

Introduction

Invoices must be sent to the relevant PayMe email address by the project leader, as outlined in the "How-To" guide. The invoice is sent to the specific NetSuite email address and, simultaneously, to the historical PayMe address. This ensures we can monitor the documents received there, as this is not possible in NetSuite.

The legal entity is determined by sending the invoice to the correct email address, with one email address designated per entity.

The invoice is then recognized in Zone Capture, which identifies the legal entity. The vendor and purchase order are subsequently used to complete this step.

Afterward, the invoice is processed with the correct GL account (type of expense) and saved.

Finally, the invoice is approved by the project leader. Only after this final step will the expense appear in our books.

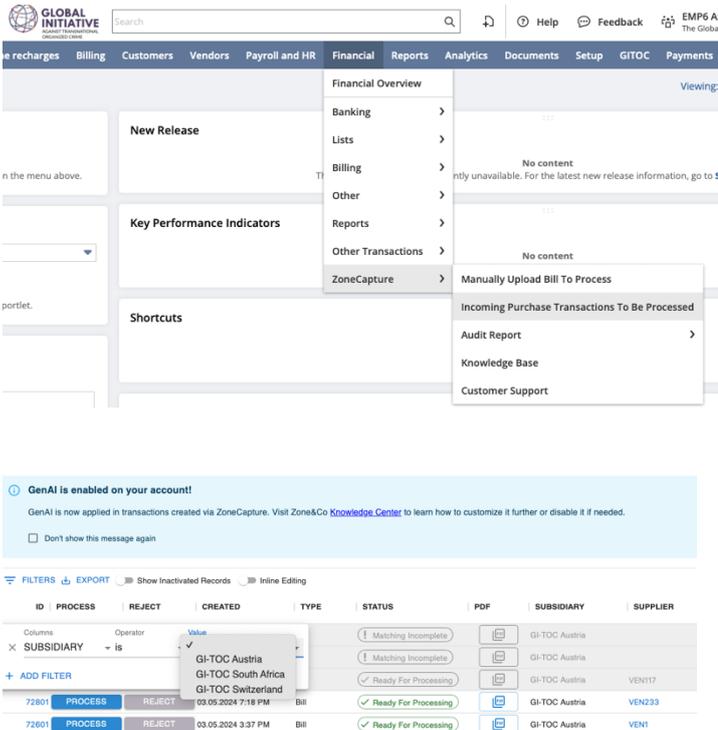
Zone Capture environment

<https://www.youtube.com/watch?v=zZNCTkqZQt4> as of 07:56 till 36:56 that includes the purchase order too

The assigned role in NetSuite determines what information is visible and accessible.

With the **GI-TOC Accountant Local** role, you will only have access to information related to either Bogotá, Geneva, Cape Town, or Vienna.

In contrast, when using the **GI-TOC Accountant** role, all invoices are visible. Therefore, applying a filter is necessary to streamline the view and focus on relevant data.



The screenshot shows the NetSuite interface with the 'ZoneCapture' menu open. Below the menu, a notification states 'GenAI is enabled on your account!'. At the bottom, a table of invoices is displayed with a filter applied to the 'SUBSIDIARY' column.

ID	PROCESS	REJECT	CREATED	TYPE	STATUS	PDF	SUBSIDIARY	SUPPLIER
72801	PROCESS	REJECT	03.05.2024 7:18 PM	Bill	Ready For Processing		GI-TOC Austria	VEN233
72601	PROCESS	REJECT	03.05.2024 3:37 PM	Bill	Ready For Processing		GI-TOC Austria	VEN1

When the blue box process appears, it indicates that at a minimum, a vendor has been recognized.

When the orange "Edit" box is displayed, the vendor and purchase order need to be identified.

ID	PROCESS	REJECT	CREATED	TYPE	STATUS	PDF	SUBSIDIARY	SUPPLIER	SUPPLIER NAME	PUR
72401	EDIT	REJECT	03.05.2024 11:45 AM	Bill	Matching Incomplete		GI-TOC Switzerland			
72101	EDIT	REJECT	03.05.2024 7:45 AM	Bill	Matching Incomplete		GI-TOC Switzerland			
71901	EDIT	REJECT	03.05.2024 4:16 AM	Bill	Matching Incomplete		GI-TOC Switzerland			
71601	PROCESS	REJECT	03.05.2024 1:09 AM	Bill	Ready For Processing		GI-TOC Switzerland	VEN49	Simbarashe Kaneunyenye	
71401	EDIT	REJECT	02.05.2024 6:33 PM	Bill	Matching Incomplete		GI-TOC Switzerland			

Finding the vendor

The first step is to click on the Edit Button. We are getting :

- the invoice on the left
- the search environment in the middle
- the email on the right.

