

# Processor Portal Invoice List Overview

Last Modified on 05/28/2025 3:51 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 row structure

A clean and organized column-based layout with clearly aligned headers improves data readability. Each invoice row displays vital information such as Invoice Number, Status, Amount, and Due Date.

genpact

Search

AP Advance

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GRN

Vendor

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Add New Invoice

Agentic AI Recommendations 10

All

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Duplicate

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Mailroom

My Items

Oldest Balances

PO Invoices

PO Invoices APaaS

More

Filters

Pull Invoice

Download

Clone

Refresh

Bulk Upload

Clear Filters

Bulk Operation

Sort

Expand

Select all

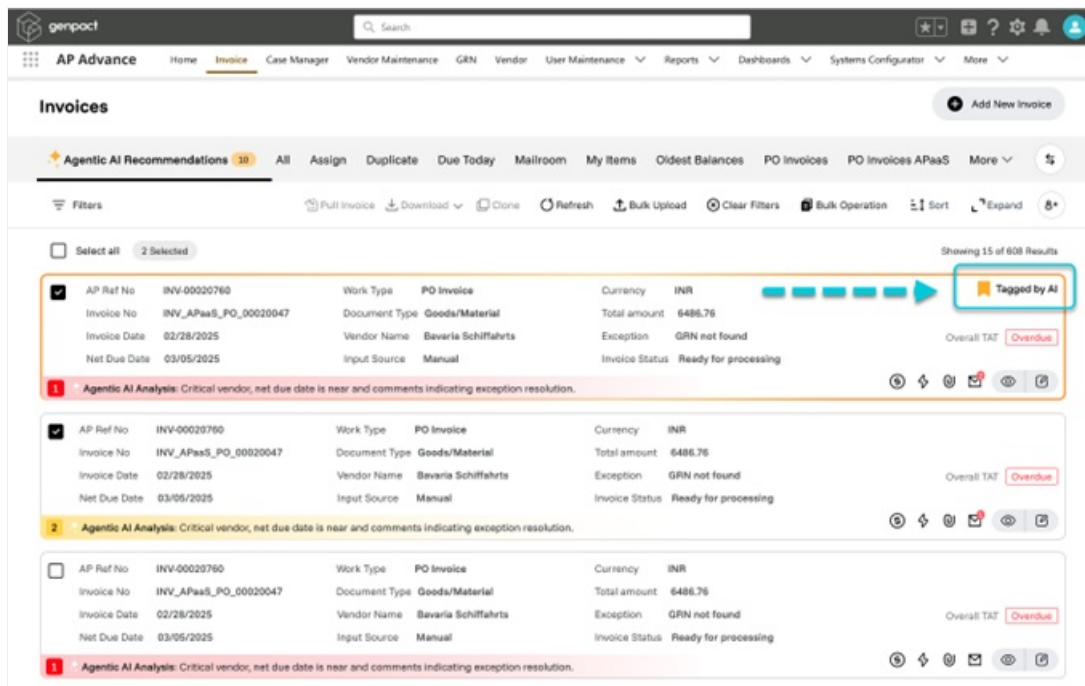
2 Selected

Showing 15 of 608 Results

<input checked="" type="checkbox"/>	AP Ref No	INV-00020760	Work Type	PO Invoice	Currency	INR	Tagged by AI
	Invoice No	INV_APaaS_PO_00020047	Document Type	Goods/Material	Total amount	6486.76	
	Invoice Date	02/28/2025	Vendor Name	Bavaria Schifffahrts	Exception	GRN not found	Overall TAT Overdue
