

INVOICE HEADER DATA TABS

Within the invoice header information, there are many tabs for example to attach documents, start discussions, and review the history of the workflow.

Discussions

- Click the **Discussions** tab and then **Start discussion** or **Post new message** link.
- Select recipients from the **Select recipients** drop-down menu and then type your message in **Type your discussion message here**.
- Click **Post**.
- To respond to a message, click **Reply**, write your message, and then click **Post**.

Header data

- Click the **Header data** tab and then fill in the required invoice data fields.

Related documents

- Click the **Related documents** tab and then attach documents associated to the invoice (that is, spend plans or purchase orders).

Workflow

- The **Workflow** tab provides the process workflow of the invoice.

Current process: P2P Pro		
		LAST WEEK
 Nimmagad	Invoice manually created	12/31/2020
 Nimmagad	Invoice task forwarded to: Nimmagadda Padmaja	12/31/2020
 Nimmagad	ok	
 Nimmagad	Invoice header approved	12/31/2020

Attachments

- Click the **Attachments** tab and then attach additional documents related to the invoice.

History

- The **History** tab has a step-by-step tracking process of everything that has occurred to the invoice in the Basware system.

OLDER		
Nimmagad	Invoice saved as draft	12/31/2020 12:24 PM
Nimmagad	Invoice sent to validation	12/31/2020 12:29 PM
SYSTEM	Initial task created	12/31/2020 12:29 PM
SYSTEM	Validation started	12/31/2020 12:29 PM
SYSTEM	Validate task created	12/31/2020 12:29 PM
SYSTEM	Validation succeeded	12/31/2020 12:29 PM
SYSTEM	Automatic Coding task created	12/31/2020 12:29 PM
SYSTEM	Automatic invoice coding failed	12/31/2020 12:29 PM
SYSTEM	Approval task created	12/31/2020 12:29 PM