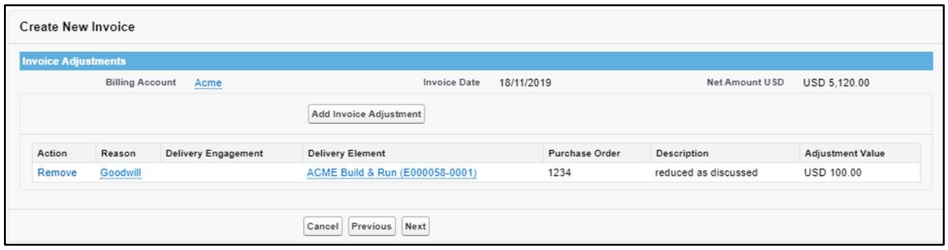
6. Select Items to include.



7. Click **Next**.
8. Click **Add Invoice Adjustment**.
9. Enter the Invoice Adjustment details:
    - Reason
    - Purchase Order Allocation Item
    - Invoice Adjustment amount
    - Description
10. Click **Add.**



The Invoice Adjustment, and the Purchase Order it is allocated against, are displayed.



11. Click **Next**.

Continue through the Invoicing Wizard.

Invoice Rounding

In Winter 20, a new configuration option provides you with additional flexibility around Invoice Rounding, where each Invoice Line Item may be calculated to more than 2 decimal places, but must be rounded to be displayed as a currency amount.

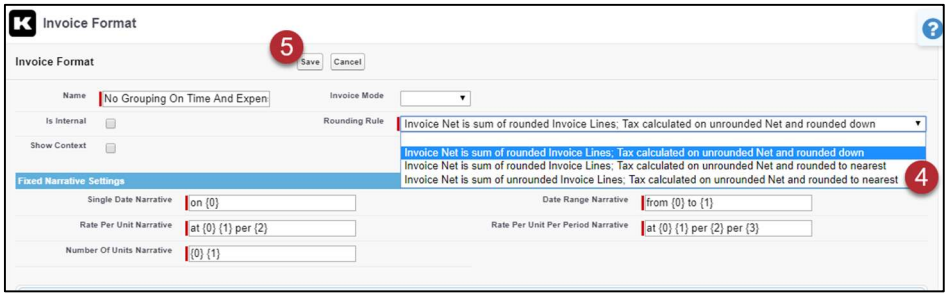
Previously, Invoice Lines were always treated as “for information only”, and the Invoice Net Total calculated as the sum of the Unrounded Amounts included on the Invoice Lines.

This meant that in some cases the Invoice Net Total could be different, potentially causing queries and delays in Invoice payments.

A new field (**Rounding Rule)** on Invoice Formats allows you to configure Kimble to instead Invoice the net total of the sum of the rounded Lines, and to set the tax calculation to always round down.

To set the Rounding Rule on an Invoice Format:

1. Navigate to **Invoice Formats.**
2. Click the name of the relevant Invoice Format.
3. Click **Edit**.
4. Select the relevant **Rounding Rule** in the dropdown:
   Invoice Net is sum of unrounded Invoice Lines; Tax calculated on unrounded net and rounded to nearest
   Invoice Net is sum of rounded Invoice Lines; Tax calculated on unrounded net and rounded to nearest
   Invoice Net is sum of rounded Invoice Lines; Tax calculated on unrounded net and rounded down.



5. Click **Save**.
   Future Invoices created using this Invoice Format will be rounded accordingly.

Credit Notes against negative Invoiceable Items

In Kimble's Winter 20 Release, new functionality supports the raising of Credit Notes against Negative Invoiceable Items, such as Discounts. Whereas previously Credit Notes could only be raised to back out items included on an Invoice, in Winter 20 you have the ability to create a Credit Note from scratch within an Engagement, selecting negative Invoiceable Items to include on it. Once Items are included on a Credit Note, they are no longer available (as negative Invoiceable Amounts) to invoice.

To enable Credit Notes to be raised against negative Invoiceable Items:

1. Navigate to **Reference Data**.
2. Click **Kimble Config**.
3. Toggle on setting: **Enable Adhoc Credit Notes from Engagement Invoicing**.