	Net Due Date	03/05/2025	Input Source	Manual	Invoice Status	Ready for processing	
1	Agentic AI Analysis: Critical vendor, net due date is near and comments indicating exception resolution.						
<input checked="" type="checkbox"/>	AP Ref No	INV-00020760	Work Type	PO Invoice	Currency	INR	
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2	Agentic AI Analysis: Critical vendor, net due date is near and comments indicating exception resolution.						
<input type="checkbox"/>	AP Ref No	INV-00020760	Work Type	PO Invoice	Currency	INR	
	Invoice No	INV_APaaS_PO_00020047	Document Type	Goods/Material	Total amount	6486.76	
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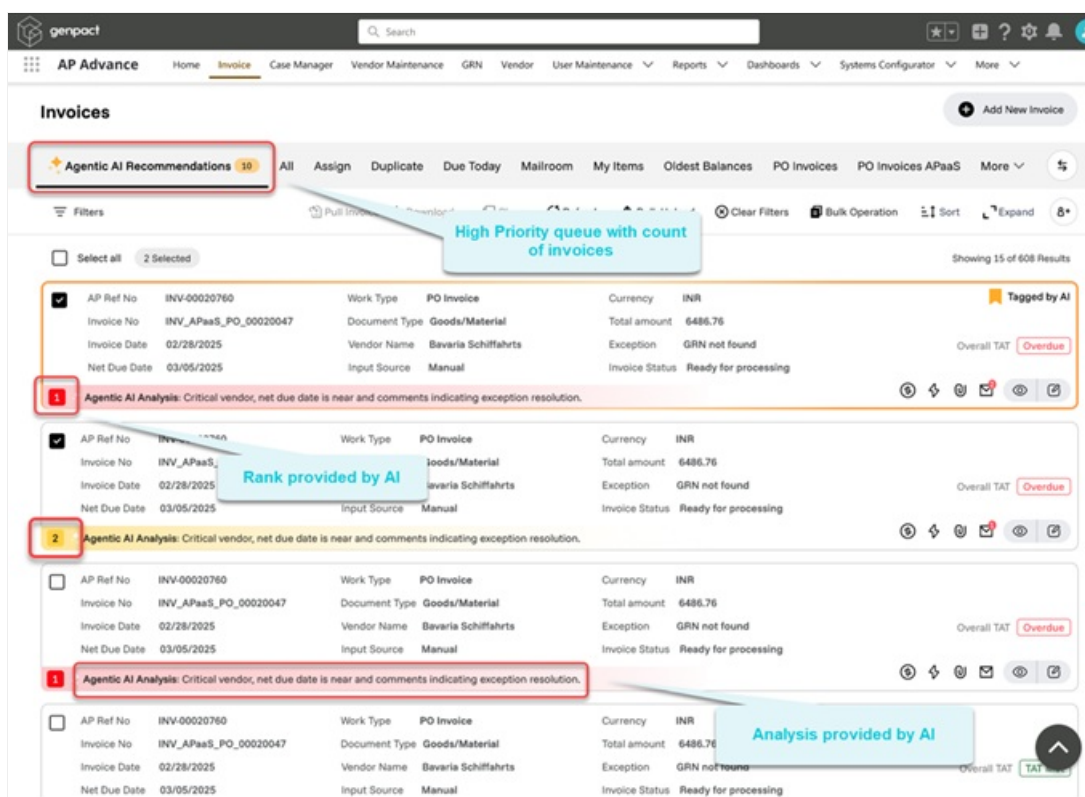
## Display of AI tagged invoices

The Invoice List page displays the AI tagged invoices.



## AI-based work item prioritization

A dedicated queue labeled Agentic AI Recommendations highlights high-priority invoices identified by AI. Positioned prominently at the top of the list view, this feature enables processors to focus on tasks that require immediate attention, enhancing efficiency and decision-making.



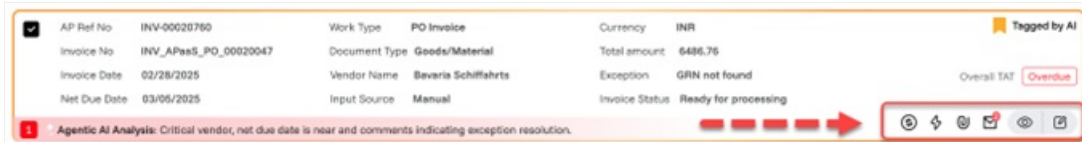
For details, see this article.

Action icons on Invoice tile

Each tile contains the following standard action icons:

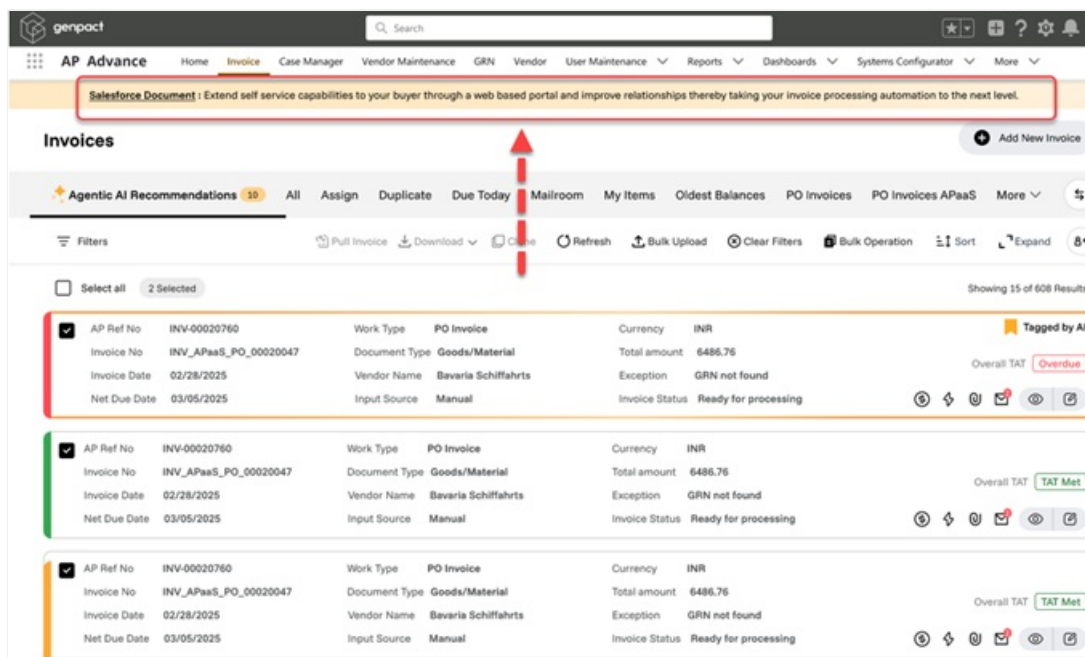
- Edit: Open invoice in edit mode.
- View: Navigate to invoice detail.
- Email Interaction: Launch communication interface along with unread email count.
- Attachment: Displays the primary attachment associated with the invoice, if available.
- Critical Vendor: Flag invoices related to high-priority vendors.
- Early Payment: Indicates if the invoice is eligible for an early payment discount.
- Overall TAT: Highlights whether the turnaround time (TAT) for an invoice has been met or if it is overdue.

Icons are thoughtfully positioned for visibility without cluttering the layout.



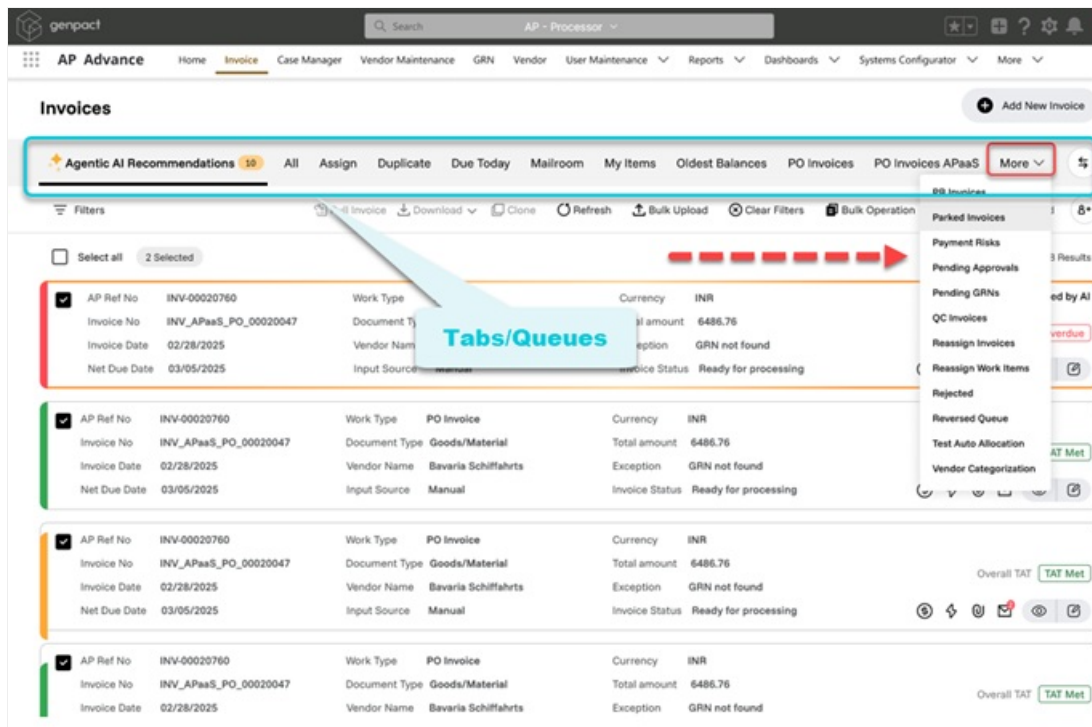
## Information banner implementation

Banners deliver non-intrusive updates like announcements or guidance messages. Designed to catch attention without interrupting workflows.



