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## PROCESS OVERVIEW

### Purpose

Use this procedure to display a list of invoices. Vendors use the report to access details regarding invoices associated with Purchase Orders (POs), Materials, Advance Shipment Notifications (ASNs), and Goods Receipts (GRs) as well as approval dates.

### Process Trigger

Perform this procedure when users need to display or analyze multiple invoices.

### Prerequisites

- Invoices must exist in WBSCM.

### Portal Path

Follow the Portal path below to complete this transaction:

- Select **Reports** tab → **Supplier Mgt** tab → **List of Invoices** link to go to the *List of Invoices* screen.

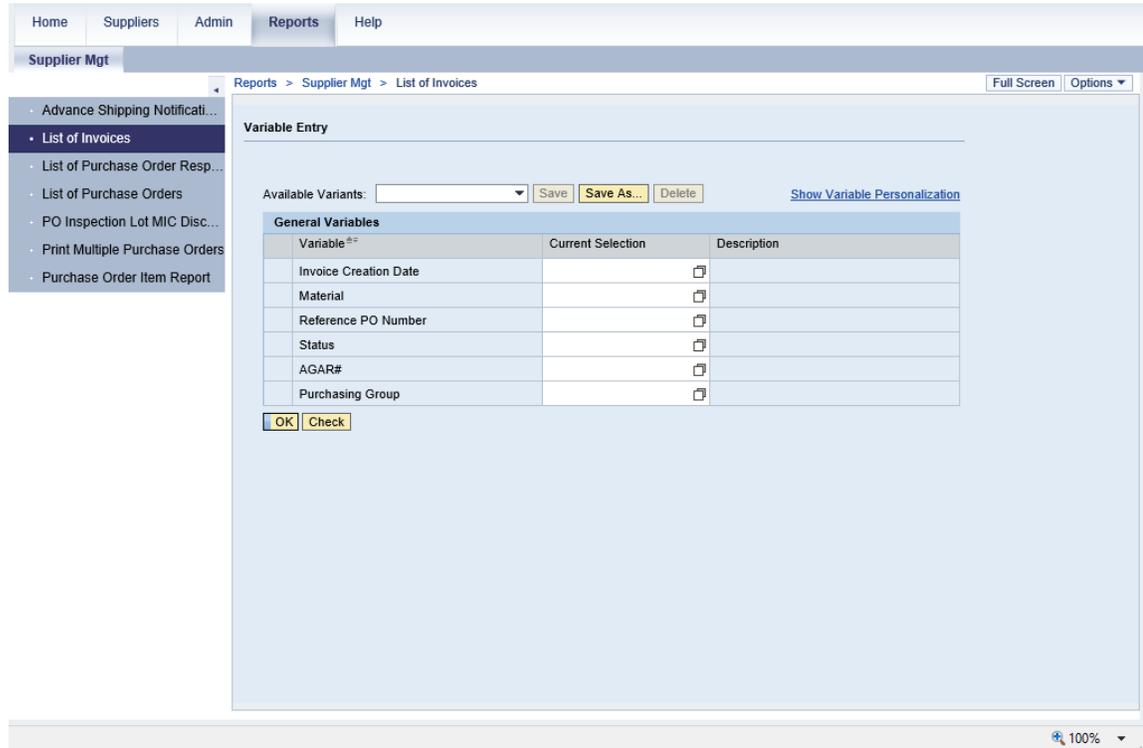
### Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

## PROCEDURE

1. Start the transaction using the Portal path: **Reports** tab → **Supplier Mgt** tab → **List of Invoices** link.

### List of Invoices Screen



Home Suppliers Admin Reports Help

Supplier Mgt

Reports > Supplier Mgt > List of Invoices

Full Screen Options

Variable Entry

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

Variable <sup>ab</sup>	Current Selection	Description
Invoice Creation Date		
Material		
Reference PO Number		
Status		
AGAR#		
Purchasing Group		

