TOTAL2 EIS Module Operation Instructions

Contents

Sum-It Computer Systems Ltd., Samuel House, Chinnor Road, Thame, Oxon OX9 3NU

☏ 01844 213003 ✉ info@sum-it.co.uk 💻 www.sum-it.co.uk

Introduction

The Electronic Invoice Storage Module has been designed as an addition to TOTAL2 Accounts to import electronic PDF invoices to store them alongside TOTAL2 invoices. Minimising the need to keep paper work to hand and making invoice copies quick and easy to find by storing them alongside the TOTAL2 data entry.

HMRC Compliance

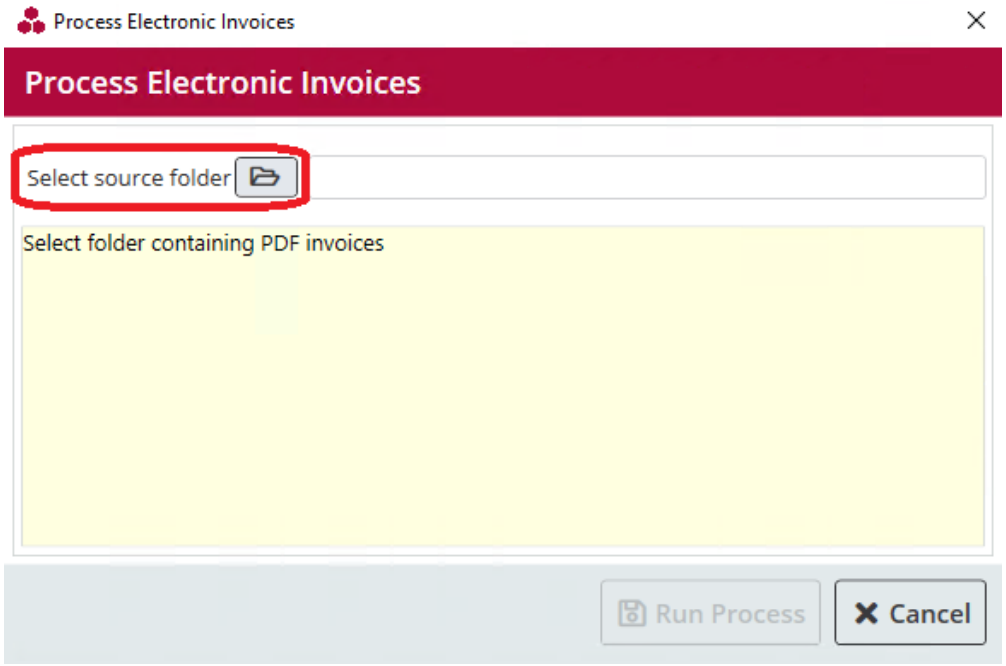
HMRC are happy for businesses to store invoices electronically as long as they are able to ensure 'authenticity, integrity and legibility of your invoice data both during and after application processing'. See the link below (paragraph 4.9, section 5 and paragraph 7.1) for more details as to what this means for your business. As with physical invoices, HMRC still expect you to keep the electronic copies for a minimum of 6 years, so making your own back-up of invoice copies is important.

