

# IDP - Incoming Documents

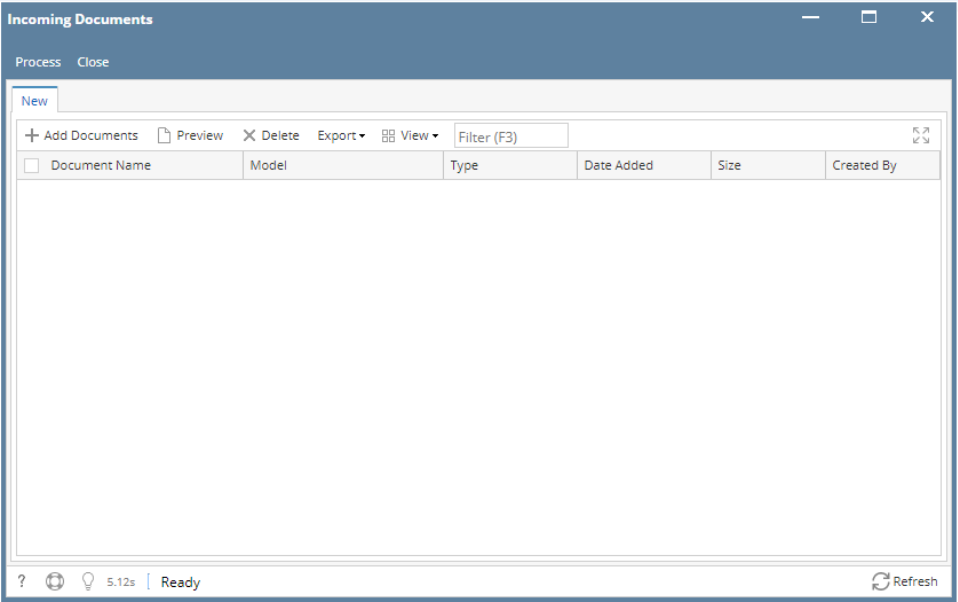
Incoming Documents is used to process documents such as vouchers.

## Prerequisites

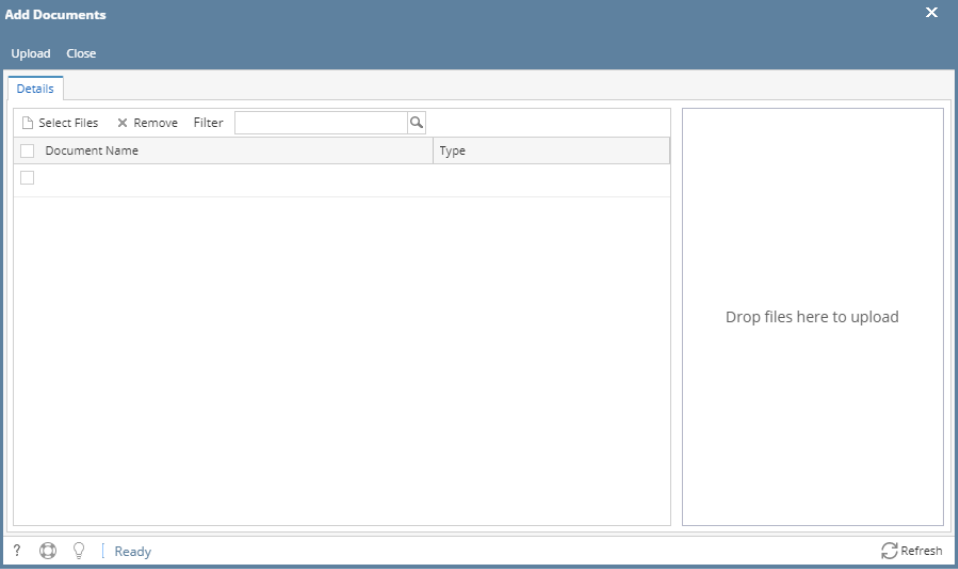
- 1. You must have a [Custom Model](#) created for the document you plan to process in the Incoming Documents screen.

## How to Process Documents in Incoming Documents

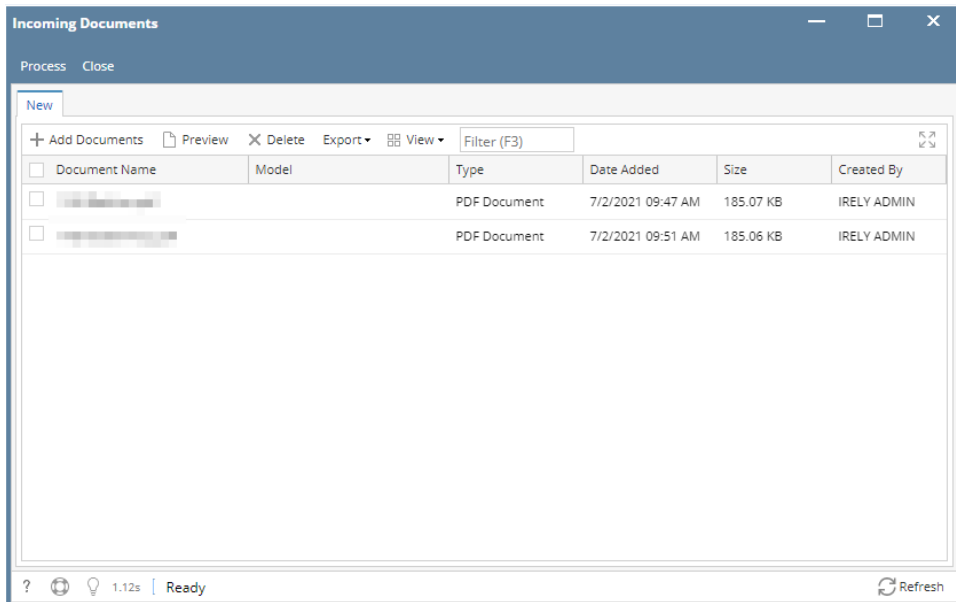
- 1. From the **IDP** module, click **Incoming Documents**.
- 2. The Incoming Documents screen will appear.