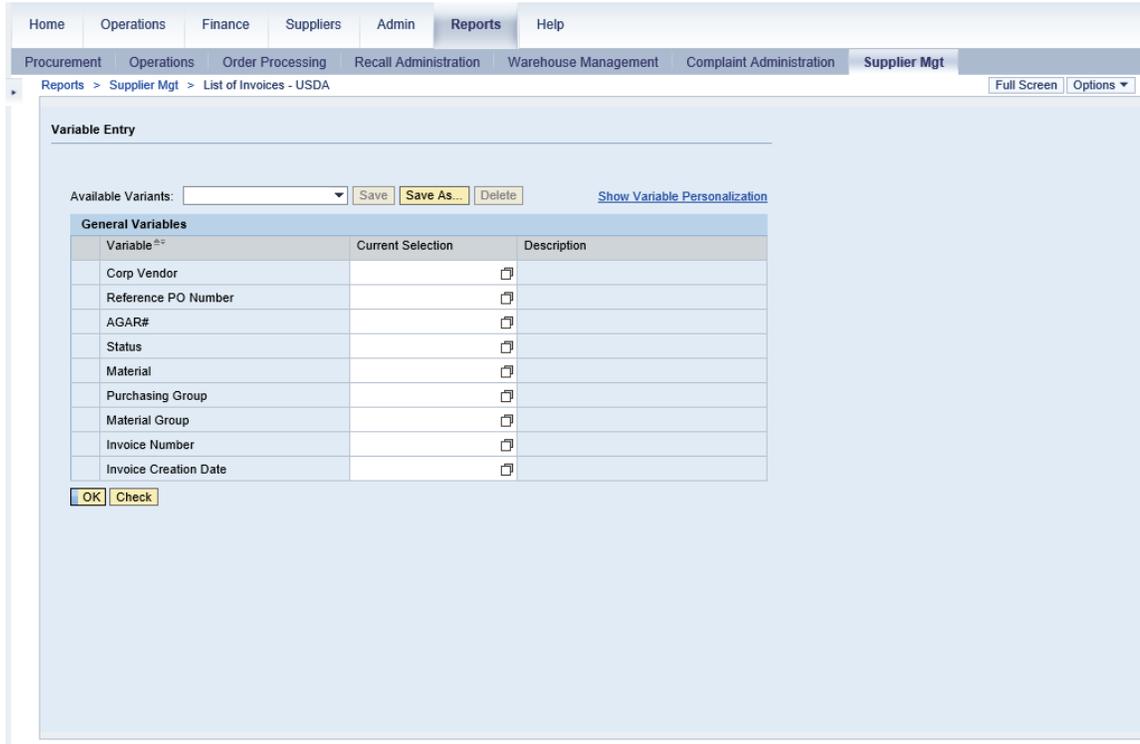
OK Check

2. Click  (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.
3. Select from the following options in the report search criteria screens:
  - To select from a pre-determined list of values in any search criteria field, click  (the **Matchcode** button) beside the field and select one entry or multiple entries.
  - To save a combination of criteria selections as an available variant, click  (the **Save As** button) and name the variant.
  - To delete a variant, click  (the **Delete** button).
  - To validate the criteria selections, click  (the **Check** button).
  - To enter a value in a criteria field, continue to the next step.
  - To select predefined criteria, click **Available Variants:**  (the **Available Variants** drop-down) and select the variant.



(Note) The following table defines all search criteria fields in the *List of Invoices* screen.

### List of Invoices Screen



4. As required, complete/review the following fields:

Field	R/O/C	Description
Invoice Creation Date	O	Date the invoice was received by USDA from the vendor.
Material	O	Substance or commodity that is procured or ordered. A material can also be a service or a number identifying a material master record. Material is also called a Product ID.   (Note) Material is identified by a unique six-digit number.
Reference PO Number	O	Unique number identifying the Purchase Order (PO).  <b>Example:</b> 4100009355   (Note) Each invoice is derived from a PO.

Field	R/O/C	Description
Status	O	Status of the document.   (Note) Invoices statuses include: <ul style="list-style-type: none"> <li>• SCBE - Accepted by Customer</li> <li>• SCRP - Rejected by Customer</li> <li>• SCZA - Payment Made</li> <li>• SIIV - Document Sent</li> <li>• SPCA - Cancelled by USDA</li> <li>• SPRK - In Process</li> <li>• ZVCI - Cancelled by Vendor</li> </ul>
AGAR#	O	Agricultural Acquisition Number. A system-generated number related to the Purchase Order (PO) number.  <b>Example:</b> 12-3J14-18-D-0144
Purchasing Group	O	Buyer or group of buyers responsible for purchasing activities. Also signifies a group of specialists who purchase similar items.

