# Bulk One-Time Invoices Upload User Guide

## Real Estate Manager

## Version 26.2

# Document Information

## Notices

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# Contents

# Bulk One-time Invoices Upload

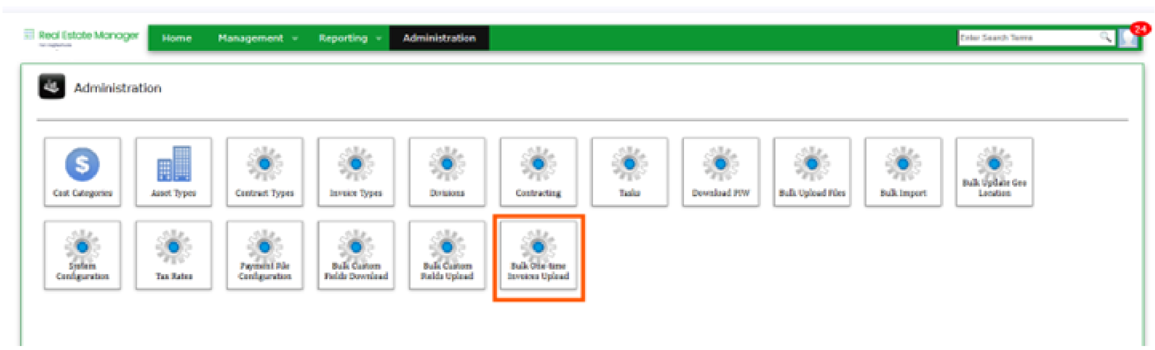
This feature allows users to efficiently upload and update multiple one-time payable and receivable invoices using a downloadable bulk upload excel template. This eliminates the need to manually update each invoice through the user interface, providing a faster and more scalable workflow. The user can specify whether each invoice is payable or receivable. The system automatically validates invoice types and contracts based on the selected direction.

The users should ensure data accuracy in the upload template and manually input tax-related fields and validate against master data. This feature is useful for commercial real estate teams who manage large volumes of invoices and want a faster way to get them into the system.

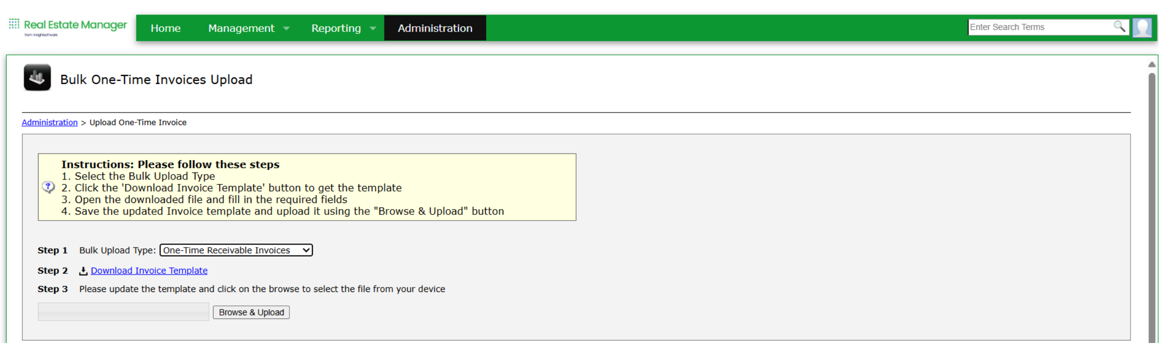
> **Note:** This feature is applicable only for one-time payable and receivable invoices. It does not support recurring invoices.

## Access the Bulk Upload Page

1. From the Top NavBar, select **Administration**. The Administration workspace opens.




2. Click on **Bulk One-time Invoices Upload** tile and the workspace opens.




## Select the Upload Type

Select the **Bulk Upload Type** as 'One-Time Payable Invoices' or 'One-Time Receivable Invoices'. The system automatically validates invoice types and contracts based on the selected direction.

# Download the Template

1. Click on the **Download Invoice Template** option. The Excel template file (.xlsx) will be downloaded. The template includes:

    - Columns for required invoice data (such as Invoice Number, Vendor, Currency, Tax Amount, etc.).

    - Reference sheets with master data for fields like:

        a. Vendors

        b. Linked Contracts

        c. Invoice Types

        d. Invoice Groups

        e. Assets

        f. Jurisdictions

        g. Cost Categories

        h. Multipliers

        i. A sample data sheet to guide formatting and entry.