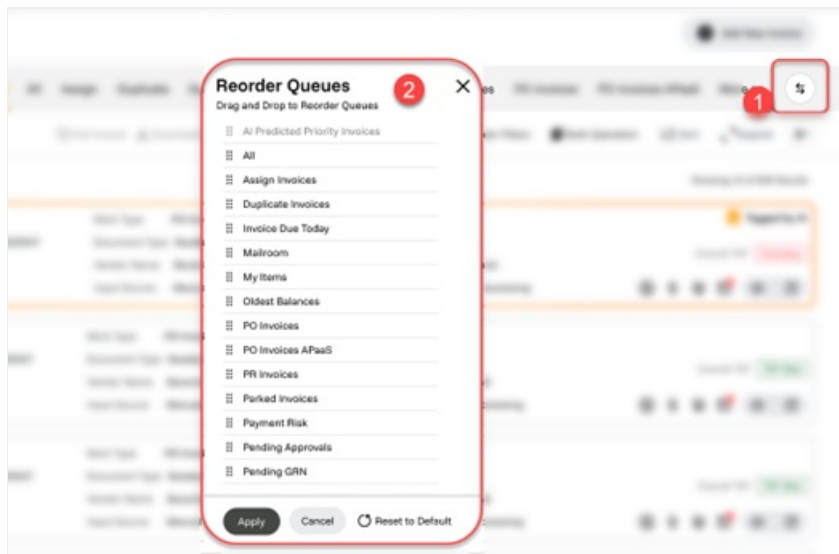
## Tabs

Tabs are displayed prominently for quick switching between invoice categories or views. A More dropdown ensures less common tabs remain accessible without crowding the interface.



## Reorder tabs/queues pop-up

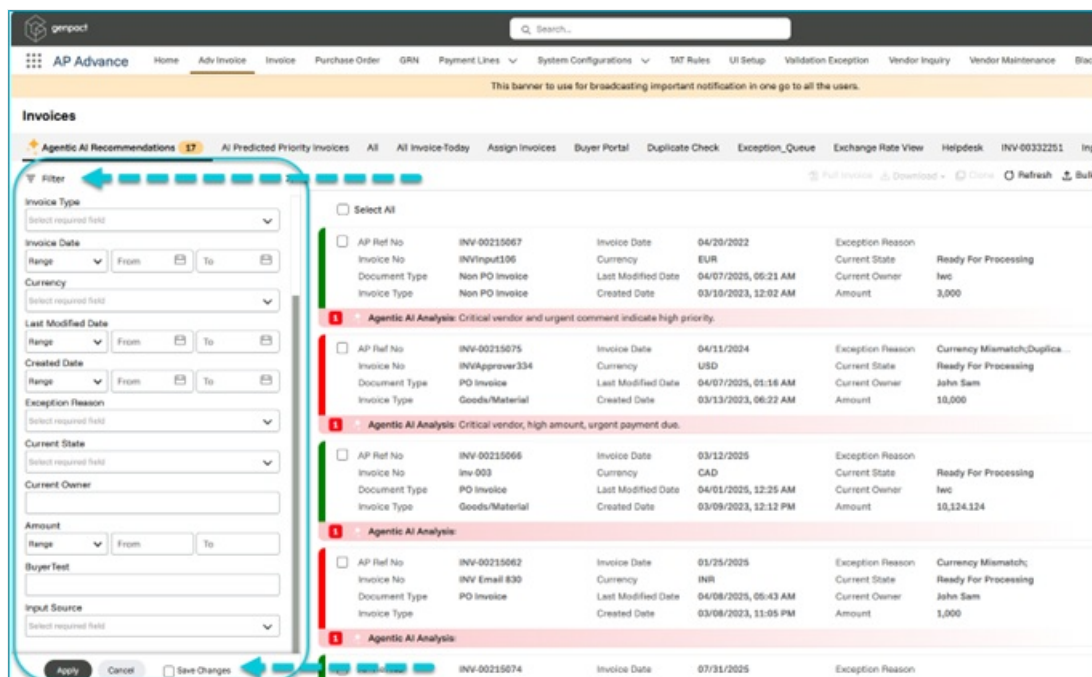
Enables the processors to reorder their queue, supporting prioritization and better task flow. The UI is optimized for drag-and-drop or quick reorder actions.