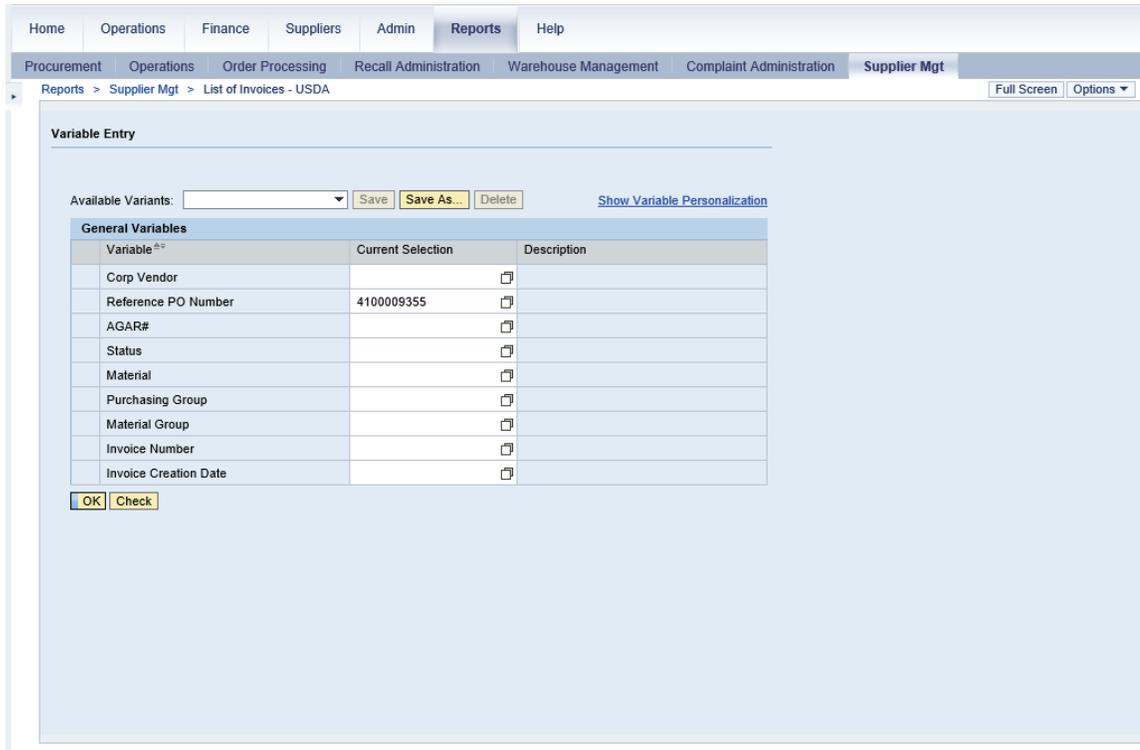


(Note) All selection criteria are optional; users can execute the report without entering any selection criteria. To narrow search results, enter multiple search criteria such as **Status**, **Material**, or **Invoice Creation Date**.



(Note) This document reviews executing the report for a single PO number.

### List of Invoices Screen



Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

Variable #	Current Selection	Description
Corp Vendor		
Reference PO Number	4100009355	
AGAR#		
Status		
Material		
Purchasing Group		
Material Group		
Invoice Number		
Invoice Creation Date		

OK Check

5. Click  (the **OK** button) to execute the report.



(Note) The report may take a few minutes to populate results.



(Note) The *List of Invoices* report consists of report fields located in *Columns*, *Rows*, and *Free characteristics* sections in the left pane. The standard report layout displays predefined data fields and totals; other fields can be added as appropriate.

The columns that are currently visible in the standard report layout are listed in the left pane under *Rows* section and consist of data fields that are used to describe invoice-related details such as invoice and PO numbers, dates, and specific partner details. Other data fields the user can add to the report are located under the *Free characteristics* section.

Key figures are predefined values made up of calculated or stored data that are associated with the record such as discounts, premiums or surcharges, adjustments, or totals. Additional key figure fields can be added using the **Key Figures** option listed under the *Columns* section.



(Note) The following table includes all standard columns that display in the report. Values displayed in this document illustrate the results for a **Domestic vendor**. The report displays different values depending on Domestic or International invoices being displayed. If a column contains a # (hashtag/pound symbol), it means there is no data.

List of Invoices Screen

6. As required, complete/review the following fields:

Field	R/O/C	Description
Invoice Number	O	<p>Unique number assigned to an invoice when it is created.</p> <p><b>Example:</b> 7100101765</p> <p> (Note) Invoice number actually received.</p>
AGAR#	O	<p>Agricultural Acquisition Number. A system-generated number related to the Purchase Order (PO) number.</p> <p><b>Example:</b> 12-3J14-18-D-0227</p>
Invoice Item Number	O	<p>If there are multiple line items on the invoice, this field indicates which line item is being referenced.</p> <p><b>Example:</b> 10</p>

Field	R/O/C	Description
External Item Number	O	PO item number for which the invoice was created.  <b>Example:</b> 1
Material	O	Substance or commodity that is procured or ordered. A material can also be a service or a number identifying a material master record. Material is also called a Product ID.  <b>Example:</b> 100449   (Note) Material is identified by a unique six-digit number.
Material Description	O	Text that describes the material in more detail.  <b>Example:</b> CEREAL CORN FLKS 1080 PKG-12/18 OZ
Reference PO Number	O	Unique number identifying the Purchase Order (PO).  <b>Example:</b> 4100007167   (Note) Each invoice is derived from a PO.
PO Item Number	O	Numeric item on the purchase order.  <b>Example:</b> 1   (Note) If the PO has multiple line items, use this field to identify which line item is being referenced.
Gross Amount	O	Total amount.  <b>Example:</b> 291,600.00   (Note) Represents the total amount of the invoice before any discounts or premiums have been applied.



Work Instruction  
Display List of Invoices (External)

Field	R/O/C	Description
LIQ Discount	O	Liquidated damages discount applied to the invoice for shipping/delivery delays.  <b>Example:</b> 0.00
QM Discount	O	Quality Management discount applied to the invoice for quality parameters not met on applicable products.  <b>Example:</b> -58.32
Additional Discount	O	Any additional discount amount applied to the invoice.  <b>Example:</b> 0.00
Additional Premium	O	Amount provided for exceeding expected parameter values.  <b>Example:</b> 0.00
Net Amount	O	Total amount of the invoice after discounts and premiums have been applied.  <b>Example:</b> 291,541.68   (Note) Amount due to the vendor.
Subsequent Adjustments	O	Additional premium or discount applied.  <b>Example:</b> 0.00   (Note) Adjustments made through subsequent debits for a transaction that has already been invoiced.
Invoiced Quantity	O	Quantity of material that has been invoiced.  <b>Example:</b> 14,580

Field	R/O/C	Description
Lot Quantity	O	<p>A quantity that is received to stock or produced in one production run, and that has the same production costs and specifications.</p> <p><b>Example:</b> 0</p>  (Note) For invoices the lot quantity is the material processed from a specific Inspection Lot which has been invoiced.

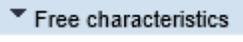
 (Note) Navigate to additional data fields using  (the **right arrow**) or  (the **left arrow**) in the horizontal scrollbar.

Additionally, use  Page  of 19  (the **up/down arrow**) in the bottom left corner of the report to view additional pages of records, or use  Page  of 3  (the **left/right arrow**) to view additional pages of columns.