Do not change the legal entity – subsidiary in case the invoice has been sent to the wrong entity.

The screenshot displays the 'Bill To Process' interface. On the left, there is a sidebar with the 'ONE SOLUTIONS' logo and contact details for Eric Jean. The main area is divided into three sections: 'Bill To Process' with a 'Save & Process' button and a dropdown menu containing 'Reject' and 'Create Vendor'; a 'Transaction Type' section with radio buttons for 'Bill' (selected) and 'Credit'; and a 'Subsidiary' dropdown menu set to 'GI-TOC Group : GI-TOC Switzerland'. On the right, there is an email preview titled 'Fw: Onesolutions - Facture no 2024014862' from Axel.Chaptal@globalinitiative.net.

Within the **Vendor** section, please select a vendor that has already been approved. Do not create a vendor using the **Action** button unless it is an institutional vendor (e.g., utility bills, tax authorities, social charges). Please note that banking details cannot be added from this section and will need to be entered separately.

You will need to use the Credit Multicurrency option

The screenshot shows the 'Bank Details' form for 'Banque Cantonale de Fribourg'. The 'PAYMENT FILE FORMAT' dropdown menu is open, displaying several options. The 'Credit Multicurrency (Switzerland)' option is highlighted. Other options include 'Credit Multicurrency (Austria)', 'Credit Multicurrency (South Africa)', 'Credit Multicurrency (Switzerland) legacy', 'DBS - IDEAL', 'DTAUS', and 'DTAZV'. The form also includes fields for 'BANK NAME', 'IBAN', 'BANK CODE', and 'ADDRESS 1'.

Vendors linked to a project should have completed their profiles using the user form. The project leader should then link these profiles to contracts and procurement. Vendors are required to provide their banking details as well as additional information such as passport numbers or registration numbers.

If you notice two vendors with the same name that appear to be duplicates, select one of the two, finalize the transaction, and then merge the profiles.

Once the vendor and purchase order have been selected, you can proceed to save and process.

Processing an invoice

swisscom Services Bill

The Global Initiative against Transnational Organized Crime
av. de France 23
1202 Genève

Invoice total CHF 211.00
Customer number 90789726
Date due 30.01.2025
Date 04.01.2025
Bill number 3302093547012025
Billing account ALLBAC:9461433

Address of owner
GI TOC, av. de France 23, 1202 Genève

Your services bill December 2024

Position	Amount
Subscriptions	211.00
Invoice total incl. VAT in CHF	211.00

How secure is your IT?
Do the check!
swisscom.ch/security-check

Bill 3302093547012025 VEN1072 Swisscom (Switzerland) Ltd **PENDING APPROVAL**

Save Cancel Recalc Hide / Show PDF Actions

Primary Information

CUSTOM FORM * GI-TOC Vendor Bill

TRANSACTION NUMBER VENDORBILL6

REFERENCE NO. * 3302093547012025

VENDOR * VEN1072 Swisscom (Switzerland) Ltd

ACCOUNT 200000 Creditors : Creditors

AMOUNT 211.00

PROJECT * PR240 25.Geneva

SUBSIDIARY GI-TOC Switzerland

AVAILABLE VENDOR CREDIT

CURRENCY Swiss franc - CHF

EXCHANGE RATE * 1.00

VAT REGISTRATION CHE101654423

TAX 15.81

DISC. AMT.

DISC. DATE

PAYMENT HOLD

DUE DATE 30.01.2025

DATE * 04.01.2025

POSTING PERIOD * Jan 2025

MEMO Business Internet Services

APPROVAL STATUS Pending Approval

NEXT APPROVER EMP6 Axel Chaptal

Information on top can be updated

Expenses and Items Billing Relationships Communication Related Records System Information Custom

Expenses 195.19 • Items 0.00

Clear All Lines

ACCOUNT *	AMOUNT *	TAX CODE *	TAX RATE	TAX AMT	GROSS AMT	MEMO
expenses : Telephone expenses	195.19	VAT_CH:S-ADMIN-CH	8.1%	15.81	211.00	

651000 Administrative, outsourced professional and IT Expenses : Administrative expenses : Telephone expenses

OK Cancel Make Copy Insert Remove

Add Row

At the bottom the GL account will need to be selected from the drop down list or by clicking on the two arrows

AMORTIZATION PERIOD	AMORTIZATION START	AMORTIZATION END	ACTIVITY CODE
			AD COSTS : Administration costs

Activity code needs to be updated to. Soon it will become compulsory as this is the link back to the operational budget. As a hint the GL account contains the activity code that will need to be selected. Further updates will tie in the GL with the activity code.