## Filter & Search

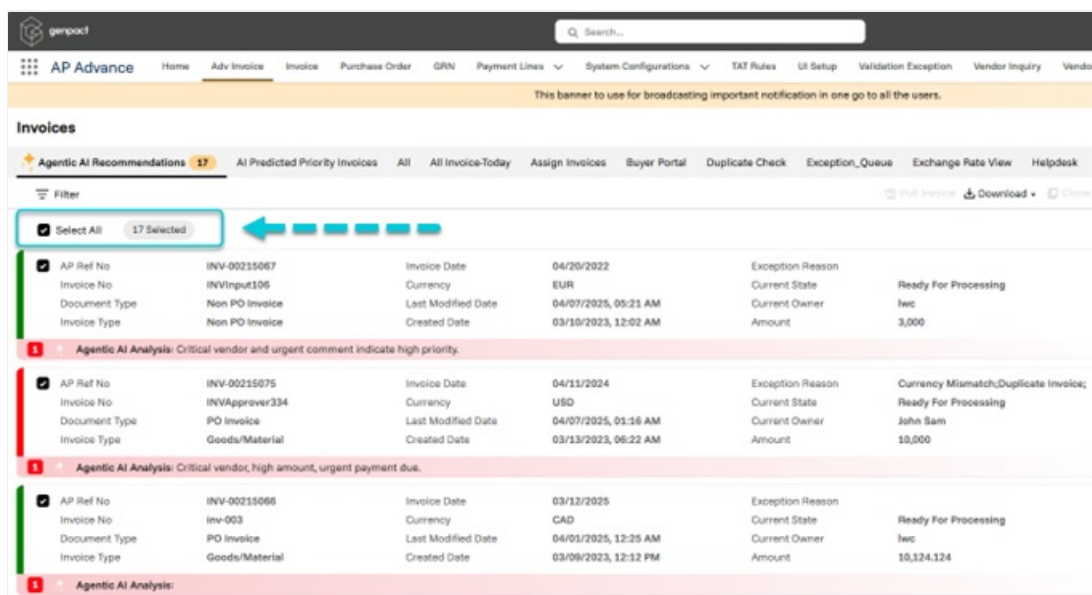
Advanced filtering enables users to refine invoices by criteria like status, date, or amount. A global search bar helps quickly find specific records. Saved filters boost efficiency by letting users apply frequent search combinations instantly.

Users can easily apply new filters, cancel existing ones, or save useful filter configurations for future use.



## Select All checkbox

Allows mass selection of invoices for bulk operations like download, reassignment, and more.



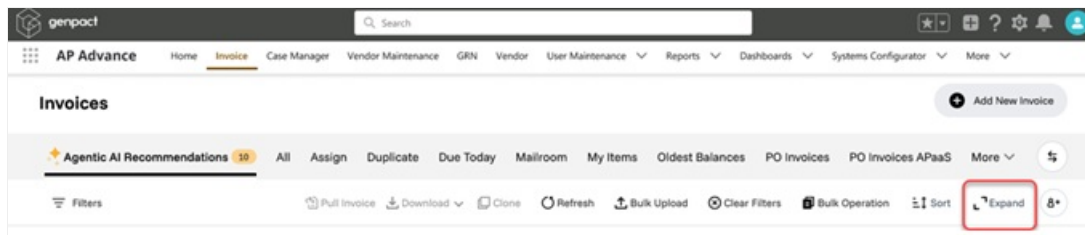
## Pagination & Lazy Loading

Enables the users to handle large datasets, lazy loading fetches invoice records incrementally. It provides a smooth scrolling experience while displaying navigation details like total records, record range, and a **Load More** button.

## Expand screen

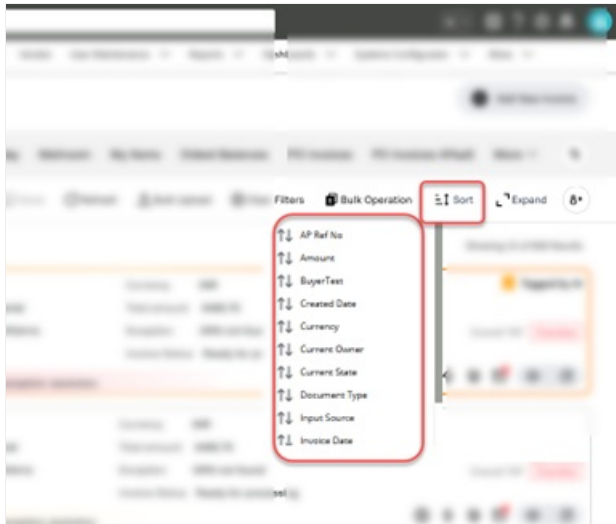
Maximizes the list view section to full screen for focused data work. Especially helpful for users managing numerous invoices at once.





