Managing AP Invoices

August 18, 2026

Finding Supplier AP Invoices

Pams uses **Purchase Invoices** to store supplier AP Invoice records. Open **Purchase Invoices** from the **Financial** area when you need to review a payable document received from a Sub-supplier.

1. Open the **Purchase Invoices** list to see the supplier invoices already entered in Pams. Use the available list views and narrowing controls to focus on the records relevant to your current work.
2. Identify the invoice you need by reviewing the information shown in the list. In particular, look for the **Sub-supplier**, **Invoice Number**, **Amount**, **Currency**, and **Due Date** where these details are displayed.
3. Use the supplier invoice reference consistently when locating records. The value entered in **Invoice Number** should match the reference shown on the supplier's invoice, making it easier to distinguish invoices from the same Sub-supplier.
4. Open the required invoice to review its full details. From the AP Invoice record, you can check the invoice information, the related purchase information, and the invoice communication history.
5. Before changing anything, confirm that the selected record belongs to the correct Sub-supplier and relates to the expected purchase. This is especially important when the same Sub-supplier has issued several invoices for the same project, Purchase Order, or delivery.

[SCREENSHOT: Purchase Invoices list showing supplier invoice records with Sub-supplier, Invoice Number, Amount, Currency, and Due Date]

Use the list as your starting point whenever you receive a supplier question, need to confirm a payable amount, or need to add context to an existing invoice. Opening the existing record first helps keep supplier, purchase, and communication details together rather than creating a second invoice for the same document.

Creating and Updating Supplier Invoice Details

Create an AP Invoice when a Sub-supplier issues a payable invoice that needs to be tracked with the related purchase information in Pams. Enter the invoice details carefully so the record can be recognized later during payables work and supplier follow-up.

1. From **Purchase Invoices**, start a new Purchase Invoice record.
2. Select the **Sub-supplier** that issued the invoice. Confirm that the selected Sub-supplier matches the name shown on the supplier's invoice before entering the remaining details.
3. Enter the supplier's invoice reference in **Invoice Number**. Use the supplier's own invoice number rather than an internal note or a Purchase Order number, unless the supplier uses that number as its invoice reference.
4. Complete the invoice details that apply to the document. Review the following fields carefully:

Field	What to review
Invoice Number	The supplier's invoice reference
Amount	The amount shown on the supplier invoice
Currency	The currency used on the supplier invoice
Due Date	The payment due date stated by the supplier
Invoice Note	A short note that helps explain the invoice, where needed

5. Review the related purchase information before saving. Make sure the invoice is connected to the purchase it is intended to cover and that the Sub-supplier details remain correct.
6. Click **Save** to keep the invoice record available for later review. Use **Save and Close** when you have finished entering or updating the record.

[SCREENSHOT: Purchase Invoice form showing the Sub-supplier, Invoice Number, Amount, Currency, Due Date, and Invoice Note fields]

Return to the AP Invoice whenever the supplier sends corrected information, changes the payment due date, or provides a revised invoice reference. Update the invoice record itself so the current payable details remain visible with the related purchase information.

Reviewing Purchase Information on an Invoice

Purchase information on an AP Invoice helps you understand why the supplier billed your company and which purchasing activity the invoice supports. Review this information before changing invoice amounts, supplier details, or invoice notes.

1. Open the relevant AP Invoice from **Purchase Invoices**.
2. Review the purchase information linked to the invoice. Use it to confirm which purchasing activity the supplier invoice relates to, such as the associated Purchase Order or other available purchase details.
3. Compare the invoice with the related purchase information. Check that the **Sub-supplier** is the same on both sides and that the invoice is connected to the purchase you expect. Then review invoice details such as the **Amount**, **Currency**, and any available dates or notes.
4. If a supplier asks why an invoice is being reviewed, use the linked purchase information to understand the background before responding. The AP Invoice provides a single place to look at the payable document alongside its purchase context.
5. When underlying purchase details change, revisit the related AP Invoice. Update the invoice details where necessary so anyone opening the invoice sees current information instead of relying on an older explanation or message.

[SCREENSHOT: AP Invoice record with related purchase information visible alongside invoice details]

Do not assume that invoices from the same Sub-supplier relate to the same purchase. Use the information attached to the specific AP Invoice record each time, particularly when a Sub-supplier has multiple Purchase Orders, project purchases, or deliveries in progress.

Keeping the invoice and purchase information aligned also makes later invoice communication easier to understand. A colleague reviewing the record can see both the supplier’s payable document and the purchase context without searching through separate records.

Communicating About a Supplier Invoice

Use the invoice communication area on the relevant AP Invoice to document questions, clarifications, and decisions about a supplier invoice. Keeping the conversation with the invoice gives your team a clear history of what was discussed and why an invoice was updated or reviewed.

1. Open the AP Invoice from **Purchase Invoices** and confirm the **Sub-supplier** and **Invoice Number** before adding a message.
2. Open the invoice communication area from that invoice record. Review the existing communication history first so you understand any previous questions, clarifications, or updates.
3. Add a message that clearly relates to the invoice. Include the invoice-specific detail that matters, such as the supplier invoice reference, the amount being discussed, the related purchase information, or the point that needs clarification.
4. When the discussion concerns a difference between the invoice and the purchase information, state which detail needs review. For example, identify whether the question concerns the **Amount**, **Currency**, **Due Date**, or the related purchase.
5. Review the invoice communication history before replying to a follow-up message. This helps you respond with the existing invoice and purchase context rather than asking the same question again.

[SCREENSHOT: Invoice communication area within an AP Invoice record, showing previous messages and the option to add a new message]

Keep supplier invoice discussions on the invoice record rather than separating them into unrelated conversations. When another team member opens the AP Invoice later, the communication history should explain what was questioned, what information was checked, and whether the invoice details were updated.

