



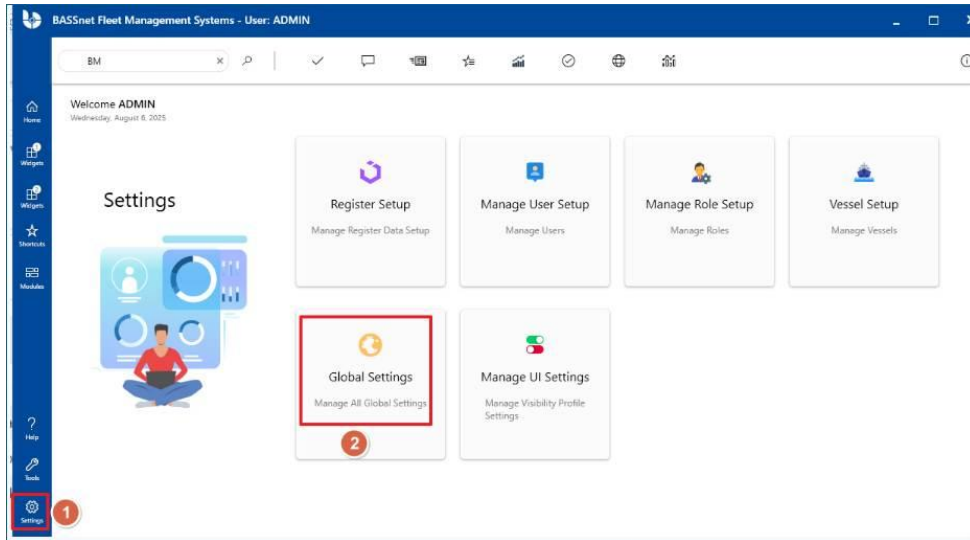
BASSnet 2.10-2.11 SP3 - Procurement How to Update Partial Invoice PO to Final Invoice

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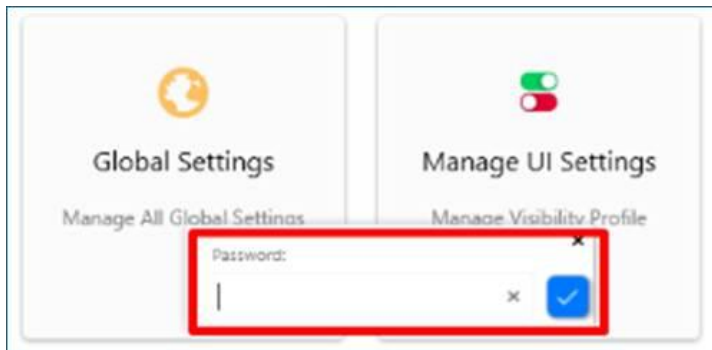
How to Update Partial Invoice PO to Final Invoice

The **FININVFLAG** configuration in BASSnet allows users to manually select the Final Invoice check box from the Invoice screen.

1. Login to BASSnet with a user account that has full **Administrator** access rights.
2. Open the **Settings** screen and select **Global Setting**.