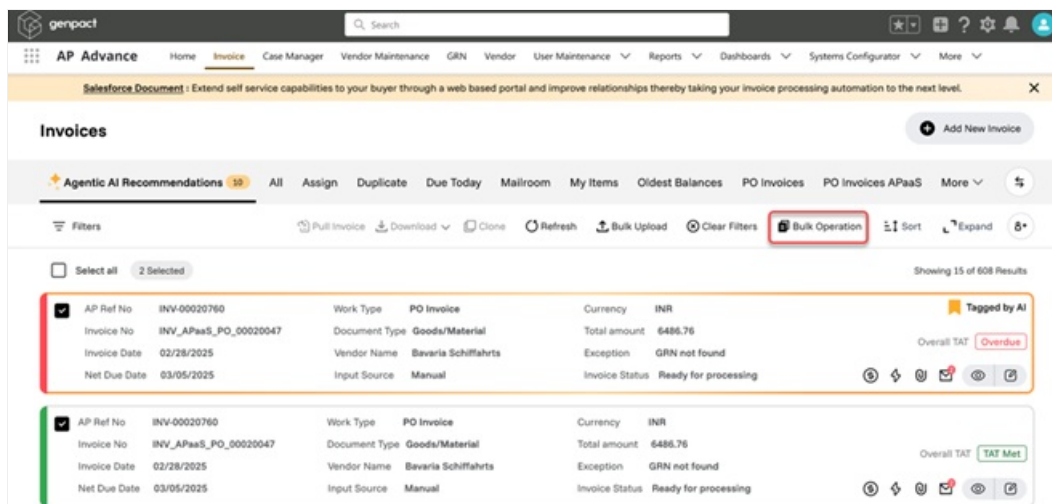
## Enhanced sorting

Sorts invoice rows by any column—status, due date, amount, and more for improved data accessibility and workflow customization.



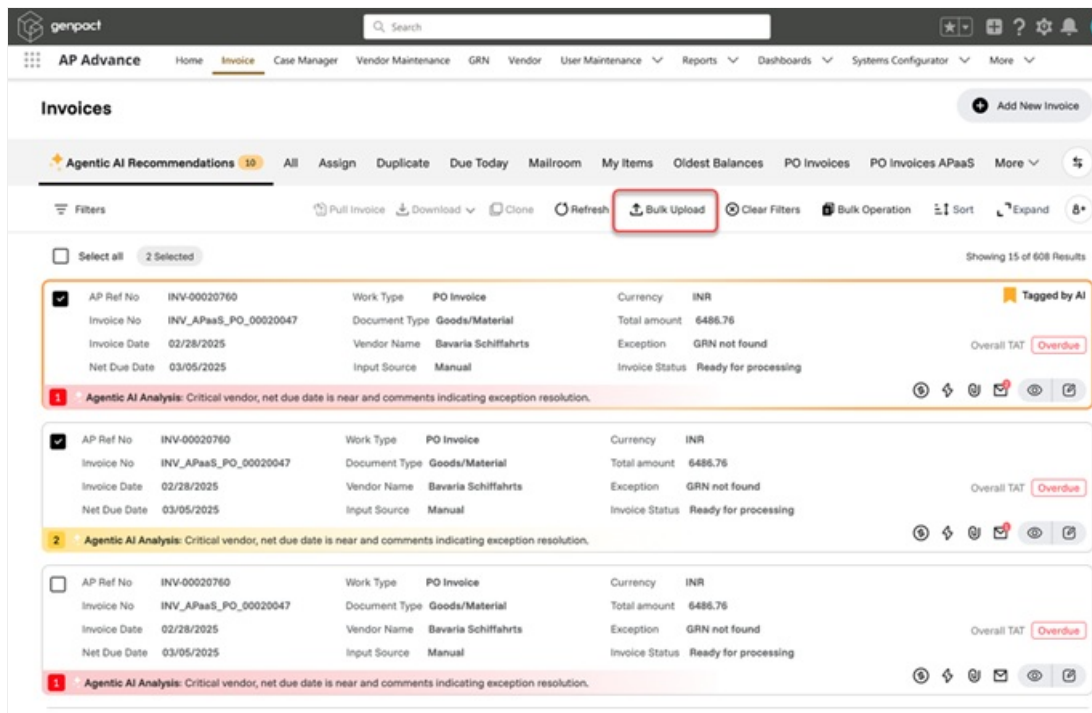
## Bulk operation

Executes bulk actions like Assign or Reassign or Rejection on invoices.



## Bulk upload

Enables the processors to upload multiple invoices in one go, reducing manual data entry and speeding up invoice intake.