https://www.gov.uk/guidance/electronic-invoicing-notice-70063

Processing electronic invoices in TOTAL2

Saving electronic invoices to the Desktop

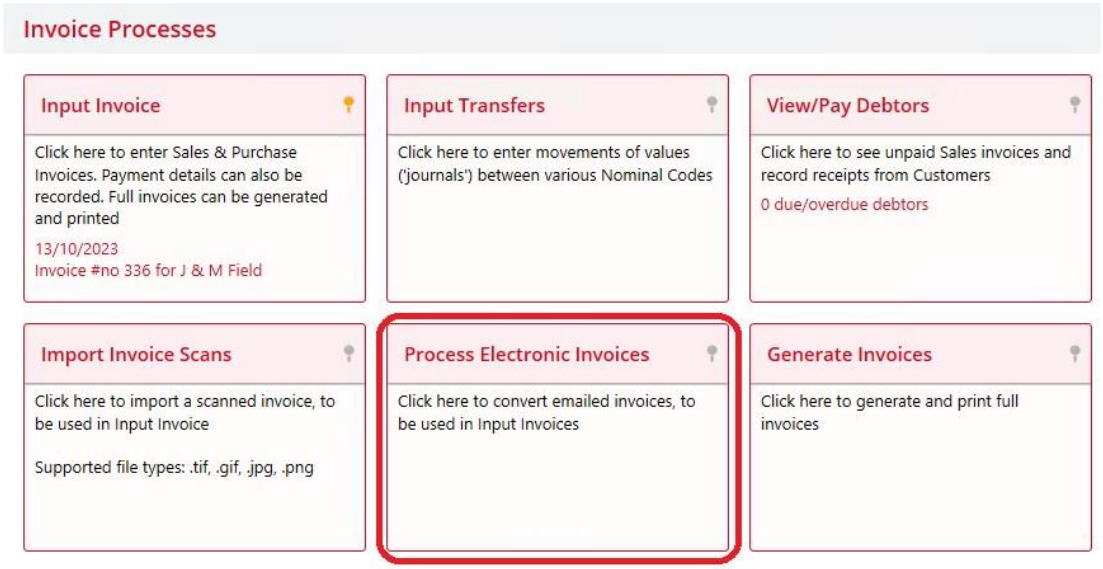
- All electronic (PDF) invoices to be imported into TOTAL2 need to be saved to a designated folder on the desktop, which will be identified in TOTAL2 as the source.
    - This folder can be set and changed under **Invoice Processes**, **Process Electronic Invoices** and selecting the source folder using the icon



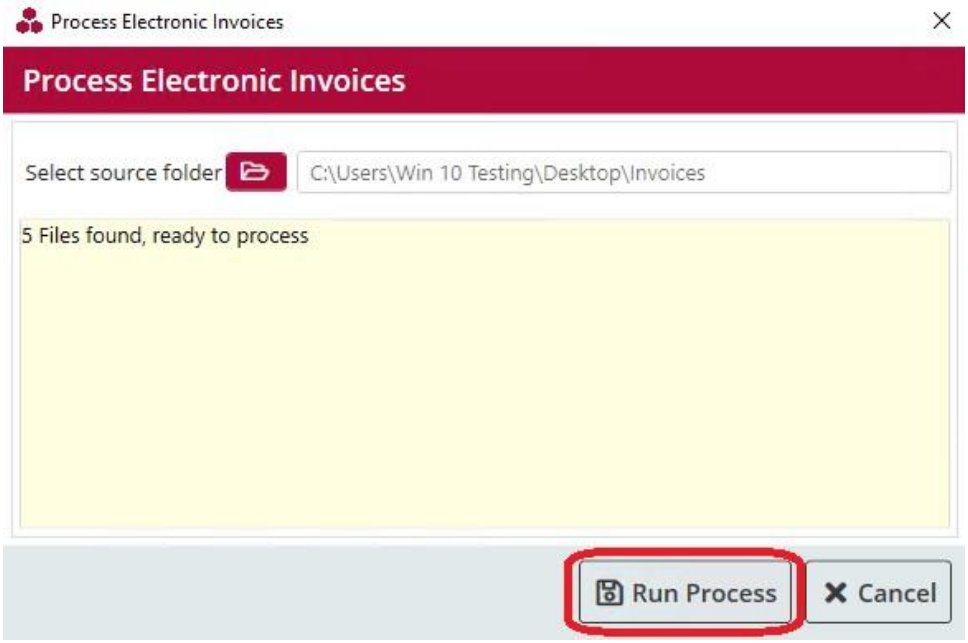
- Invoices can be saved to the folder under any name, but it may be useful to rename these by supplier and date to make TOTAL2 data entry more efficient.