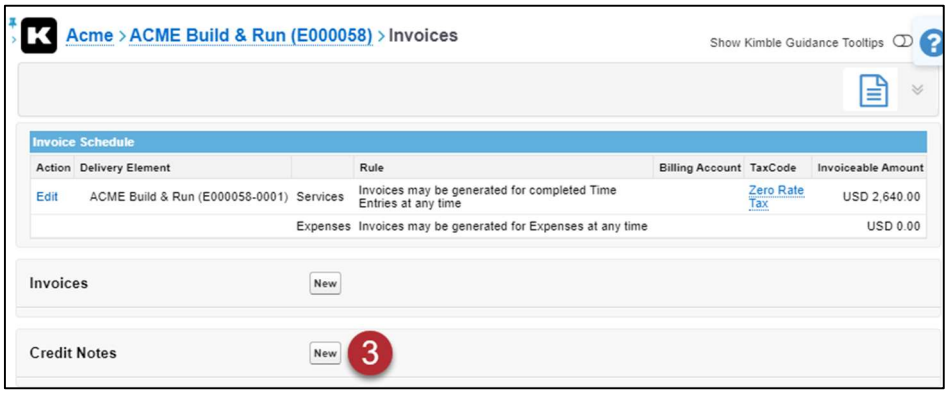
Purchase Order Rules apply when raising Credit Notes against negative Invoiceable Items.

New Permission Sets further define who can raise Credit Notes against negative invoiceable items:

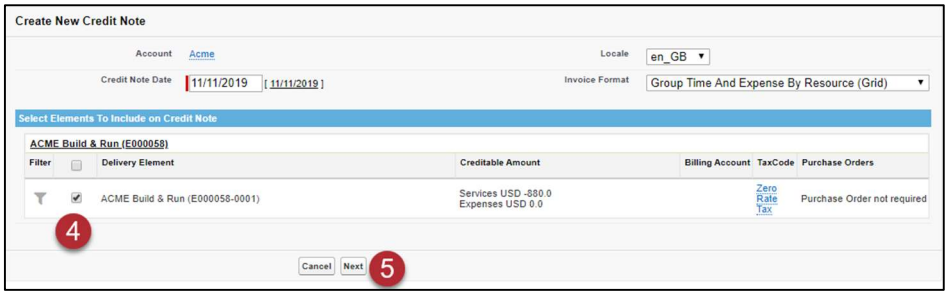
- Permission01 (EditAllNegativeInvoice temp)
- Permission02 (EditAllInternalInvoice temp)

To create a Credit Note as Negative Invoice:

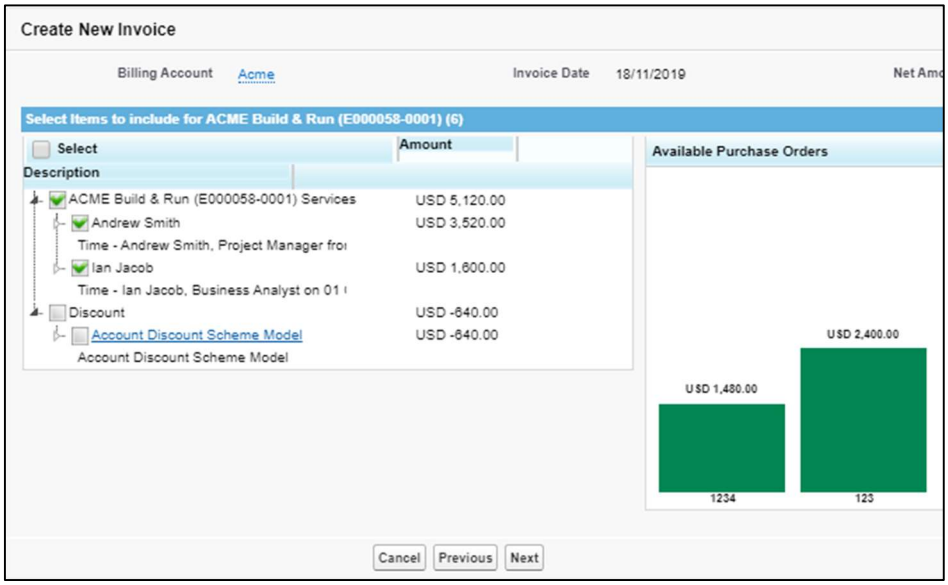
1. Navigate to an Engagement with negative Invoiceable Items.
2. Click **Financial Management** >> **Invoices**.
3. Click **New** next to Credit Notes.