7. Perform any of the following:

If	Then
The user needs to add or remove data fields	Go to Step 8 .
The user needs to add additional data value (key figure) fields	Go to Step 11 .
The user needs to save a report view, open a report view, display query information, or display the report in Excel	Go to Step 18 .
The user completed all updates	Go to Step 19 .

8. Perform any of the following:

If	Then
The user needs to add a new data field to the report from the <i>Free characteristics</i> section	Drag the selected <b>Free characteristics</b> data field to the appropriate line in the <i>Rows</i> section.
The user needs to add a data field under <i>Free characteristics</i> section which cannot be dragged to the report	<ol style="list-style-type: none"> <li>1. Right-click on the data field in the  (the <b>Free characteristics</b> section) in the left pane.</li> <li>2. Click <b>Change Drilldown</b>  (the <b>Change Drilldown</b> list item).</li> <li>3. Click <b>Drilldown by</b>  (the <b>Drilldown by</b> list item).</li> <li>4. Click <b>Vertical</b> (the <b>Vertical</b> list item).</li> </ol>
The user needs to move a column within the report	Drag the column header from its current position and drop it in the desired position.
The user needs to remove an existing data	Drag the data field from the <i>Rows</i> section back

If	Then
field from the report	to the <i>Free characteristics</i> section.



(Note) In the example below, the **Corp. Vendor** data field was added to the report between the **AGAR#** and **Invoice Item Number** columns.



(Note) The following table defines the fields available in the *Free characteristics* section within the left pane.

### List of Invoices Screen

The screenshot shows the 'List of Invoices - USDA' report. The report title is 'Invoice Report For USDA'. The report is displayed as a table with the following columns: Invoice Number, AGAR #, Corp. Vendor, Invoice Item Number, External Item Number, and Material. The data rows are as follows:

Invoice Number	AGAR #	Corp. Vendor	Invoice Item Number	External Item Number	Material
7100007986	12-3J14-18-D-0227	1040306 MIKE GIBSON MANUFACTURING INC	10	1	130140
7100007987	12-3J14-18-D-0227	1040306 MIKE GIBSON MANUFACTURING INC	10	2	130140
7100007988	12-3J14-18-D-0227	1040306 MIKE GIBSON MANUFACTURING INC	10	3	130140
7100007989	12-3J14-18-D-0227	1040306 MIKE GIBSON MANUFACTURING INC	10	4	130140
7100007990	12-3J14-18-D-0227	1040306 MIKE GIBSON MANUFACTURING INC	10	5	130140
7100007991	12-3J14-18-D-0227	1040306 MIKE GIBSON MANUFACTURING INC	10	3	130140

The 'Free characteristics' section on the left lists the following fields:

- ASN Number
- ASN Shipment Date
- Discharge Port
- Freight Agent
- Freight Forwarder
- GR Date Entered
- GR Date Received
- GR Entered by
- GR Entered by Org
- Invoice Approved By

9. As required, complete/review the following fields:

Field	R/O/C	Description
ASN Number	O	A unique number assigned to an Advanced Shipment Notification when it is created.  (Note) The ASN number is assigned to a shipment for a PO line item.
ASN Shipment Date	O	The date the ASN is shipped from the warehouse.



Work Instruction  
Display List of Invoices (External)

Field	R/O/C	Description
Corp.Vendor	O	Unique identifying number associated with the vendor.
Discharge Port	O	Port to which the shipment was delivered.  (Note) This field only displays details for international commodity POs.
Freight Agent	O	Representative of the freight vendor responsible for shipping the commodities overseas.  (Note) This field only displays details for international commodity POs.
Freight Forwarder	O	Freight Forwarder responsible for receipting the commodities.  (Note) This field only displays details for international commodity POs.
GR Date Entered	O	Goods receipt date entered into WBSCM.
GR Date Received	O	Goods received date.
GR Entered by	O	The user that entered the goods receipt.
GR Entered by Org	O	Organization name that entered the goods receipt.



Work Instruction  
Display List of Invoices (External)

Field	R/O/C	Description
Invoice Approved By	O	Individual responsible for approval.
Invoice Created By	O	The person that submitted the invoice.
Invoice Creation Date	O	Date the invoice was received by USDA from the vendor.
Load Point	O	Point where goods are transitioned from the commodity vendor to the freight vendor.
Load Port Terminal	O	Load port where goods are loaded to a vessel for shipment overseas.  (Note) This field only displays details for international commodity POs.
Location	O	The location where the distribution of products or resources is handled.  (Note) Represents the location of direct ship (National Warehouse or PrePo) or a statistical plant.
Lot Number	O	System generated number assigned when inspection results are entered into the system.
Material group	O	Also known as Commodity Group, it is a code identifying an allocated group of materials with the same features.

Field	R/O/C	Description
Offshore Port	O	Offshore port location where goods are to be delivered.   (Note) This field only displays details for international commodity POs and domestic commodity POs when the offshore destination is awarded to the port.
PAYEE (Invoicing Par	O	The vendor that gets paid.
PO Delivery Date	O	The delivery date on the PO line item.
Posting date	O	Date when the invoice was posted.
Purchasing Group	O	Buyer or group of buyers responsible for purchasing activities. Also signifies a group of specialists who purchase similar items.
Rail Car/BOL Number	O	Rail car number or Bill of Lading number from the shipping document.
Recipient Country	O	Country where aid will be used. If the order is for monetization purposes, this is the country that will benefit from the aid monies – not the country where the goods are being sold.
Related Vendor	O	Any freight vendors associated with the order.