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- 3. To upload documents click the **Add Documents** button.
- 4. The **Add Documents** screen will appear.



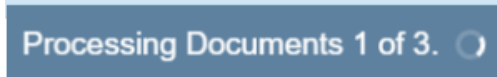
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- 5. Click the **Select Files** button.
- 6. Select the documents you want to use and click the **Upload** button to start uploading.
- 7. The Uploaded documents will now be added to the Incoming Documents grid.



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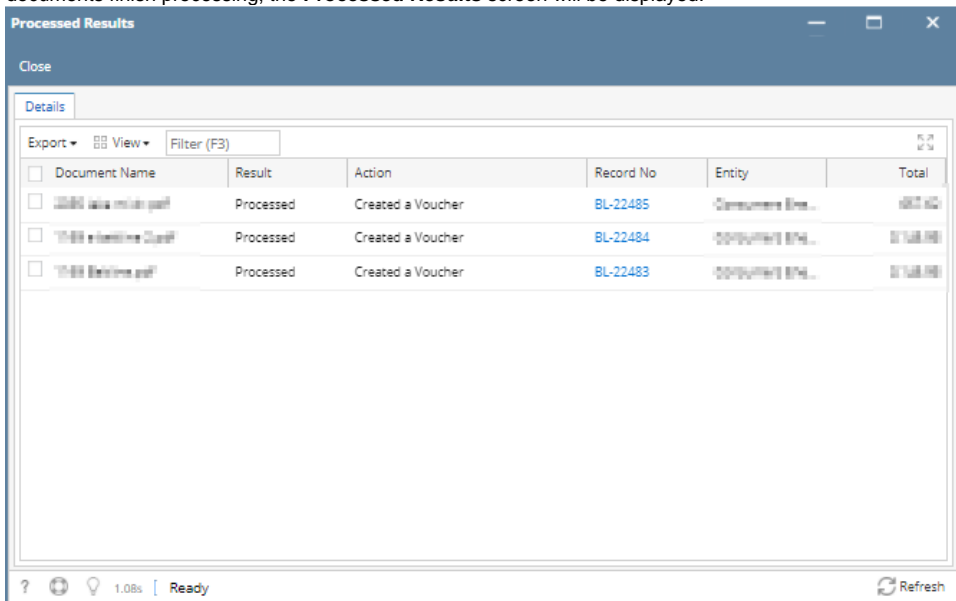
8. Select the documents you want to process and click **Process** button.

9. After clicking the Process button, the progress message will display the progress.



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10. After the documents finish processing, the **Processed Results** screen will be displayed.



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11. To open a created voucher, just click the Record No. hyperlink. It will redirect the user to Voucher screen.

Voucher - 1005778 - Consumers Energy - BL-22485

New Save Search Delete Undo Print Duplicate Post Pay Void Reverse Debit Memo Add Payables Email Recurring Reallocation Export Close

Details Prepaid and Debit memos Payment Schedule Additional Info Post Preview Post History Attachments Activities Audit Log Approval

Type Voucher Ship From Entity Consumers Energy Deferred Interest Date Voucher No BL-22485

Vendor Consumers Energy Ship From Consumers Energy Interest Accrued Thru AP Account 20013-0001-004

Invoice Date 04/06/2021 Ship To 0001 Pay To Consumers Energy Currency USD

Post Date 06/07/2021 Location 0001 Contact Check Comments

Terms Net 30 Invoice No Ship Via Reference This is reference from Defa

Due Date 04/07/2021 Invoice Ctrl Total 0.00 Book Ordered By lrelyadmin

Recur Sub Book Withheld Amount 0.00

+ Insert Open Tax Details X Remove Get previous details Export View Filter (F3)

Misc Description	Ordered	Billed	Cost	Discount	Tax Group	Tax	Subtotal
Power Supply Capacity/wh	1	1	1,216,150.00	0%		0.00	215.16
Energy	1	1	4,194.00	0.000077	0%	0.00	150.00
PSQR	1	1	4,194.00	0.000030	0%	0.00	20.85
System Access	1	1	0.000000	0%		0.00	75.00
Ballistic Parameters	1	1	0.000000	0%		0.00	2.64

Ship From Ship To Remarks This is remarks from Default Values

Ship To 4142 Flagstaff Cove  
Port Wayne, IL 60835  
United States

Subtotal 857.62  
Tax 0.00  
Total 857.62  
Amount Paid: 0.00  
Amount Due: 857.62  
Terms Discount 0.00  
Due If Paid By: 857.62

? 4.2s Ready Page 1 of 1 Refresh

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