



## **Finance Transformer**

### **Order to Cash**

#### **Automated Email Issue of Sales Invoices**

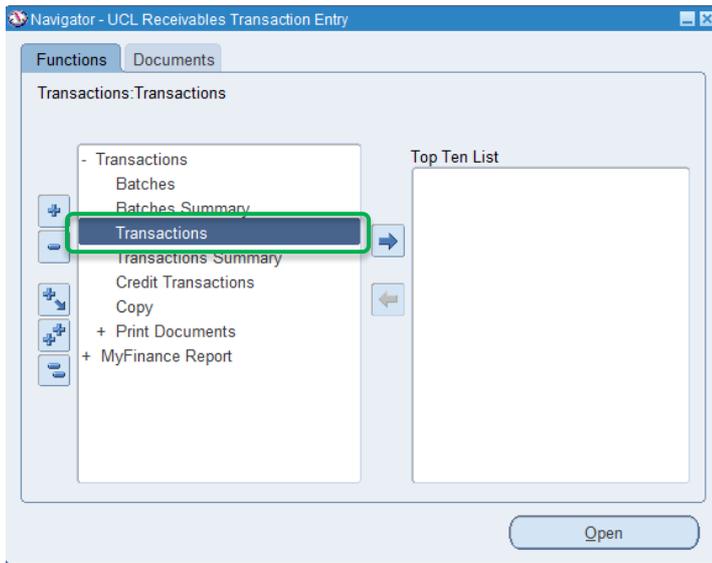
## Introduction

From 29 April, new functionality has been introduced to MyFinance that enables a sales invoice to be automatically emailed to the relevant customer following financial approval. Staff with the appropriate Accounts Receivable (AR) system responsibility will be able to attach an email address of their choice on the sales invoice itself, replacing the previous multi-step process required to issue and reducing the administration attached to 20,000 sales invoices per annum.

This guide explains how to use this new functionality. It assumes you have the UCL Receivables Transaction Entry responsibility within MyFinance (if you do not have this responsibility, please liaise with your Departmental Administrator who can request you are given access if appropriate).

## Automated Email Issue of Sales Invoices

1. Go to your UCL Receivables Transaction Entry responsibility in MyFinance and select **Transactions**.



2. Enter the details of the sales invoice using the standard process.

The screenshot shows the 'Transactions (UCL - GBP)' form. The 'Transaction' section is filled with the following details:

- Source: Sales Invoice- Auto Num(SINV)
- Date: 31-MAR-2020
- Number: [Empty]
- GL Date: 31-MAR-2020
- Class: Invoice
- Currency: GBP
- Type: Sales Invoice
- Document Num: [Empty]
- Reference: [Empty]
- Transaction: [Empty]
- Legal Entity: University College London
- Complete:

The 'Balance Due' section is empty. The 'Main' tab is selected, showing the following details:

- Ship To: PUBLIC HEALTH ENGLAND, GEN002915, MANOR FARM ROAD, PHE ACCOUNTS PAYABLE TEAM, FINANCIAL ACCOUNTING SERVICES, PHE PORTON DOWN, MANOR FARM F
- Bill To: PUBLIC HEALTH ENGLAND, GEN002915, MANOR FARM ROAD, PHE ACCOUNTS PAYABLE TEAM, FINANCIAL ACCOUNTING SERVICES, PHE PORTON DOWN, MANOR FARM F, Payables, Accounts
- Sold To: PUBLIC HEALTH ENGLAND, GEN002915, MANOR FARM ROAD
- Paying Customer: PUBLIC HEALTH ENGLAND, GEN002915, MANOR FARM ROAD
- Payment Term: 30 NET
- Invoicing Rule: [Empty]
- Due Date: 30-APR-2020
- Payment Details: Receipt Method, Payment Method, Instrument Number

Buttons at the bottom include: Line Items, Tax, Freight, Distributions, Sales Credits.

3. Click on the **Transaction Details** box and the **Customer Email Address** is displayed. Enter the customer email address, **this is a mandatory field**. There is no auto-population of email addresses from the customer record, on the basis that points of contact are more likely to differ from transaction to transaction. Email addresses added to this field are sales invoice specific and are not retained in the system against the customer record.

4. More than one address can be entered separated by a comma (there is a 150 character limit). For example, the person raising the sales invoice may wish to receive a PDF of the invoice as well as sending to the customer. **Please ensure an external customer email address is included.**

5. Please continue to process the sales invoice using the standard process. Following approval an overnight programme will send a PDF of the sales invoice to the customer and all email addresses included. Therefore, **the customer will not receive the invoice until the day after approval.**