

Purchase Order Overpayment Sniffer AP-1000

Overview

The Purchase Order Overpayment Sniffer scans AP Invoices as they're entered into BW, testing them against the received value of the purchase orders to which they're being applied. If the AP Invoice amount exceeds the purchase order amount, a warning is displayed and the user has a chance to void the invoice.

Installation

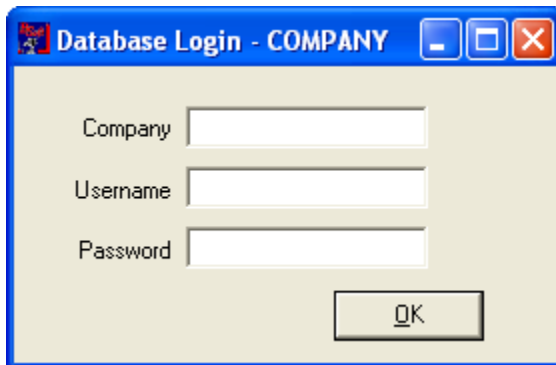
Please refer to the Bsoft Installation Instructions document for details on downloading and installing this application.

The tool can be uninstalled by going to control panel → Uninstall software

Setup

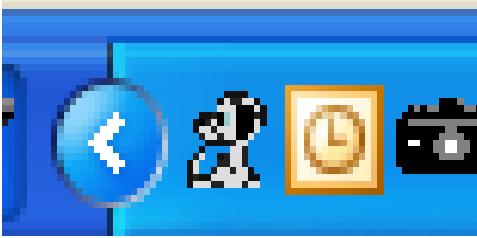
The installer will put a shortcut into your startup items folder, so the application will launch when you start up your computer. If you wish to launch it manually – the default install puts a shortcut into the Start→All Programs→OverpaySniffer menu.

Once the application is installed and (if necessary) registered – you will be prompted to log into BW

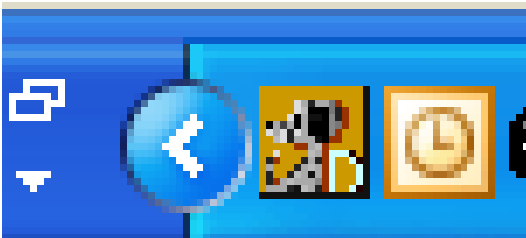


You must login using the Manager username and password. This information is saved in encrypted form on your computer, so you will not need to re-enter it again on this computer unless you connect to a different company.

Once the database is connected, the application will reduce itself to a tray icon of a dog.



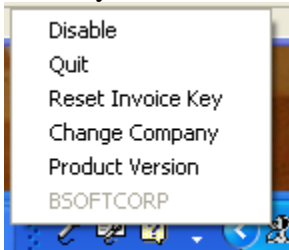
When the dog has no background, it means that the sniffer is active, looking for payables that overpay purchase orders.



When the dog has a yellow background, it means that the sniffer is idle, not scanning the invoice table.

Menu

The tray Icon has a menu attached to it that can be brought up with a right-click

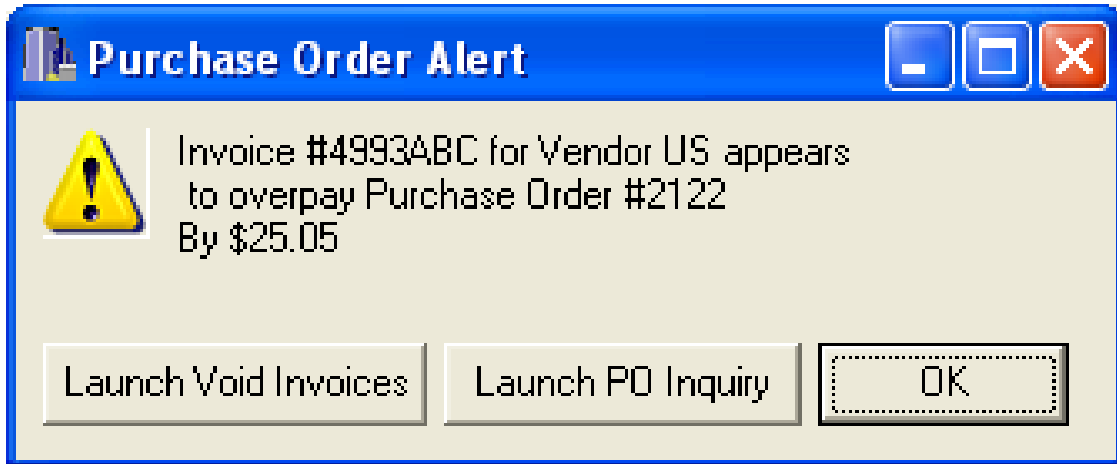


- **Disable** : Turns the sniffer off so that it stops looking for offending invoices. It's a good idea to do this before changing other settings on the sniffer. Once disabled, the text of the menu item will change to "Enabled" which will allow you to re-activate the sniffer. *Left-Clicking* on the dog icon also toggles the enabled state of the sniffer.
- **Quit** : Shuts down the sniffer and dismisses the dog icon. To start the sniffer again, you'll need to launch the program from your start menu or another icon.
- **Reset Invoice Key** : The invoice sniffer keeps track of the last invoice it checked to make it's queries as efficient as possible. If it has been left off for a while, it will scan through those historical AP invoices to see if any of them overpay Purchase Orders. This could cause a lot of unnecessary warnings to pop up. Choose "Reset Invoice Key" to bring the invoice marker up to the current point so that only invoices entered going forward will be sniffed.
- **Change Company** : Choose this to log the invoice sniffer into another company.
- **Product Version** : Choose this to view the product version, BSoft Account ID and BSoft license status.

- **Current Connected Company** : The last menu item is the company ID of the connected company. This is for informational purposes only and choosing it does nothing.

Alerts

When the sniffer detects that a posted AP Invoice overpays the received value of the purchase order to which it was assigned, it displays the following alert.



By the time the Sniffer can look at the invoice - it has already been posted so we can't just go and change the amount. However, PO Inquiry and Void Invoices can be launched with a click on the appropriate button. Or you can dismiss the alert if the overpayment doesn't concern you. Note that the alert will not be displayed again, so if you plan on going back and addressing it later, you need to make note of the purchase order number and invoice for later reference.

The Overpay Sniffer checks the received line items on the purchase order, so if only half of a PO has been received, you'll be alerted if you're invoiced for the full amount.

It also checks for other paid and open invoices applied to the purchase order so that partial invoices don't end up exceeding the total value of the purchase order.