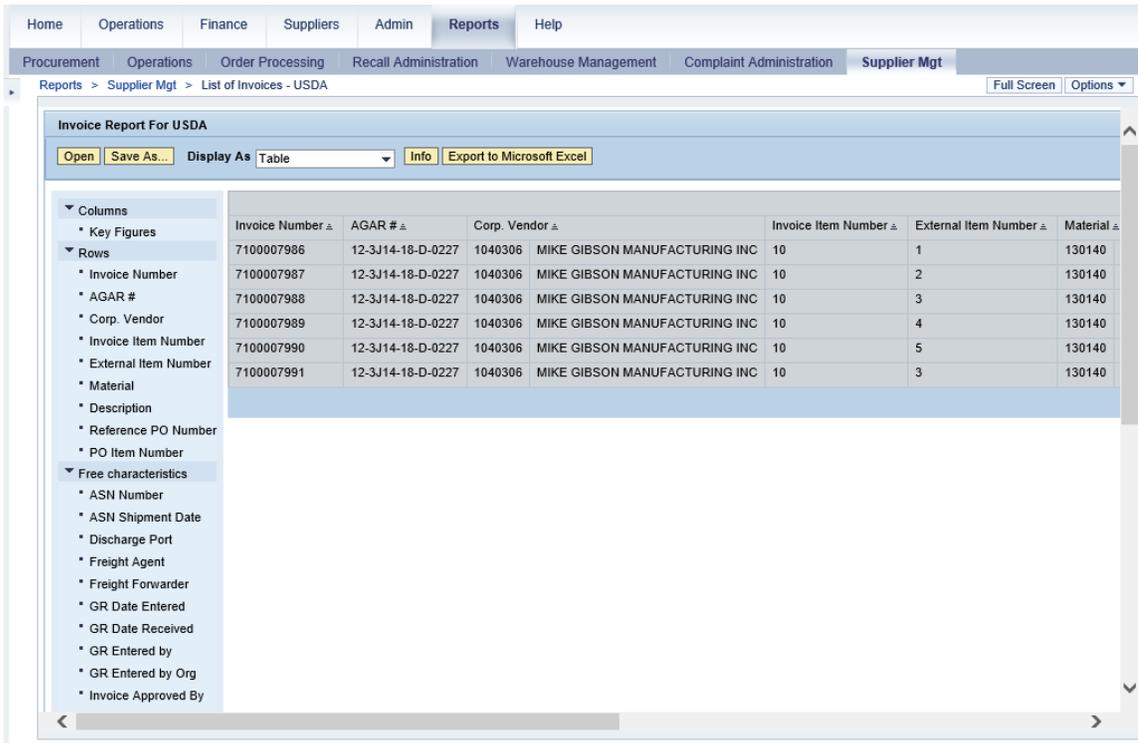
Work Instruction  
Display List of Invoices (External)

Field	R/O/C	Description
Requester	O	The individual who generated the PO.
Shipping Point	O	Point that goods shipped from.
Ship To Address	O	Location where goods are being shipped to.
Sold To Party	O	Business Partner (PVO/IO or SDA/ITO) that is ordering the commodities.
Status	O	Status of the document.   (Note) Invoice statuses include: <ul style="list-style-type: none"><li>• SCBE - Accepted by Customer</li><li>• SCRP - Rejected by Customer</li><li>• SCZA - Payment Made</li><li>• SIIV - Document Sent</li><li>• SPCA - Cancelled by USDA</li><li>• SPRK - In Process</li><li>• ZVCI - Cancelled by Vendor</li></ul>
USDA Approval Date	O	Date the invoice is approved.   (Note) Field displays the following details: <ul style="list-style-type: none"><li>• If Date is shown, it means the invoice has the "Status" of either Accepted by Customer, Payment Made, or Cancelled by USDA.</li><li>• If # (hashtag/pound symbol) is shown, it means the invoice has the "Status" of either Rejected by Cutsomer, Document Sent, In Process, or Canceled by Vendor.</li></ul>

Field	R/O/C	Description
		 <p>(Note) To confirm, it is best to see or add the <b>Status</b> column in the report.</p>
Vendor Plant	O	Plant where the vendor sourced the goods. Location from which the shipment left.
Vendor Reference	O	Vendor's internal system reference number or text.   <p>(Note) Can also refer to the original invoice number.</p>