Importing electronic invoices to TOTAL2

- Under **Invoice Processes,** select **Process Electronic Invoices**

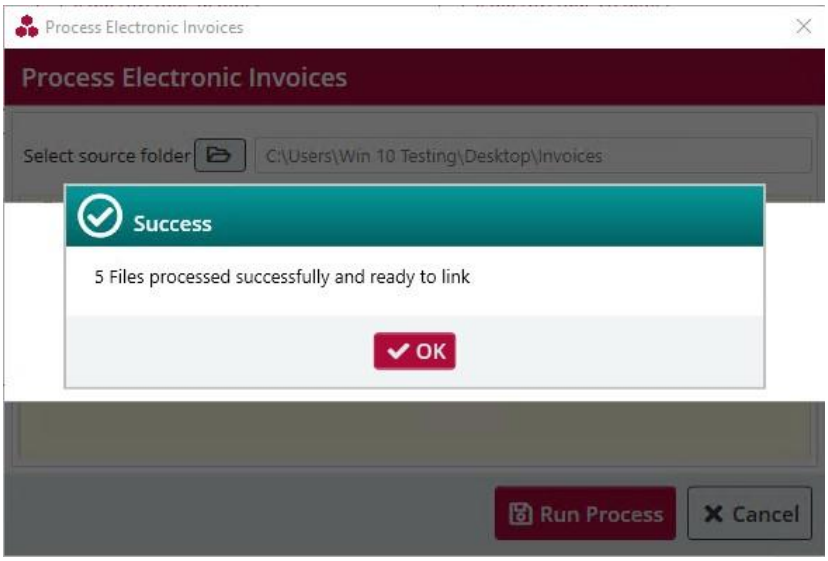


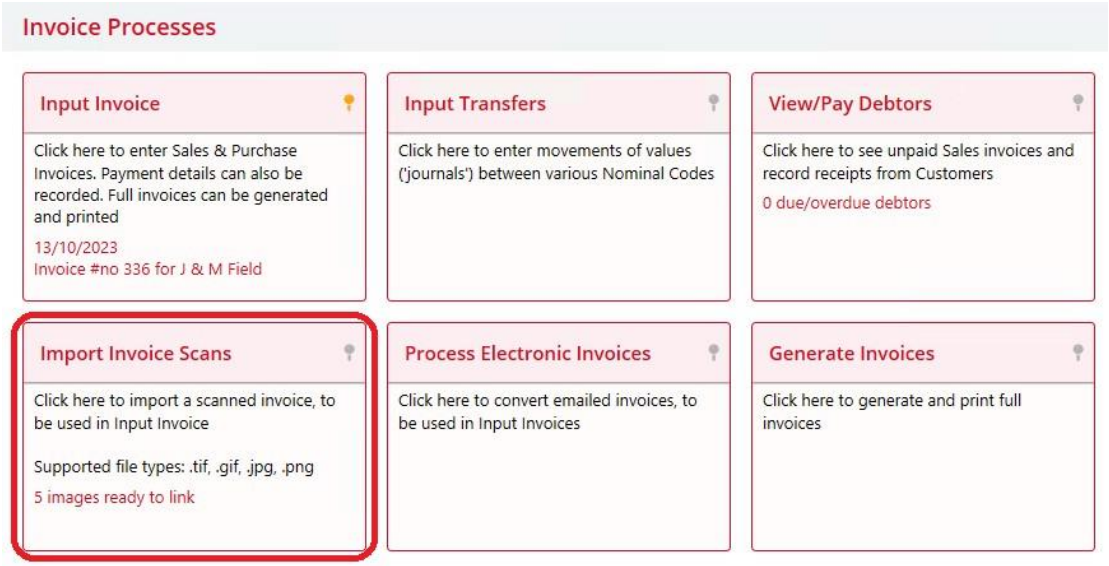
- The Process Electronic Invoices window will open and the designated source folder will automatically be selected.
- Click **Run Process**:



- This will convert files from the source folder and import them to TOTAL2, ready to be linked to the TOTAL2 data entry.