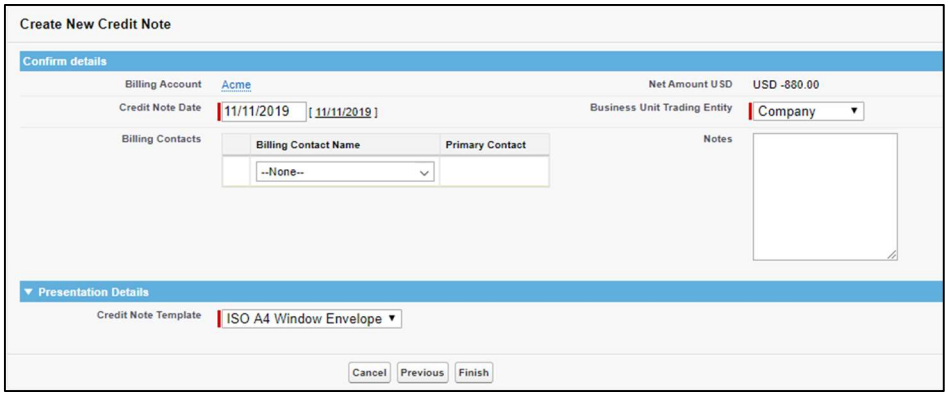
4. Select one or more Delivery Elements with negative Invoiceble Items.



5. Click **Next**.
6. Select Items to Include.

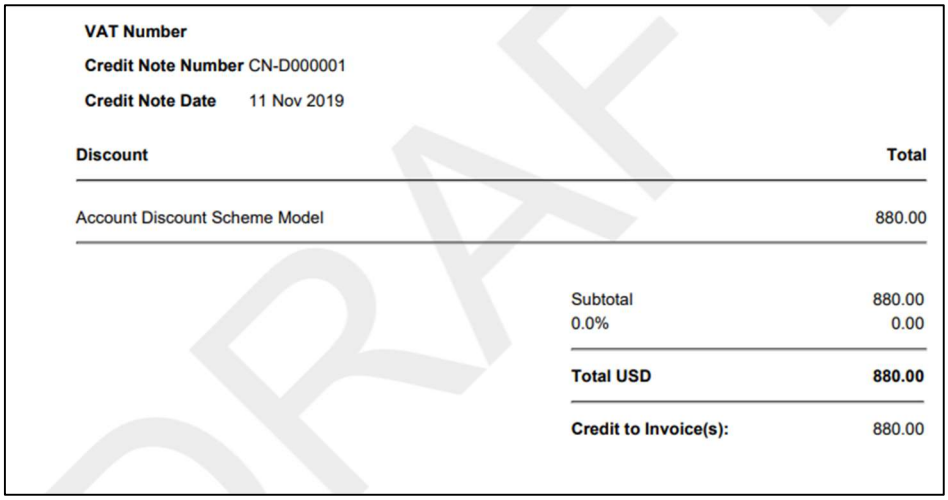


7. Click **Next.**
8. Make any changes to Credit Note Details.



9. Click **Finish.**

A draft Credit Note is generated for the selected negative Invoiceable Items.



VAT Number

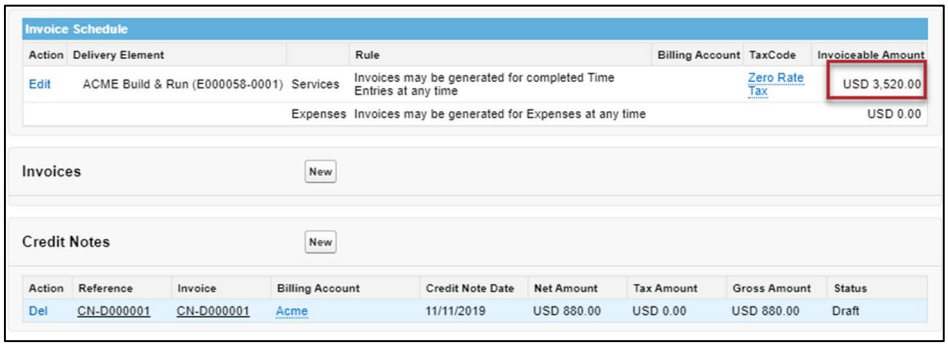
Credit Note Number CN-D000001

Credit Note Date 11 Nov 2019

Discount	**Total**
Account Discount Scheme Model	880.00

Subtotal	880.00
0.0%	0.00
Total USD	**880.00**
Credit to Invoice(s):	880.00

The negative Invoiceable Items are no longer available to Invoice, which increases the overall Invoiceable Amount on the relevant Element(s).



Invoice Schedule

Action	Delivery Element		Rule	Billing Account	TaxCode	Invoiceable Amount
Edit	ACME Build & Run (E000058-0001)	Services	Invoices may be generated for completed Time Entries at any time		Zero Rate Tax	USD 3,520.00
		Expenses	Invoices may be generated for Expenses at any time			USD 0.00

Invoices New

Credit Notes New

Action	Reference	Invoice	Billing Account	Credit Note Date	Net Amount	Tax Amount	Gross Amount	Status
Del	CN-D000001	CN-D000001	Acme	11/11/2019	USD 880.00	USD 0.00	USD 880.00	Draft