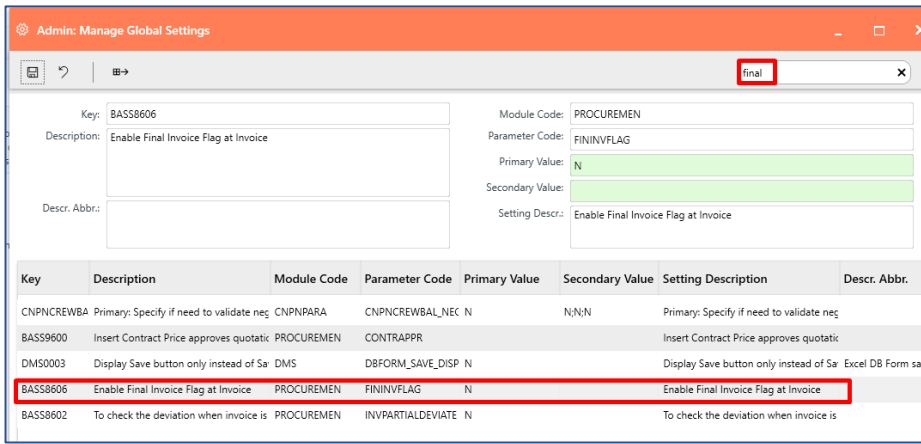


3. Enter the **Administrator password** ('*bassjam*') when prompted.

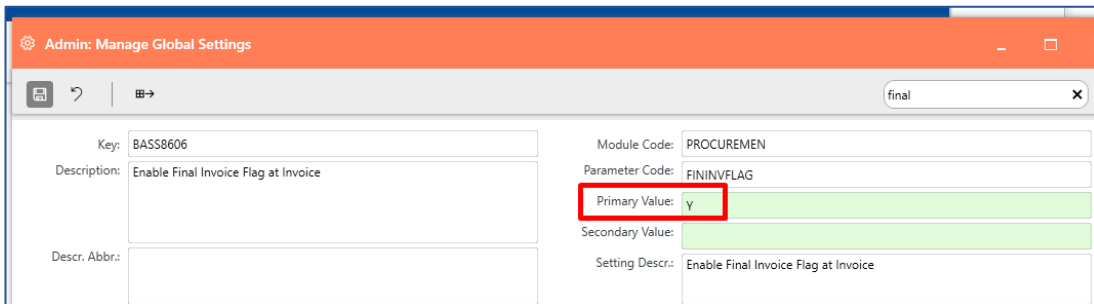


4. On the **Manage Global Settings** screen, enter Final in the search bar to find the config.





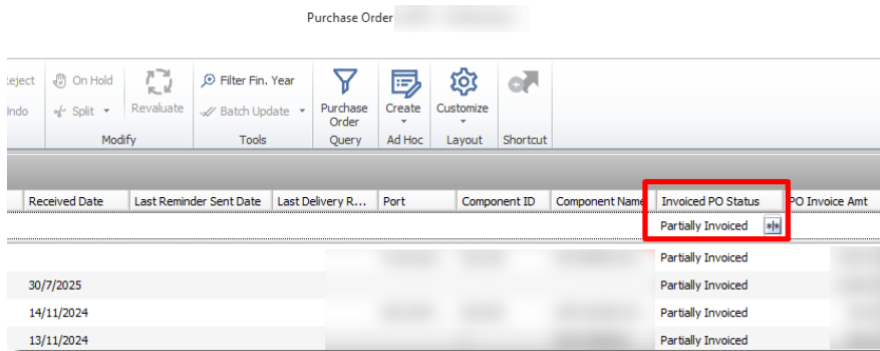
5. Select the config and update the **Primary Value** to 'Y' to enable.



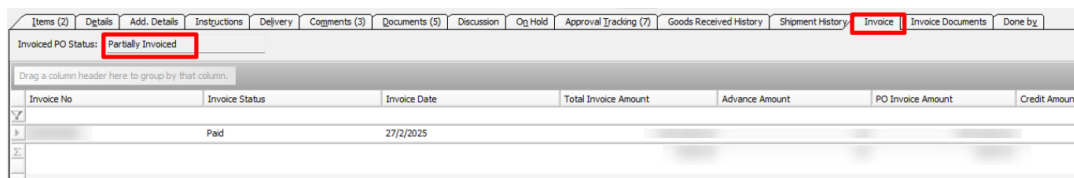
6. Save the changes.

7. Log out of BASSnet completely, then log in again to ensure that the setting takes effect.

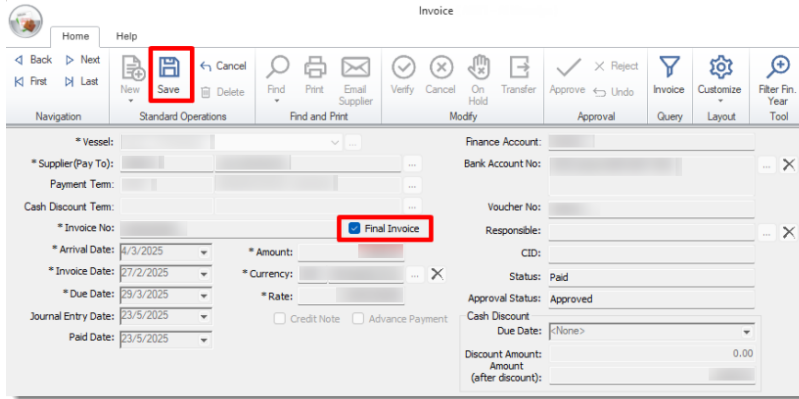
8. Open the **Purchase Order** screen and locate the PO with a **Partially Invoiced** status.