If you update the AP Invoice after a discussion, make sure the message and the invoice details agree. The communication history explains the decision; the invoice fields should show the current payable information.

Keeping Invoice, Purchase, and Communication Records Aligned

An AP Invoice is most useful when its supplier details, purchase information, and communication history all describe the same payable document. Use the invoice record as the central place for information that belongs to that specific supplier invoice.

1. Enter the supplier's invoice reference consistently in **Invoice Number**. This makes the invoice easier to locate in **Purchase Invoices** and easier to recognize in invoice communication.

2. Check the linked purchase information whenever you open an invoice for review. Confirm that the **Sub-supplier** and the purchasing context match the supplier invoice you received.
3. Add invoice-specific questions and clarifications in the invoice communication area. Include enough detail for a later reviewer to understand which invoice detail or purchase detail was discussed.
4. Update the AP Invoice when the supplier provides changed information. For example, revise the **Invoice Number**, **Amount**, **Currency**, **Due Date**, or **Invoice Note** when the supplier's payable document has been corrected.
5. Recheck the record after making changes. The supplier invoice reference, invoice fields, linked purchase information, and communication history should not contradict one another.

[SCREENSHOT: AP Invoice showing aligned supplier information, invoice details, purchase information, and communication history]

Avoid treating a message as the final source of invoice details. A message may explain a change, but the current AP Invoice record should contain the information your team needs when reviewing the payable document. Likewise, do not rely on a purchase record alone when the supplier invoice has its own reference, amount, or due date to track.

Resolving Missing Purchase Information and Invoice Communication Questions

When an AP Invoice appears incomplete or a supplier discussion does not make sense, start with the invoice record and work outward. Checking the existing invoice before creating anything new helps prevent duplicate supplier invoices and disconnected communication.

1. If expected purchase information is missing, first confirm that you opened the correct AP Invoice. Check the **Sub-supplier** and **Invoice Number**, then review the purchase information available from that record.
2. If the invoice details conflict with the purchase information, compare the supplier invoice reference with the invoice record and the related purchase details. Identify exactly what differs before editing the invoice.
3. Review the **Amount**, **Currency**, and **Due Date** against the supplier invoice. If the supplier has issued a correction, update the AP Invoice so the record reflects the

current document.

4. If the invoice communication history lacks context, add a message to the relevant AP Invoice. State the supplier invoice reference and identify the related purchase information so the next reviewer can understand the issue without searching elsewhere.
5. If you cannot find an expected invoice, return to the **Purchase Invoices** list. Change the available list view or narrowing controls and check the relevant Sub-supplier and invoice reference before creating a new record.

[SCREENSHOT: Purchase Invoices list with list-view and narrowing controls used to locate a supplier invoice]

Do not create another AP Invoice simply because purchase information or communication is not immediately visible. First confirm the supplier invoice reference and review the existing records for that Sub-supplier. A duplicate record can leave purchase details and invoice communication split between two different invoices.

When the correct invoice is found, keep the explanation on that record and update its invoice details as needed. This gives payables reviewers one reliable place to see the supplier invoice, related purchase context, and discussion history.

Overview

AP Invoices represent payable invoices received from Sub-suppliers for purchasing-related work. In Pams, these supplier invoices are managed through **Purchase Invoices**, where the payable document can be reviewed together with its related purchase information and invoice communication history.

A supplier AP Invoice is different from an AR Invoice. AR Invoices support the customer sales and payment process, while AP Invoices support the supplier purchasing and outgoing-payment process. If you need to work with invoices issued to customers, use Managing AR Invoices instead.

Use a Purchase Invoice record to keep the following information connected:

- The **Sub-supplier** that issued the invoice.
- The supplier’s invoice reference in **Invoice Number**.
- Invoice details such as **Amount**, **Currency**, and **Due Date**.
- Purchase information that explains what the supplier invoice relates to.
- Invoice communication that records questions, clarifications, and updates.

This connection is important when a supplier invoice needs review. For example, a colleague can open the AP Invoice to see the supplier invoice reference, check the purchase context, read previous invoice communication, and confirm whether the current invoice fields need to be updated.

[SCREENSHOT: AP Invoice record showing invoice details, related purchase information, and invoice communication in one view]

Use the AP Invoice as the current source for supplier payable information. Messages should explain decisions or questions, while the invoice details should show the current supplier invoice information. This keeps purchasing and finance work aligned when several people review the same Sub-supplier invoice.

Prerequisites

Before creating or updating an AP Invoice, gather the supplier invoice details and confirm which purchasing activity the invoice supports. Having these details ready makes it easier to enter the invoice correctly and avoid connecting it to the wrong Sub-supplier or purchase.

Prepare the following:

- Access to **Financial > Purchase Invoices** in Pams.
- The supplier invoice issued by the Sub-supplier.
- The supplier’s invoice reference for the **Invoice Number** field.
- The invoice **Amount** and **Currency**.
- The supplier’s stated **Due Date**, where applicable.
- The correct **Sub-supplier** in Pams.
- The related purchase information, such as the relevant Purchase Order or other purchasing context available for the invoice.
- Any existing invoice communication that explains changes, questions, or differences between the supplier invoice and the purchase information.

Before starting a new Purchase Invoice, check the **Purchase Invoices** list for the supplier invoice reference. If the invoice already exists, open that record and update it instead of entering a duplicate. This is particularly important when the supplier has sent a revised invoice or when another colleague may already have started the review.

If you are adding a message to an existing invoice, open the AP Invoice first and review its communication history. Use the **Sub-supplier**, **Invoice Number**, and related purchase information to make sure the message is attached to the correct payable document.

For the next Finance Operations payment workflow, continue with Recording Incoming Payments.