Confirmation
Transaction successfully Saved

Bill 3302093547012025 VEN1072 Swisscom (Switzerland) Ltd **PENDING APPROVAL**

Cancel Bill Hide / Show PDF Approve Reject Actions

Primary Information

TRANSACTION NUMBER VENDORBILL6

REFERENCE NO. 3302093547012025

VENDOR VEN1072 Swisscom (Switzerland) Ltd

ACCOUNT 200000 Creditors : Creditors

AMOUNT 211.00

CURRENCY Swiss franc - CHF

EXCHANGE RATE 1.00

VAT REGISTRATION CHE101654423

TAX 15.81

DISC. AMT.

DUE DATE 30.01.2025

DATE 04.01.2025

POSTING PERIOD Jan 2025

MEMO Business Internet Services

APPROVAL STATUS Pending Approval

Approval from Project Leader

Once the invoice is saved it needs to be further approved by the project leader

Home

Reminders

1 Bill to Approve

Bills to approve: Results

[Return To Criteria](#) [Edit this Search](#)

FILTERS
STYLE: Normal

EDIT VIEW	ORDER TYPE	DATE	AS-OF DATE	PERIOD	TAX PERIOD	TYPE	DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	AMOUNT	MX OPER
Edit View	*	07.02.2024	Feb 2024	Feb 2024	Feb 2024	Bill	AMARINO224	VEN56 Adelina Marin	200000 Creditors ; Creditors		405.84	
Edit View	*	09.02.2024	Feb 2024	Feb 2024	Feb 2024	Bill	SKANEUNYENYE022	VEN49 Simbarashe Kaneunyenye	200000 Creditors ; Creditors		393.99	
Edit View	*	13.02.2024	Feb 2024	Feb 2024	Feb 2024	Bill	LURIBE0224-B	VEN22 Lucas Uribe Lopera	200000 Creditors ; Creditors		105.62	
Edit View	*	25.03.2024	Mar 2024	Mar 2024	Mar 2024	Bill	TPLATFORMa0324	VEN45 The Travel Platform	200000 Creditors ; Creditors		376.57	
Edit View	*	20.03.2024	Mar 2024	Mar 2024	Mar 2024	Bill	PEAST0324-2	VEN9 Point East Research and Analysis	200000 Creditors ; Creditors		7,252.63	
Edit View	*	04.01.2025	Jan 2025			Bill	3302093547012025	VEN1072 Swisscom (Switzerland) Ltd	200000 Creditors ; Creditors	Business Internet Services	211.00	

Edit or View then the project leader will have to Approve.

Bill 3302093547012025 VEN1072 Swisscom (Switzerland) Ltd **PENDING APPROVAL**

[Hide / Show PDF](#) [Approve](#) [Reject](#) [Print](#) [Actions](#)

Primary Information

TRANSACTION NUMBER	VENDBILL6	CURRENCY	Swiss franc - CHF	<input type="checkbox"/> PAYMENT HOLD	
REFERENCE NO.	3302093547012025	EXCHANGE RATE	1.00	DUE DATE	30.01.2025
VENDOR	VEN1072 Swisscom (Switzerland) Ltd	VAT REGISTRATION	CHE101654423	DATE	04.01.2025
ACCOUNT	200000 Creditors : Creditors	TAX	15.81	MEMO	Business Internet Services
AMOUNT	211.00	DISC. AMT.		APPROVAL STATUS	Pending Approval
PROJECT	PR240 25.Geneva	DISC. DATE		NEXT APPROVER	EMP6 Axel Chaptal

Historical data onto the Vendor

Finally when you want to see the historical transactions for a specific vendor :

To to the vendor (View mode) and click onto Actions then View all transactions

VEN1072 Swisscom (Switzerland) Ltd

[Edit](#) | [Back](#) | [Make Payment](#) |   [Actions](#)

- View All Transactions
- New
- Show Activity

Primary Information

VENDOR ID	VEN1072 Swisscom (Switzerland) Ltd	WEB ADDRESS
TYPE	Company	CATEGORY
COMPANY NAME	Swisscom (Switzerland) Ltd	DOMESTIC

Email | Phone | Address

EMAIL	ALT PHONE
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Creating an invoice that is overlapping several months