

## ISL Delivery Dockets Webinar Question & Answers

### Q. Is it mandatory for the qty's on the delivery docket to be allocated??

A. Yes QTY need to be entered necessary for the receipting process.

Benefits are:

- Reporting for Cost Incurred
- Matching to ISL Invoice negates the need to Cost Allocate at Invoice stage (same effort is required, but done up front at Docket stage)

### Q. Can the docket be auto approved?

A. Yes. Workflow Rule can be set up to auto-approve as soon as the Docket are Submitted by the user (e.g. project staff) at Project level instead of by AP staff under Company level.

### Q. Can the delivery docket be viewed when approving the invoices?

A. Yes via the "Documents" button in the Approvals Queue

### Q. This is an add on which closes the loop on approval process for PO prior to approval. However, I am unsure of all invoices will need to be matched with delivery docket esp since you don't need to tick the box on raising PO. I would like to know the approximate cost?

A. Dockets are not mandatory for an ISL Invoice to approved and processed. ISL invoices without docket can still be raised and an Invoice only transaction and approved in a workflow for Posting.

### Q. On the Purchase Order entry screen, is the check box "Delivery Dockets Mandatory on Invoice" need to be ticked?

A. A1. No. It is not required to be ticked. Receipting of Dockets can be done on the fly

### Q. Is there an option for bulk uploading docket into the Dockets Register?

A. Yes, a user can drag and drop multiple files directly onto the Unprocessed Dockets area specific to the project

### Further information

If you have any further questions, please don't hesitate to contact Maria Marrone at [mmarrone@cssp.biz](mailto:mmarrone@cssp.biz).