9. Navigate to the **Invoice** tab and double click to open the Invoice.

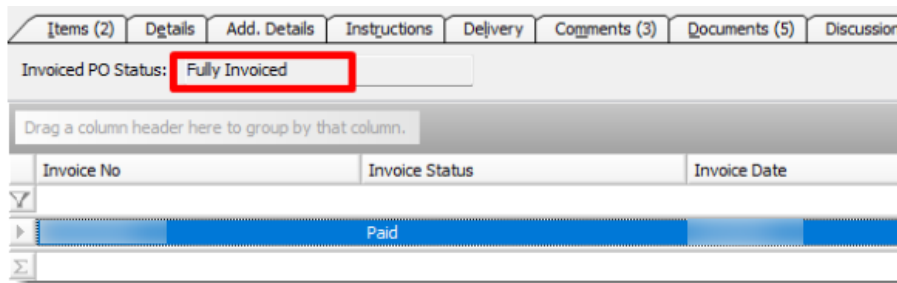


10. The **Final Invoice** check box is now enabled. Select the check box and click **Save**.



Please note that users are still able to clear the check box after saving. Therefore, access rights should only be granted to authorized users who are responsible for handling this task.

11. PO with **Fully Invoiced** status.



Please take note that when a partially invoiced PO is marked as fully invoiced, the system will automatically generate an estimated transaction for the remaining uninvoiced amount of the PO. If the estimated transaction has been purged or physically deleted from the Financial Transaction table, the system will not be able to generate the estimated transaction.

TRX TIME STAMP	TRX ACCOUNT CODE	TRX VOUCHERTYPE CODE	TRX TEXT	TRX AMOUNT	TRX AMOUNT CURRENCY	REC CREATOR	REC CREDATE	REC DELETED
202512231838061701001213813	324350	5	Transport	-781.96	-750.00	BASSADM	2025-12-23 18:38:06.190	0
202512231838058601001213812	324350	5	Nitrogen Consumable	-294.02	-282.00	BASSADM	2025-12-23 18:38:05.897	0
202504161627178431001182983	324350	0	Hose Pressure Test with Nitrogen	1800.00	0.00	JON	2025-04-16 16:27:17.853	-1
202504161627177671001182982	324350	5	Hose Pressure Test with Nitrogen	-1876.70	-1800.00	JON	2025-04-16 16:27:17.783	-1

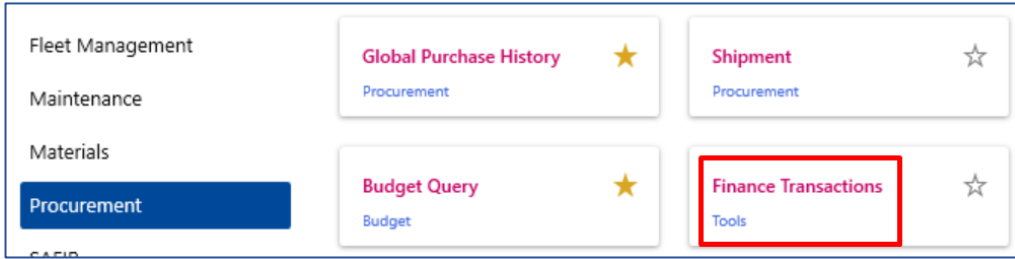
INVLIN_ID	POLINE_ID	GENERAL_DESC	ACCOUNT_CODE	INV_AMOUNT	EST_AMOUNT	REC_CREATOR	REC_CREDATE	REC_REVDATE	REC_REVISOR
1	1	Hose Pressure Test with Nitrogen	324350	1800.00	1800.000000	NW	2025-03-25 10:45:01.000	2025-12-23 18:38:04.000	BASSADM
2	2	Nitrogen Consumable	324350	0.00	282.000000	NW	2025-03-25 10:45:01.000	2025-12-23 18:38:04.000	BASSADM
3	3	Transport	324350	0.00	750.000000	NW	2025-03-25 10:45:01.000	2025-12-23 18:38:04.000	BASSADM

