

Buyer Portal Invoice List Overview

Last Modified on 05/28/2025 3:49 am EDT

V1.0

Overview

The Genpact AP Advance Invoice List View Page is designed to deliver a modern, responsive, and user-centric interface to transform the way users interact with invoice data.

It introduces a highly visual, action-driven experience that blends responsive design with practical functionality. From real-time filtering and bulk operations to intuitive tile-based layouts and streamlined pop-ups, this interface empowers users to view, manage, and act on invoices with speed and precision.

Intuitive invoice list layout

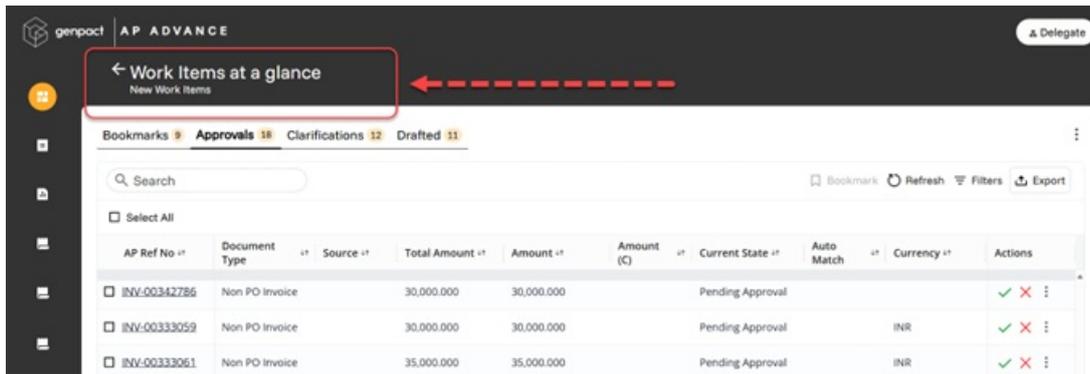
The invoice list uses a clean, column-based layout with aligned headers for better readability. Each row presents essential invoice details in a structured, easy-to-scan format. Clicking on any Dashboard queue cards will open the list page.

AP Ref No	Document Type	Source	Total Amount	Amount	Amount (C)	Current State	Auto Match	Currency	Actions
INV:00342786	Non PO Invoice		30,000.000	30,000.000		Pending Approval			✓ ✗ ⋮
INV:00333059	Non PO Invoice		30,000.000	30,000.000		Pending Approval		INR	✓ ✗ ⋮
INV:00333061	Non PO Invoice		35,000.000	35,000.000		Pending Approval		INR	✓ ✗ ⋮
INV:00333063	Non PO Invoice		40,000.000	40,000.000		Pending Approval		INR	✓ ✗ ⋮
INV:00333065	Non PO Invoice		70,000.000	70,000.000		Pending Approval		INR	✓ ✗ ⋮
INV:00333066	Non PO Invoice		80,000.000	80,000.000		Pending Approval		INR	✓ ✗ ⋮
INV:00333068	Non PO Invoice		80,000.000	80,000.000		Pending Approval		INR	✓ ✗ ⋮
INV:00333071	Non PO Invoice		100,000.000	100,000.000		Pending Approval		CAD	✓ ✗ ⋮
INV:00327895	Non PO Invoice		123,456,790.000	123,456,790.000		Pending Approval		USD	✓ ✗ ⋮

For complete setup instructions, refer to the *Configure List Layouts* section in the the AP Advance Buyer Portal Configuration Guide.docx. Additional configurations related to this feature are also available in the same guide.

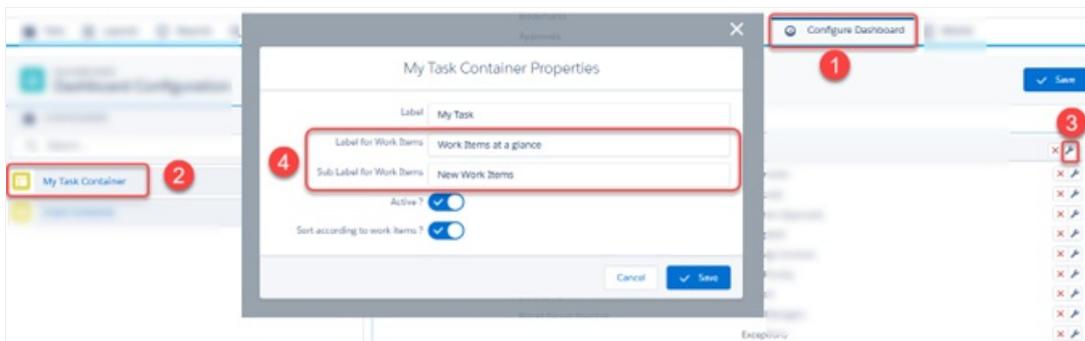
Configurable Dashboard titles

Users can personalize dashboard headings like *Work Items at a Glance* and subtitles such as *New Work Items* for better context and quick orientation.