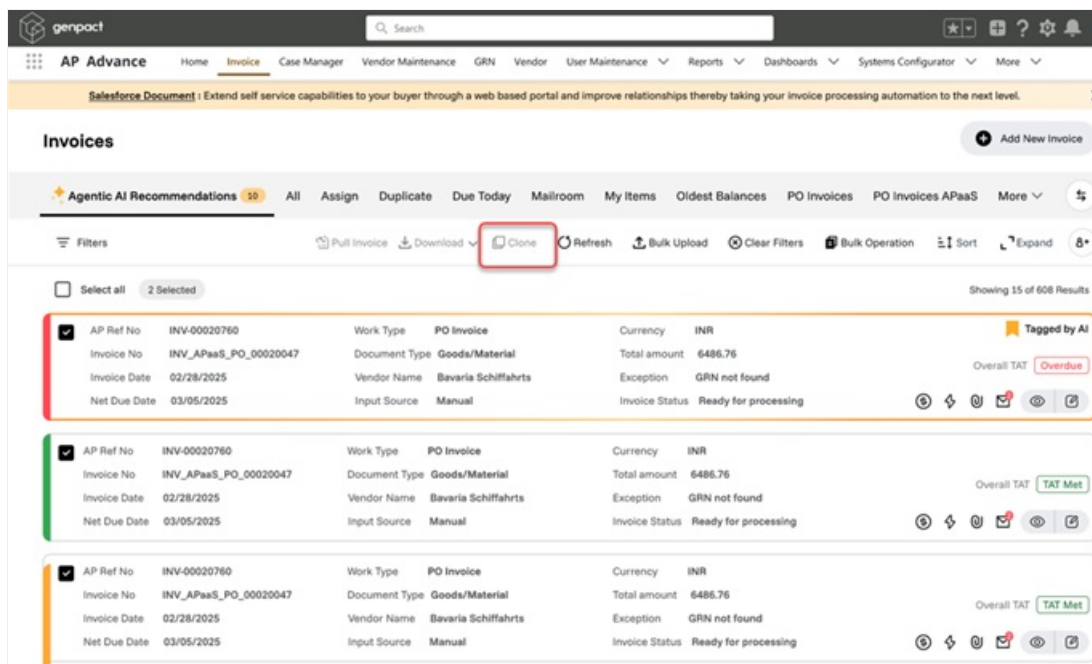


## NOTE

For the best UI experience and to avoid any distortion, it is recommended not to use screen resolutions of 800 × 600 or 1024 × 768.

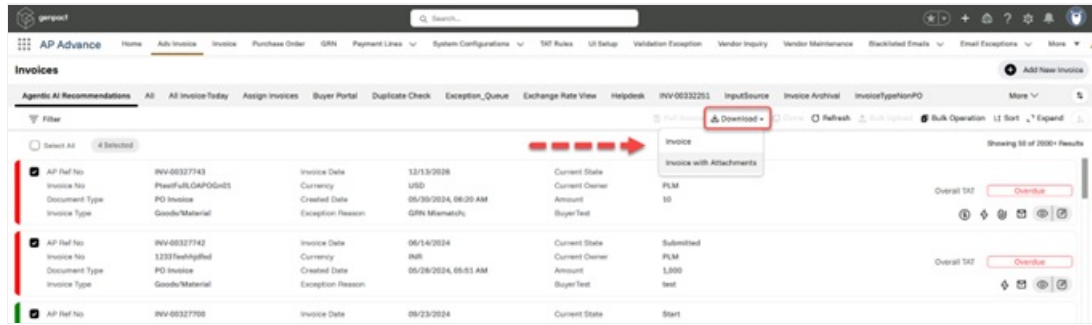
## Clone invoice

Simplifies invoice duplication. Users can quickly replicate an existing invoice's data and make minimal edits, saving time.



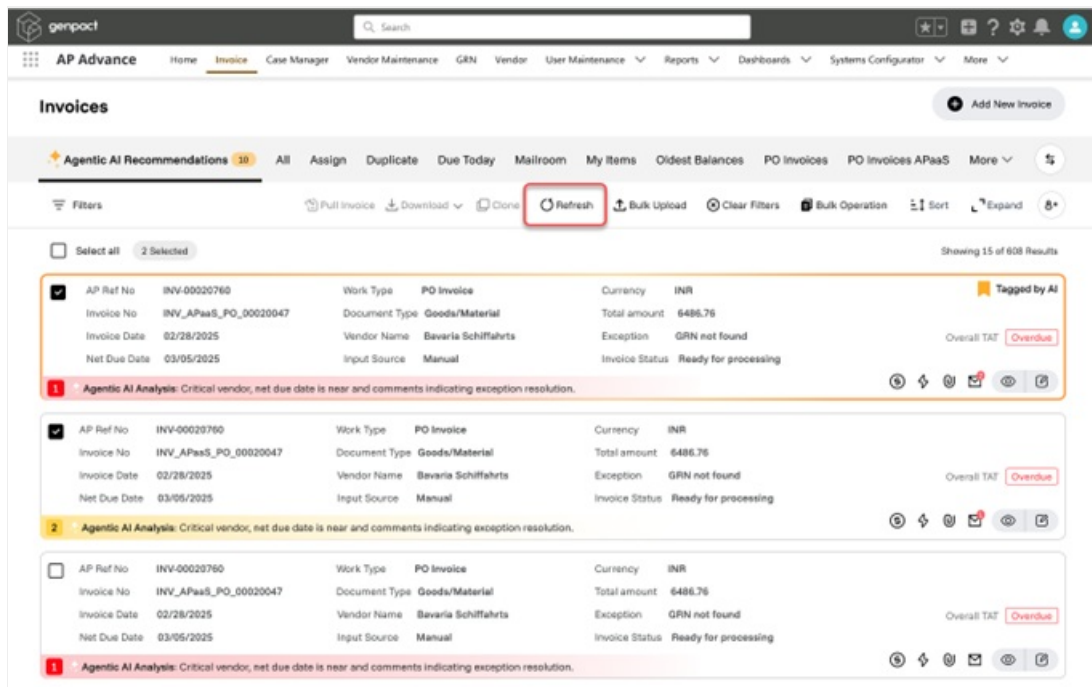
## Bulk download of invoices with attachments

Downloads either just the invoice list or invoices along with their attachments.



