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Snap Guide

How to add Invoice/Line Item data in Snap



Finding Missing Documents



Adding an Invoice



Adding a Category



Chasing for an Invoice

An aerial view of a city skyline, including several prominent skyscrapers, is shown with a semi-transparent blue overlay. The text is centered over the image.

Finding your Missing Documents (Supplier Invoices)

Finding Missing Documents (supplier Inv.)

From the Deployments Search

- Spend Type - Hotel
- Card Pool – Select your required Card Pool
- Date Range – this is the Deployment Date
 - Check-Out Date, can be found under Advanced Options
- Transactions Matched – Yes
- Documents Matched – No
- If you select your ID from the view. you can also chase for a Document from the 'Options'

The screenshot displays the SNAP system interface. On the left is the 'DEPLOYMENT SEARCH' sidebar with various filters. The main area shows a 'DEPLOYMENTS' table with search results. A modal window titled 'DEPLOYMENTS - Deployment Details' is open, showing information for a specific deployment.

DEPLOYMENT SEARCH Sidebar:

- Spend Type: Hotel
- Card Pool: Select Card Pool Name
- Deployment Id: [Text Field]
- Date Range: [From] To [To]
- Reference: Consumer or Supplier Reference
- Supplier Name: [Text Field]
- PNR Locator: [Text Field]
- Last 4 Digits: [Text Field]
- Deployment Status: [Dropdown]

DEPLOYMENTS Table:

ID	Type	Date	Reference	Supplier	Supplier Reference	PNR Locator	Detail	Amount	Card
...

DEPLOYMENTS - Deployment Details Modal:

- Deployment Name:** Allure Hotel and Apartments
- Amount:** 100.00 AUD
- Deployment Date:** [Text Field]
- Start Date:** [Text Field]
- Card Pool:** [Text Field]
- Platform:** Allure Hotel and Apartments
- Supplier:** [Text Field]
- Traveller:** [Text Field]
- Reference:** [Text Field]
- Last 4 Digits:** [Text Field]
- Status:** Deployed
- End Date:** 20/12/2020
- Card Provider:** [Text Field]
- Platform Username:** [Text Field]
- Supplier Reference:** [Text Field]
- PNR Locator:** [Text Field]

Options Menu:

- Create New Invoice
- Block Invoices
- Invoice Not Required
- Send Invoice Reminder

View Full Trip: [Button]

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Adding your Invoice (line item) to your Deployment

Adding an Invoice from a Document

Select Documents

- Select Spend Type & Card Pool
- Select Date Range, 01NOV-30NOV
- Deployments Matched – YES (A document has been matched to the Deployment)
- Invoices Matched – NO (Invoice data hasn't been added)
- Download the file or select ID

Logged In: Christine Hadaway | Help Desk

DOCUMENTS

Search Results

ID	Upload Date	Upload Method	Uploaded By	Uploaded To	File Type	Card Pool	Invoice	Deployment
123546	10/11/2020 01:45	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110001
101110002	10/11/2020 01:54	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110002
101110003	10/11/2020 01:54	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110003
101110004	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110004
101110005	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110005
101110006	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110006
101110007	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110007
101110008	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110008
101110009	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110009
101110010	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110010
101110011	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110011
101110012	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110012
101110013	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110013
101110014	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110014
101110015	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110015
101110016	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110016
101110017	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110017
101110018	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110018
101110019	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110019
101110020	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110020
101110021	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110021
101110022	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110022
101110023	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110023
101110024	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110024
101110025	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110025
101110026	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110026
101110027	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110027
101110028	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110028
101110029	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110029
101110030	10/11/2020 01:55	Email	christine.hadaway@snap.com	christine.hadaway@snap.com	PDF Document	Golden Australia - Hotel	101-301	101110030

Adding an Invoice from a Document

Select Deployments

- Enter the Deployment ID for your 1st document or select from the list
- From Options – select Create New Invoice

The screenshot displays a web interface for document management. At the top, the user is identified as 'Christine Hadaway' with a 'Help Desk' link. The main heading is 'DOCUMENTS - 1234576'. Below this, a 'Document Details' section provides the following information: 'Upload Date: 11/11/2020', 'Upload Method: Email via Invoice Importer', 'From: [redacted]', 'Linked Deployment: [redacted]', and 'Payment Restrictions: [redacted]'. A 'Download Document' link is also present. On the right side, an 'Options' dropdown menu is open, showing four actions: 'Reject Document', 'Link To An Invoice', 'Create New Invoice' (highlighted in yellow), and 'Delete Document'. Below the details section, a document viewer shows a page with the 'vibe hotels Pedrosa' logo. The viewer includes a page number '1 / 1' and navigation icons for refresh, download, and print.