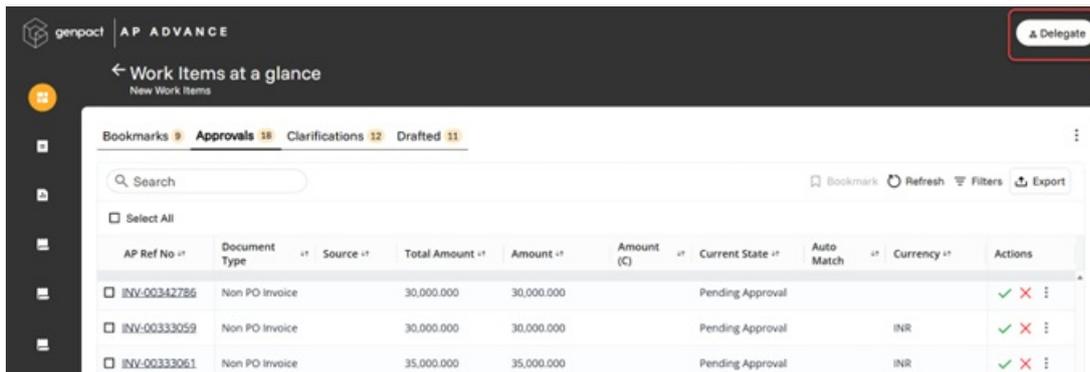
To configure the Dashboard titles,

1. Log in to the Buyer Portal as an administrator.
2. Navigate to Configure Dashboard >> My Task Container.
3. Click the settings icon, and in the settings panel, enter the desired text in the Label for Work Items and Sub Label for Work Items fields.



Delegate icon

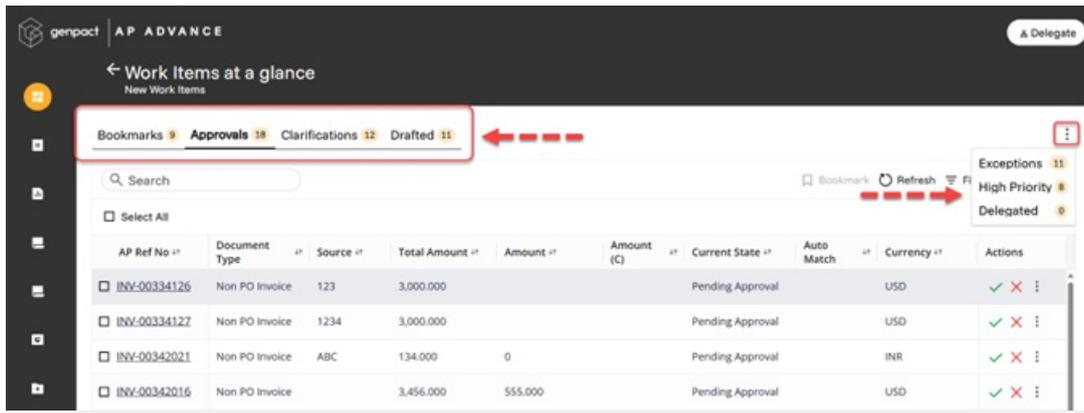
With this feature, you can now send an invoice for approval to a delegate user, if the actual approver is not available. Delegation works for single approvers and group approvers.



For complete setup instructions, refer to the *Enable delegation on new buyer portal* section in the AP Advance Buyer Portal Configuration Guide.docx. Additional configurations related to this feature are also available in the same guide.

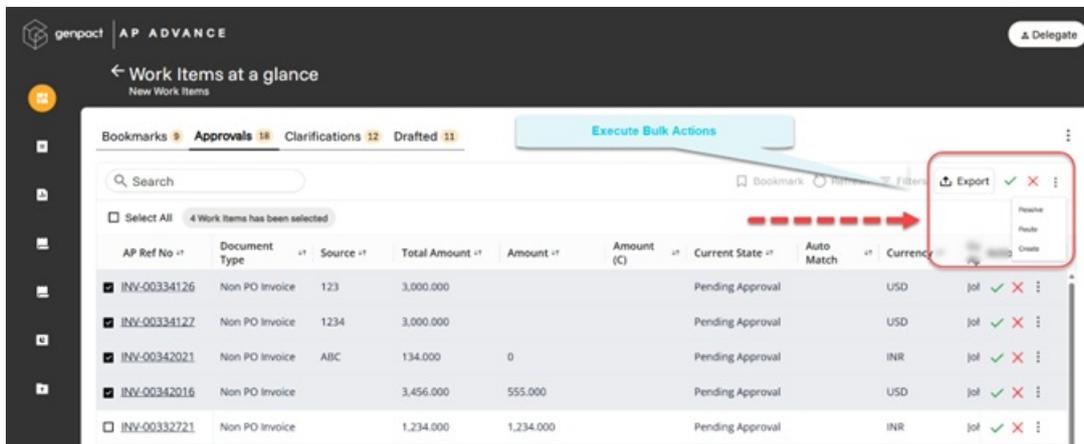
Dashboard queue cards as Tabs

Different invoice queues displayed as clickable tabs allow users to switch between views such as Pending Approval, Approved, or All Invoices without navigating away from the page.