## Refresh

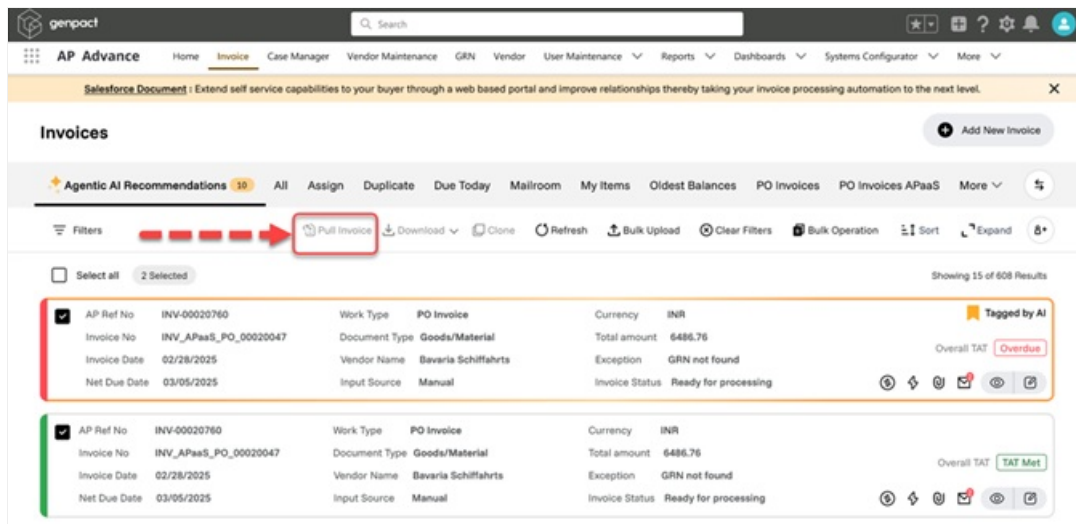
Updates the invoice list with the most recent data, ensuring users always work on up-to-date records.



## Pull invoice

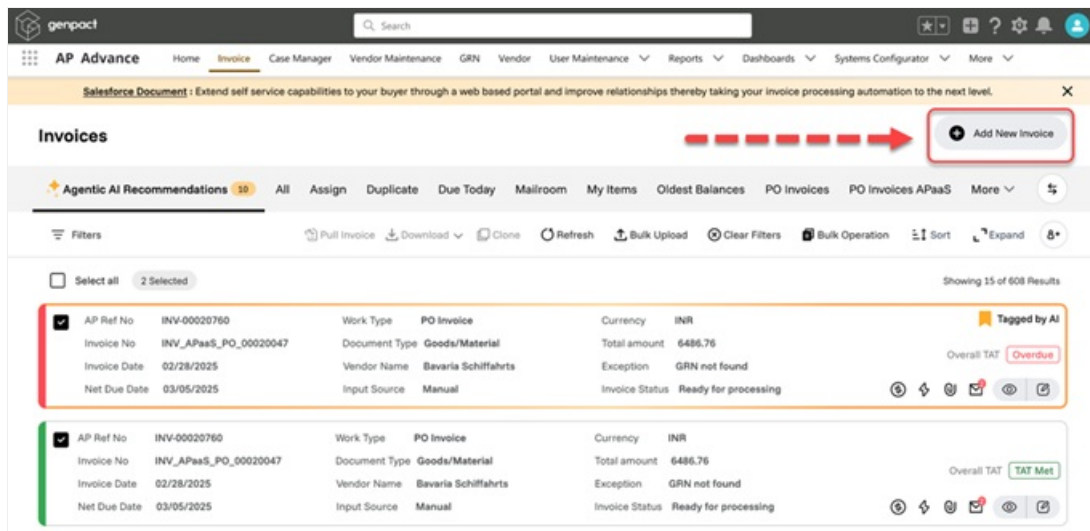
Automatically assigns an available invoice from the queue to the processor for processing.





## Add new invoice

Quick access to the Create Invoice function allows users to initiate new invoices from within the list view interface.



For complete setup of each functionality, refer to the [AP Advance Processor Portal Configuration Guide.docx](#)