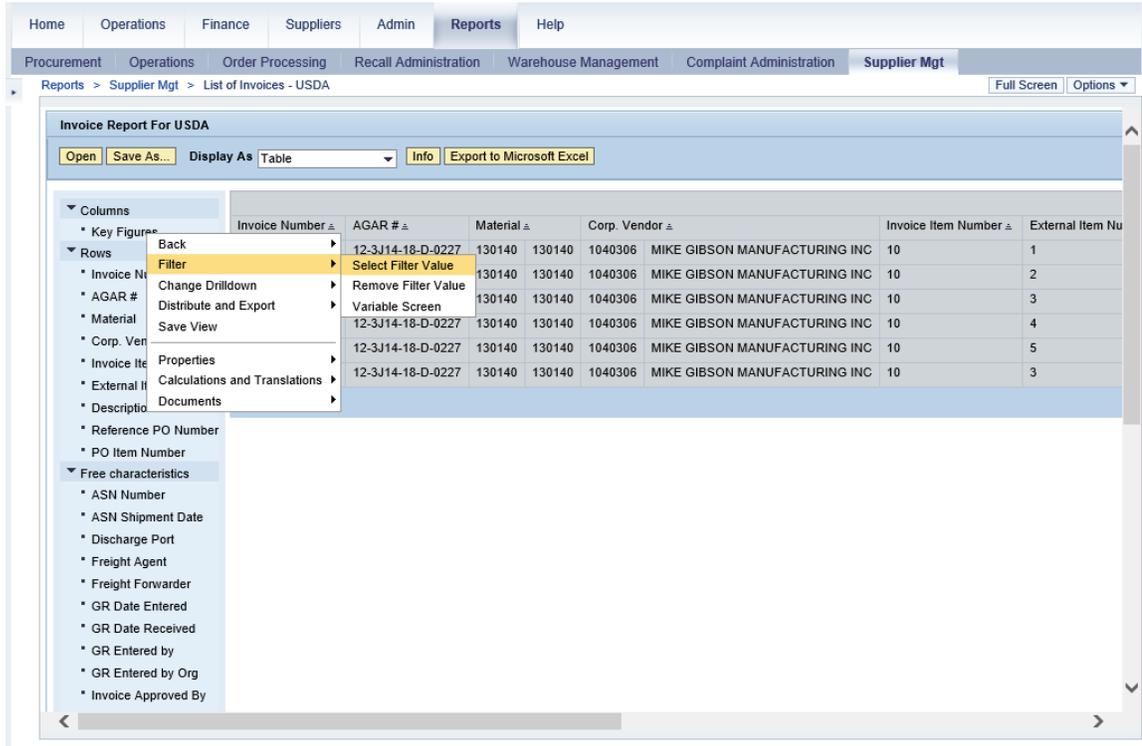
10. Return to Step 7.

### List of Invoices Screen



11. Right-click **Invoice Report For** (the **Key Figures** label) in the *Columns* section to display options for adding calculated fields to the report.

### List of Invoices Screen



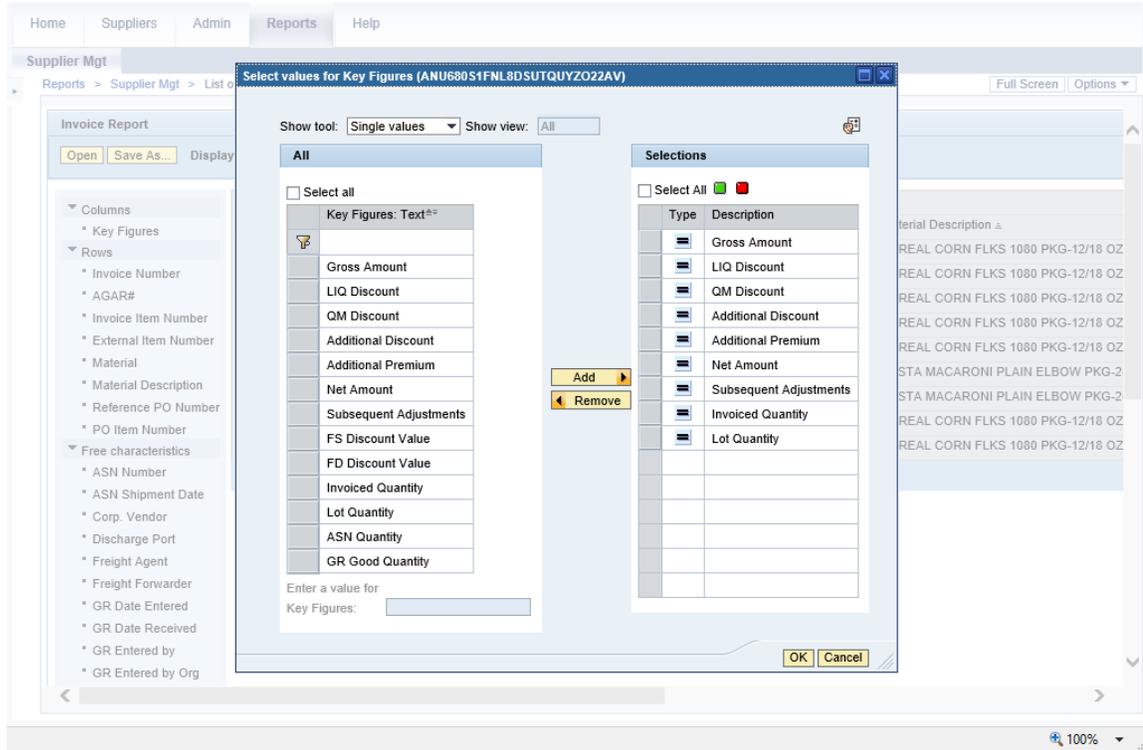
Invoice Number	AGAR #	Material	Corp. Vendor	Invoice Item Number	External Item Number		
12-3J14-18-D-0227		130140	130140	1040306	MIKE GIBSON MANUFACTURING INC	10	1
		130140	130140	1040306	MIKE GIBSON MANUFACTURING INC	10	2
		130140	130140	1040306	MIKE GIBSON MANUFACTURING INC	10	3
12-3J14-18-D-0227		130140	130140	1040306	MIKE GIBSON MANUFACTURING INC	10	4
12-3J14-18-D-0227		130140	130140	1040306	MIKE GIBSON MANUFACTURING INC	10	5
12-3J14-18-D-0227		130140	130140	1040306	MIKE GIBSON MANUFACTURING INC	10	3

- Click **Filter** → **Select Filter Value** list item to go to the *Select Values for Key Figures* window.