Transaction will reverse when invoice mark as fully invoice

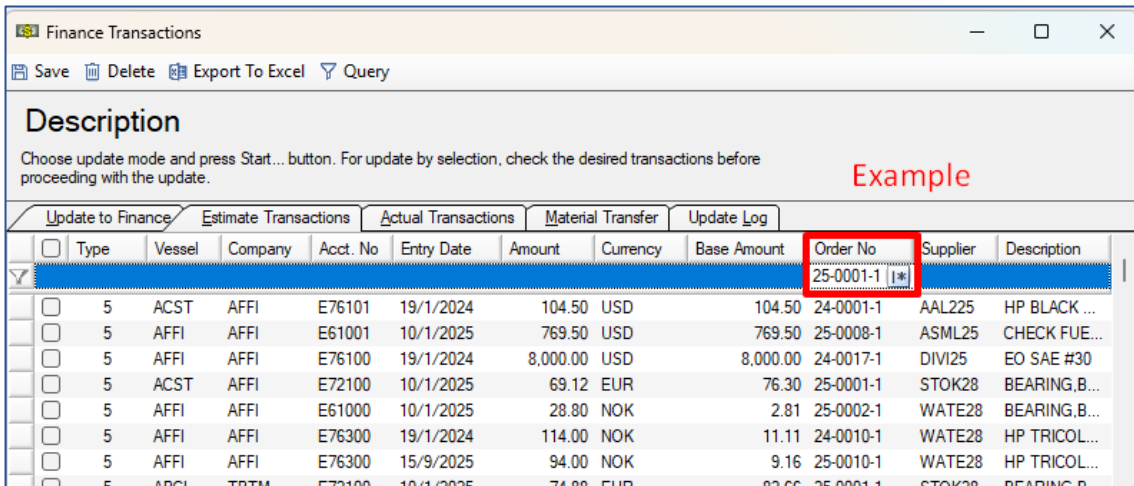
If the reversal estimate voucher is not required, the user may delete it:

- Navigate to the **Procurement** module and double click to open the **Finance Transactions** screen.

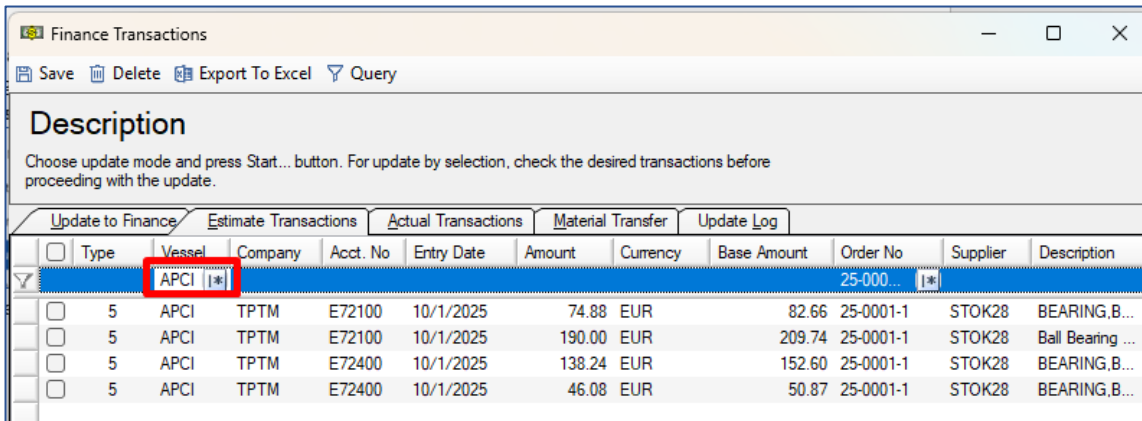




- On the **Finance Transactions** screen, open the **Estimate Transactions** tab and search for the PO code (Order No.).