- Additionally, this will move the files from the source folder on the desktop to a TOTAL2 folder so that the invoices are not duplicated should the user not remove them manually before the next batch of electronic invoice imports.
- After successfully processing, the number of images ready to link will appear on the **Import Invoice Scans** panel

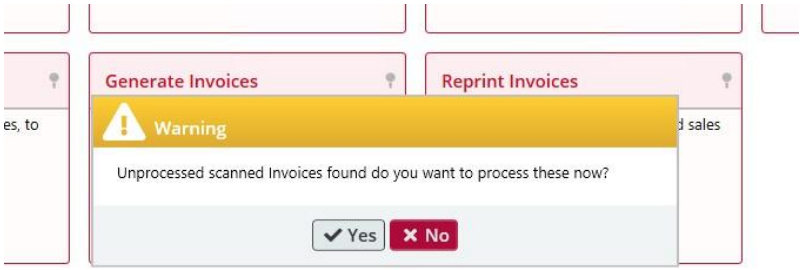




Linking scanned invoices to TOTAL2 data entry

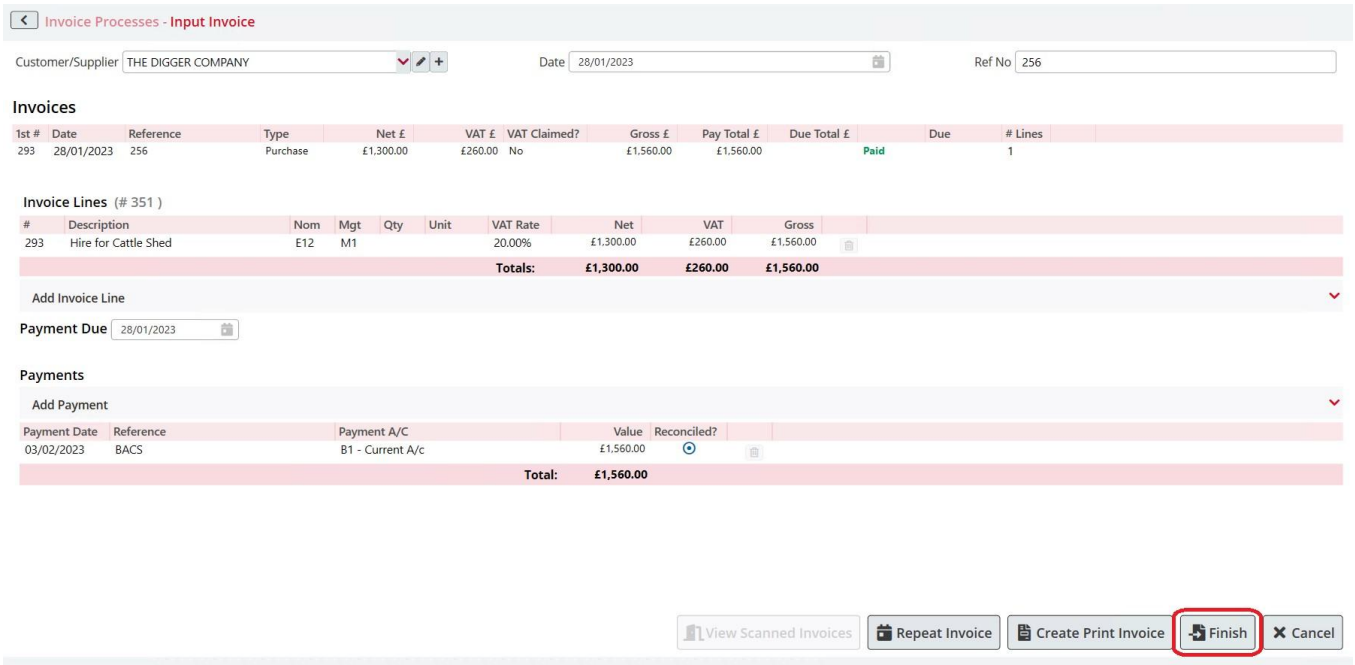
Two monitors are recommended but are **not** essential.