(Note) The following table describes the key figures available to the user.

Select values for Key Figures Popup



13. As required, complete/review the following fields:

Field	R/O/C	Description
Gross Amount	O	Total amount.   (Note) Represents the total amount of the invoice before any discounts or premiums have been applied.
LIQ Discount	O	Liquidated damages discount applied to the invoice for shipping/delivery delays.
QM Discount	O	Quality Management discount applied to the invoice for quality parameters not met on applicable products.
Additional Discount	O	Any additional discount amount applied to the invoice.



Work Instruction  
Display List of Invoices (External)

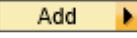
Field	R/O/C	Description
Additional Premium	O	Amount provided for exceeding expected parameter values.
Net Amount	O	Total amount of the invoice after discounts and premiums have been applied.  (Note) Amount due to the vendor.
Subsequent Adjustments	O	Additional premium or discount applied.  (Note) Adjustments made through subsequent debits for a transaction that has already been invoiced.
FS Discount Value	O	Finance Surcharge amount applied to the invoice.
FD Discount Value	O	Finance Discount amount applied to the invoice.
Invoiced Quantity	O	Quantity of material that has been invoiced.
Lot Quantity	O	A quantity that is received to stock or produced in one production run, and that has the same production costs and specifications.  (Note) For invoices the lot quantity is the material processed from a specific Inspection Lot which has been invoiced.
ASN Quantity	O	Quantity on the Advanced Shipment Notification.

Field	R/O/C	Description
GR Good Quantity	O	Quantity of materials at goods receipt.   (Note) This field only displays details for international commodity POs.

14. Click  (the **Selection** box) beside the appropriate key figure to add it to or remove it from the report.

 (Note) Users may see different key figures in the *All* and *Selections* areas depending on the user's previous selection. Current selections display in the *Selections* area as shown in the right pane.

15. Perform one of the following:

If	Then
The user needs to add a key figure to the <i>Selections</i> area	Click  (the <b>Add</b> button).
The user needs to remove a key figure from the <i>Selections</i> area	Click  (the <b>Remove</b> button).

 (Note) Use  **Select all** (the **Select all** checkbox) to select all available key figures.

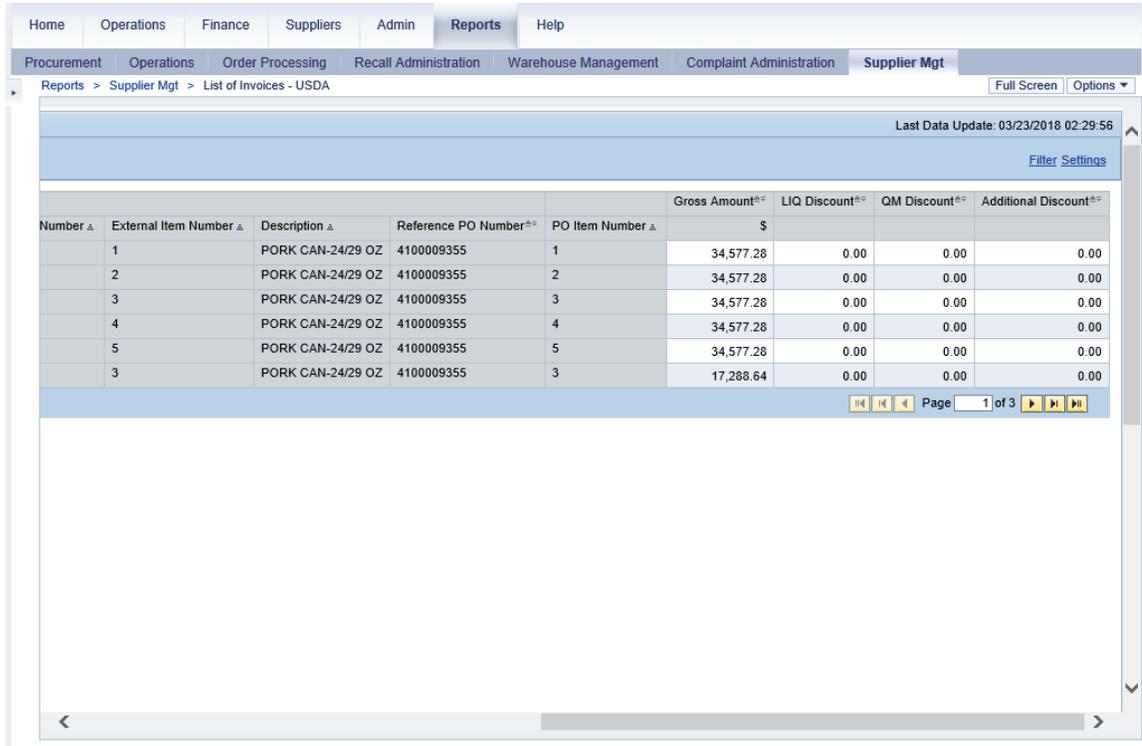
### List of Invoices Screen

16. Click  (the **OK** button) to add the key figure to the report.



(Note) The new field displays at the end of the report.