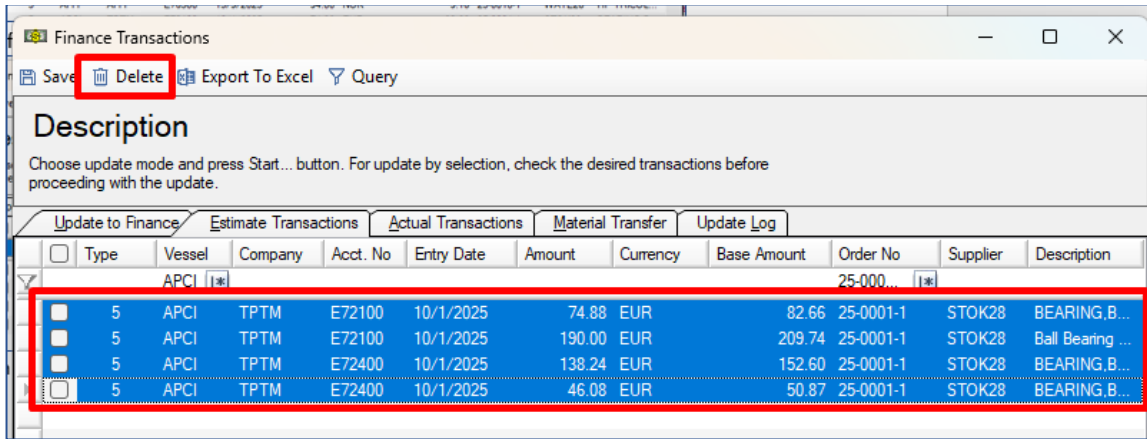


- You can further filter for the **Vessel** code.

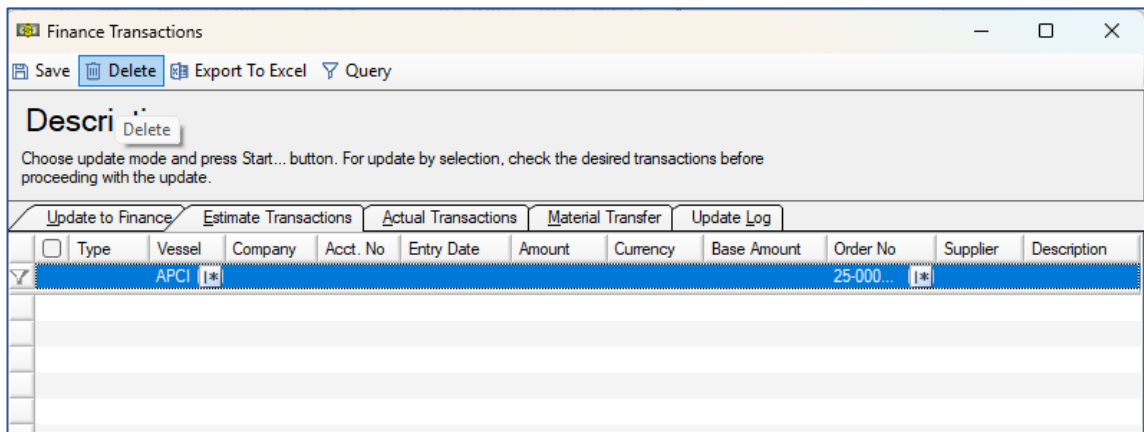


- Then select the estimate vouchers (press keyboard **Shift** + mouse click for multiple records) that are not required and click **Delete**.

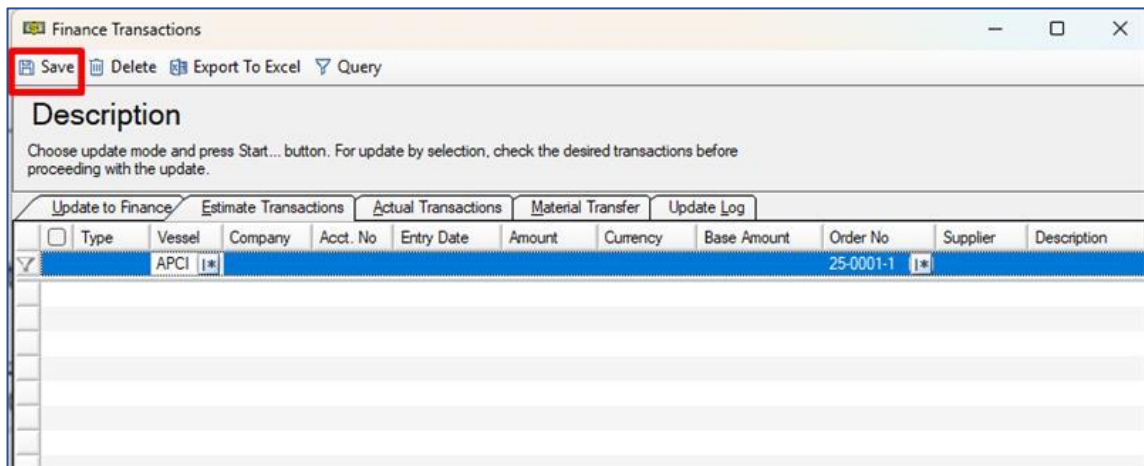




- The records will be deleted.



- Finally, click **Save**.





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