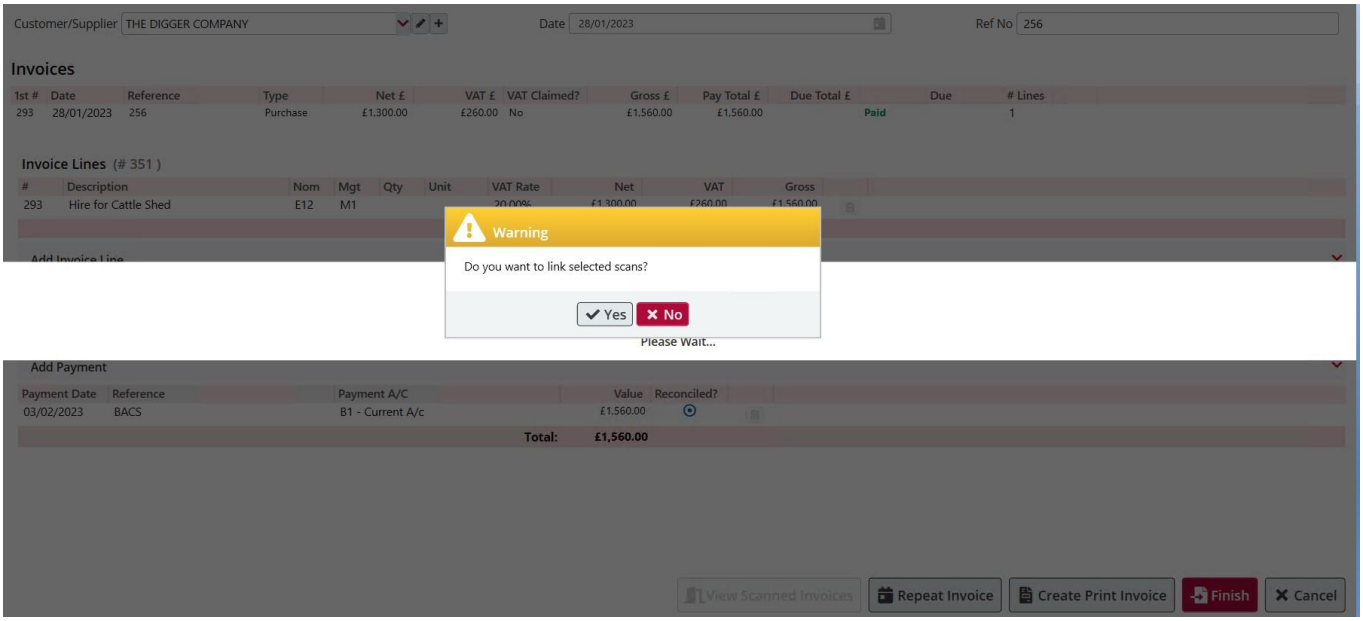
- Go to **Input Invoice**, a screen will pop up asking to process scanned invoices.



- Click **Yes** and the **Scanned Invoices** window will open showing all invoice scans ready to link. The user can refer to this window for details, rather than keeping physical invoices to hand.
- The invoice can then be entered as normal. Select the scan(s) you wish to link by putting a tick in the **Linked** box on the left hand side of **Scanned Invoices**.

- When all invoice details have been entered, click **Finish**. TOTAL2 will ask whether the selected scans should be linked to the TOTAL2 data entry, select **Yes**. This removes the invoice scan from the list to still be linked.