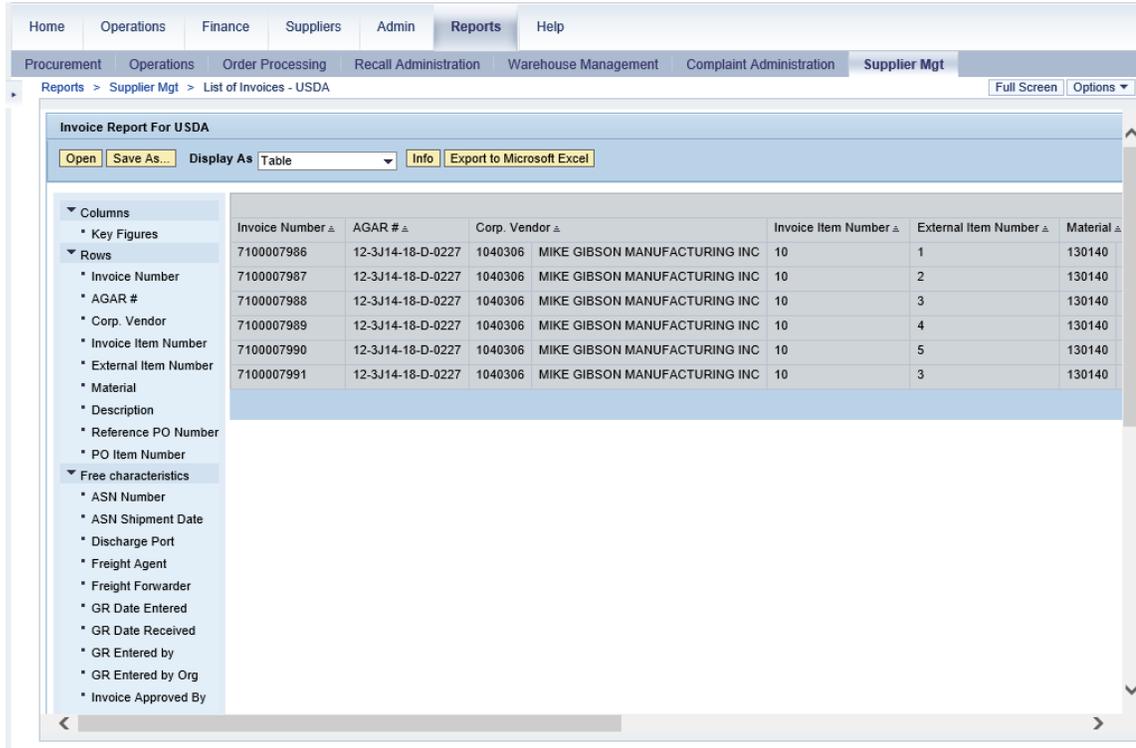
### List of Invoices Screen



Number	External Item Number	Description	Reference PO Number	PO Item Number	Gross Amount <sup>USD</sup>	LIQ Discount <sup>USD</sup>	QM Discount <sup>USD</sup>	Additional Discount <sup>USD</sup>
1		PORK CAN-24/29 OZ	4100009355	1	34,577.28	0.00	0.00	0.00
2		PORK CAN-24/29 OZ	4100009355	2	34,577.28	0.00	0.00	0.00
3		PORK CAN-24/29 OZ	4100009355	3	34,577.28	0.00	0.00	0.00
4		PORK CAN-24/29 OZ	4100009355	4	34,577.28	0.00	0.00	0.00
5		PORK CAN-24/29 OZ	4100009355	5	34,577.28	0.00	0.00	0.00
3		PORK CAN-24/29 OZ	4100009355	3	17,288.64	0.00	0.00	0.00

17. Return to Step 7.

List of Invoices Screen



18. Perform any of the following:

If	Then
The user would like to save a customized view based on the data fields which have been added to or removed from the report	<ol style="list-style-type: none"> <li>1. Click <b>Save As...</b> (the <b>Save As</b> button).</li> <li>2. In the <b>Save As</b> popup window, enter a label for the layout in the <b>Description</b> field.</li> <li>3. Click <b>OK</b> (the <b>OK</b> button) to save the customized view.</li> </ol>
The user would like to open an existing customized view of the report	<ol style="list-style-type: none"> <li>1. Click <b>Open</b> (the <b>Open</b> button) to select from a list of saved report views.</li> <li>2. Click <input type="checkbox"/> (the <b>Selection</b> box) beside the desired layout.</li> <li>3. Click <b>OK</b> (the <b>OK</b> button) to display the customized view.</li> </ol>
The user would like to export the report data to Excel	Click <b>Export to Microsoft Excel</b> (the <b>Export to Microsoft Excel</b> button) to review the report in Excel.

19. The transaction is complete.



Work Instruction  
Display List of Invoices (External)

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(Note) For additional details on cancelled invoice dates and reasons, refer the the Help tab to locate contact information for the WBSCM Service Desk.



Work Instruction  
Display List of Invoices (External)

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**RESULT**

The user has reviewed a list of invoices for analysis. Additionally, the user has personalized the report by adding or removing data fields and reordering the available columns.