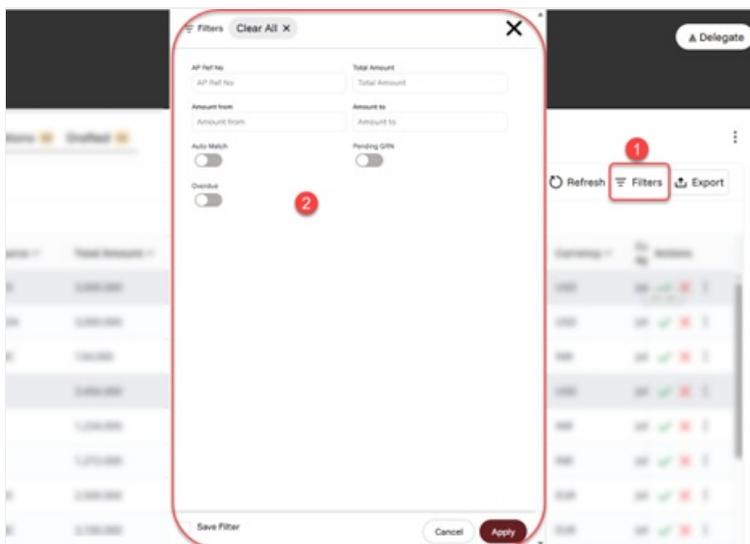
Bulk actions

Users can perform bulk actions such as export, approve, reject, or route multiple invoices at once, increasing efficiency in high-volume processing scenarios.



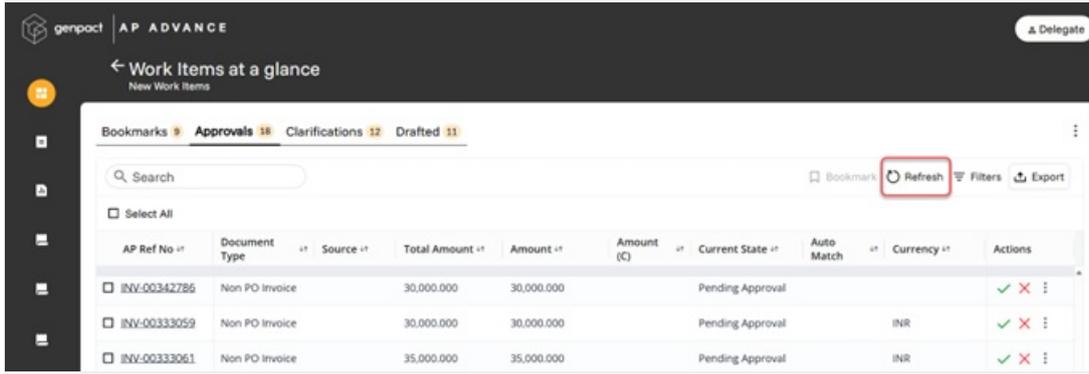
Filter & Search

Advanced filtering options let users narrow down invoices by multiple parameters. A global search bar supports quick lookups, while saved filters offer one-click access to frequently used criteria.



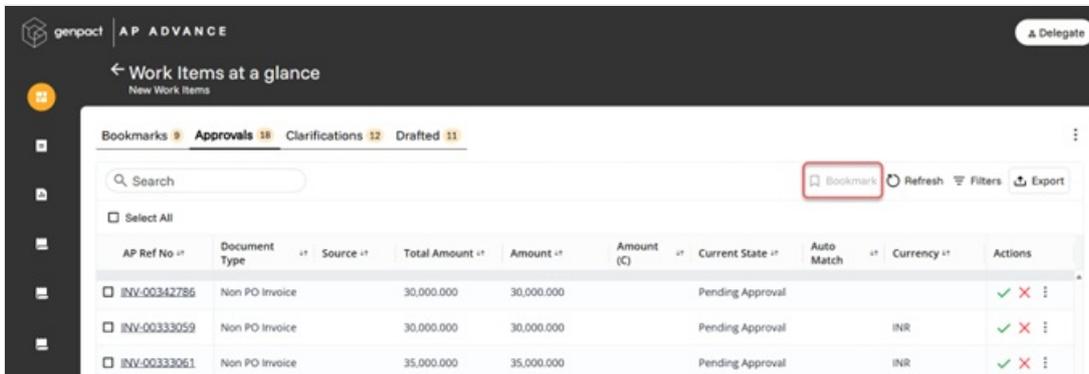
Refresh

Instantly reloads the invoice list with the latest data, ensuring users always have access to real-time information.



Bookmark Invoice

Bookmarks specific invoices for quick access later, helping them track important or pending items across sessions.



Select All option with count display

Allows users to quickly select a specific number of invoices or all, with a dynamic count shown to indicate how many items are currently selected.