2. Open the downloaded file to begin data entry.

# Enter Invoice Data

Fill in all required fields in the template. Use the master data reference sheets to fill in valid values. Ensure all required fields are completed:

- Invoice Number
- Vendor
- Currency
- Cost Description
- Base Amount
- Tax Multiplier (must be entered manually. Refer to master data for jurisdiction-specific values)

- Tax Amount (must be calculated manually)
- Total Amount
- **isReceivable** (set to **true** for receivable invoices)

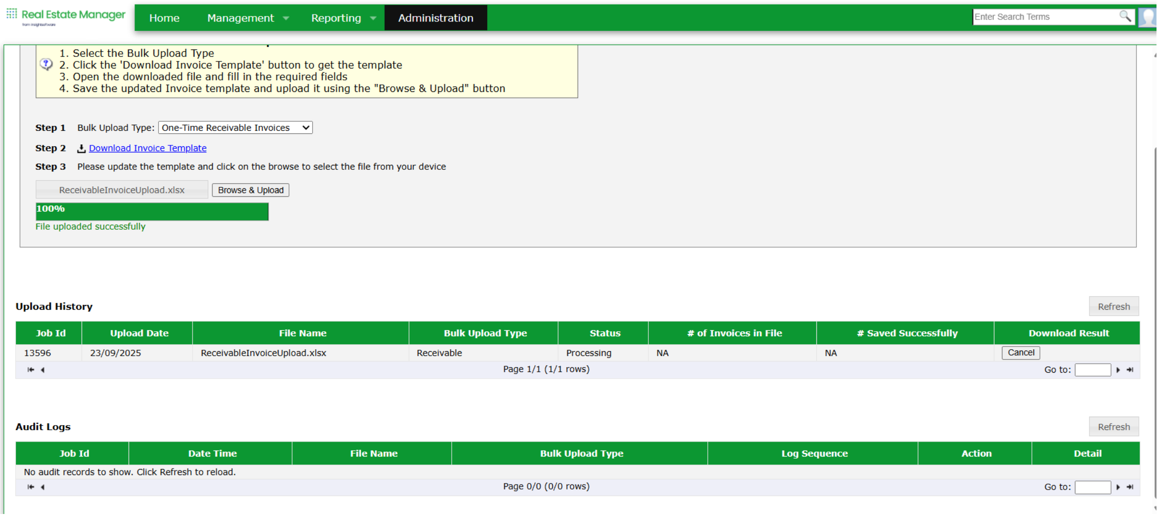
**Note:** Tax and total amounts are not calculated automatically. Use the formula:Tax Amount = Base Amount × Tax Rate Multiplier. A variance of ±0.02 is allowed between the entered total and the calculated value.

## Save and Upload the File

1. Save the completed template file locally.
2. Return to the upload screen.
3. Click **Browse**, select the file, and click **Upload**. The file will be processed by a background job.
4. Once processing is complete, the status will be updated and visible on screen.

## Upload Status and Errors

1. Refresh the page to view the upload results summary in the **Upload History** grid. The Upload History includes:
   - Job ID
   - Upload Date
   - File Name
   - Bulk Upload Type
   - Status
   - Number of Invoices Processed
   - Number Saved Successfully
   - A link to download the result file




2. If the upload is successful, the system displays a success message "'n' invoice(s) updated, saved successfully".

# Handle Upload Errors

1. If errors occur, download the result file to review issues. The result file includes:

   - Invoice-level status (success or failure)
   - Specific validation errors for each failed row

   You can use this file to correct issues and re-upload only the affected rows.

   > **Note:** Invoices that were already uploaded successfully will be marked as duplicates and skipped on re-upload.

2. Common errors include:

   - Duplicate invoice entries
   - Missing mandatory fields (e.g., currency)

# Correct and Re-upload Files

1. Make necessary corrections in the same file.
2. Save the updated file.
3. Repeat the upload process mentioned in Step 4.
4. Refresh and confirm successful upload.

# Audit Logging

1. Each upload and invoice update are recorded with:
   - Timestamp
   - User details
   - Action logs
2. Logs can be accessed in the **Audit Logs** grid under the same module.

# Validation and Filtering

- Invoice types and contracts are filtered based on the **isReceivable** flag.
- Receivable invoices must use invoice types and contracts marked as receivable.
- Payable invoices must use types and contracts not marked as receivable.

# Best Practices

- Always download and use the latest template to avoid upload errors and ensure compatibility.
- Use the reference (master data) tabs in the template to fill in correct values and to reduce data entry errors.
- Double-check tax and total amount calculations before uploading.
- Start with a small test file to make sure everything works.
- Save a copy of each upload file for your records.
- Use Excel filters to quickly find missing or incorrect data.
- Coordinate with finance or lease team to confirm invoice details before uploading.
- Use the result file to review and manage failed uploads efficiently.

# Troubleshooting and FAQ

## Q1. Why did my upload fail?

Your file may have missing fields, incorrect values, or duplicate invoices.

**What to do**

Download the result file from the **Upload History** section. It shows which rows failed and why. Fix the errors and re-upload only the rows that failed.

## Q2. Why are some invoices marked as duplicates?

Invoices that were already uploaded successfully will be skipped if you try to upload them again.

**What to do**

Only re-upload the rows that failed. Don't include invoices that were already saved.

## Q3. What does the "isReceivable" field mean?

It tells the system if the invoice is receivable (true) or payable (false).

**What to do**

Set isReceivable to true for receivable invoices. Make sure the invoice type and contract match the direction.

## Q4. How do I calculate Tax and Total Amounts?

These are not calculated automatically.

**What to do**

Use this formula:

Tax Amount = Base Amount × Tax Rate Multiplier

Then add the Tax Amount to the Base Amount to get the Total Amount. A small difference of up to ±0.02 is allowed.

## Q5. Can I use an old template?

Older templates may not work with the current system.

**What to do**

Always download the latest template from the upload screen before starting.