Invoice Processes - Input Invoice
Customer/Supplier THE DIGGER COMPANY
Date 28/01/2023
Ref No 256
Invoices
1st # Date Reference Type Net £ VAT £ VAT Claimed? Gross £ Pay Total £ Due Total £ Due # Lines
293 28/01/2023 256 Purchase £1,300.00 £260.00 No £1,560.00 £1,560.00 Paid 1
Invoice Lines (# 351)
Description Nom Mgt Qty Unit VAT Rate Net VAT Gross
293 Hire for Cattle Shed E12 M1 20.00% £1,300.00 £260.00 £1,560.00
Totals: £1,300.00 £260.00 £1,560.00
Add Invoice Line
Payment Due 28/01/2023
Payments
Add Payment
Payment Date Reference Payment A/C Value Reconciled?
03/02/2023 BACS B1 - Current A/c £1,560.00
Total: £1,560.00
View Scanned Invoices
Repeat Invoice
Create Print Invoice
Finish
Cancel


Customer/Supplier THE DIGGER COMPANY
Date 28/01/2023
Ref No 256
Invoices
Invoice Lines (# 351)
Warning
Do you want to link selected scans?
Yes
No
Please Wait...
Add Payment
Payment Date Reference Payment A/C Value Reconciled?
03/02/2023 BACS B1 - Current A/c £1,560.00
Total: £1,560.00
View Scanned Invoices
Repeat Invoice
Create Print Invoice
Finish
Cancel

Navigating through the scanned invoices list

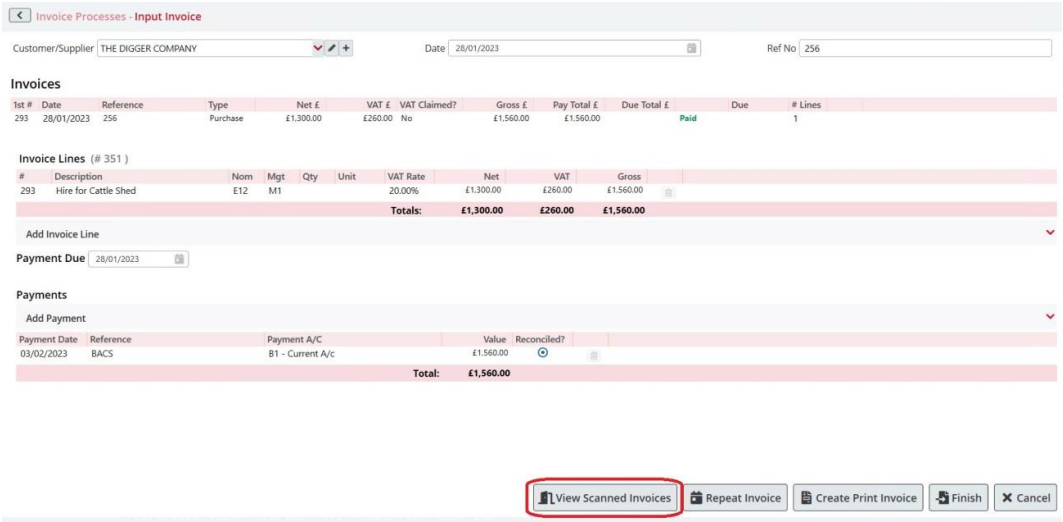
The buttons along the bottom of the invoice screen allow the user to interact the list of invoices:

DELETE: removes the current invoice from the list. It will not appear in the list unless re-imported manually (TOTAL2 saves a copy of the deleted files, so the actual invoice is still not needed for re-importing, even if the copy was deleted by accident).

DONE: closes the 'Scanned Invoices' window but keeps the Input Invoice window open. Any unprocessed images will be retained to link later.

Viewing scanned invoices alongside TOTAL2 invoice

- Once invoice scans have been linked to a TOTAL2 data entry, they can be viewed by searching for the invoice they correspond to. E.g. by searching via **Input Invoice** or **View Reports**, **Audit Trail (By Nominal)** for the entry and clicking **View Scanned Invoices**:



- This will open the **Scanned Invoices** window. From here the scan can be unlinked by unticking the **Linked** box on the left hand side and hitting **Done**.

Please call the Support Helpline on 01844 213003
if you have any issues getting going with the Electronic Invoice Storage Module.

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