Adding an Invoice from a Document

Select Deployments

- Enter the Transaction Data
- +Add Line Items
- Select the Categories & complete line item data
- Create

INVOICE DETAILS

Check In / Check Out
 19/11/2020 To 20/11/2020

Currency
 AUD

Invoice Reference *
 Supplier Invoice Reference

Invoice Date *
 21/12/2020

Tax Number

Company Number

Company Country
 United Kingdom

Total Gross Amount

+ ADD LINE ITEMS

- LINE ITEMS

No invoice lines have been added

Total: 0.00 AUD

Create

Invoice Reference *
 Supplier Invoice

Invoice Date *
 21/12/2020

Tax Number

Company Number

Company Country
 United Kingdom

Total Gross Amount

- ADD LINE ITEMS

Category *
 GST
 Room

Quantity

Tax Rate %: 0.00


Net: 0.00 *

Tax: 0.00 *

Gross: 0.00 *

Add Line

- LINE ITEMS



Room Account For:

165 Whylandra Street
 Dubbo NSW 2830
 Phone: 02 6882 4777
 Toll Free: 1800 288 621
 Website: www.qualityinndubbo.com.au
 Email: reservations@qualityinndubbo.com.au
 ABN 23164568843

TAX INVOICE
 1
 Fri, Nov 20, 2020
 17
 Purchase Order
 Check-in : Thu, Nov 19, 2020
 Check-out : Fri, Nov 20, 2020

Date	Description	Amount
Thu, Nov 19 2020	Superior King Room Only	
Fri, Nov 20 2020	Mastercard	
Balance \$0.00		
Includes of GST		

Adding an Invoice from a Document

Link the Invoice to the Transaction

- Select Show Linked Transactions
- & link the transaction
 - Once linked, the data will show as Reconciled & 0 amount

DOCUMENTS

Spend Type

Card Pool

Invoice Id

Deployment Id

Date Range
 To

Uploaded By

Deployments Matched? Both

Invoices Matched? Both

Exclude Rejected Documents

Exclude Junk Documents

Search

INVOICES - 7711458 Options

The new invoice has been added successfully!

Invoice Details 148.00 AUD

Reference:		Amount:	
Description:		Invoice Date:	21/12/2020
Created By:	Christine Hadaway	Created Date:	21/12/2020
Tax Number:	Not Set	Company Number:	Not Set
Company Country:	United Kingdom	Secondary Reference:	Not Set

Invoice Lines

Category	Description	Quantity	Net	Tax	Gross	Invoiced Date	Currency	Actions
Room								

1 Deployment: 148.00 AUD 0 Transactions 0 Notes 1 Documents Find Deployments

Matched Deployments

ID	Type	Date	Name	Reference	Detail	Card	Icon	Amount
		19/11/2020	Quality Inn Dubbo International		19/11/2020 - 20/11/2020		1	148.00 AUD

Supplier Name: Quality Inn Dubbo International **Supplier Reference:** MEL

Date Range: 19/11/2020 - 20/12/2020 **Amount:** 148.00 AUD

Last 4 Digits: **Transaction Count:** 1

Status: Deployed

View Deployment Show Linked Transactions

Adding an Invoice Category

Adding an Invoice Category

Select Invoice Search

- Select 'Manage Invoice Categories'
- Select Card Pool
 - If nothing shows, select the 'blank option' & if it still doesn't show, reselect the Card Pool
- Select the Category from the Drop Down

The screenshot shows the SNAP system interface for adding an invoice category. The page title is "INVOICE CATEGORY". A green notification bar at the top states: "The Invoice Category has been inserted successfully for the selected Card Pool".

The "Category Input" section contains the following fields:

- Card Pool: [Dropdown menu]
- Tax Rate %: [Text input field]
- Category: [Dropdown menu]
- GL Code: [Text input field]
- Commissionable
-

The "Existing Categories" table is as follows:

Category	Tax Rate %:	Order	GL Code	Commissionable	Remove
Credit Card Charge	0.00	0		<input type="checkbox"/>	<input type="checkbox"/>
GST	0.00	0		<input type="checkbox"/>	<input type="checkbox"/>
Room	10.00	0		<input type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the form, there is a button.

Chasing for an Invoice

Chasing for an Invoice (but doesn't mean no Document)

Select Invoice Reminders

- Select Card Pool
- Select Date Range
- Minimum & Maximum No. of Reminders sent
- Search
- Select the invoices you'd like to send & send.

The screenshot shows the 'INVOICE REMINDERS' interface. The top navigation bar includes the 'snap' logo, a home icon, and user information: 'Logged In: Christine Hadaway' and 'Help Desk'. The sidebar on the left contains various navigation icons and a search filter for 'INVOICE REMINDERS'. The main content area features a search filter with the following fields:

- Card Pool:** A dropdown menu.
- Statement Reference:** A dropdown menu with 'Show All' selected.
- Supplier Name:** A text input field.
- Deployment Id:** A text input field.
- Date Range:** A date range selector showing '02/11/2020' to '30/11/2020'.
- Minimum No. of reminders sent:** A text input field with '0' entered.
- Maximum No. of reminders sent:** A text input field with '3' entered.
- Search:** A blue button.

The main content area displays a table titled 'INVOICE REMINDERS' with a 'Mark All' checkbox. The table has a header row: 'Deployment & Transactions Requiring Invoice'. The table columns are: 'Deployment Id', 'Hotel Name', 'Card Pool', 'Last 4 Digits', 'Supplier Reference', 'Traveller', 'Check Out', 'Transactions', 'Communication Method', and 'Send'. The 'Send' column contains a 'Change' link and a checkbox for each row. The table contains several rows of data, with the 'Send' column highlighted in yellow.