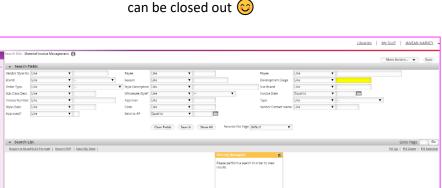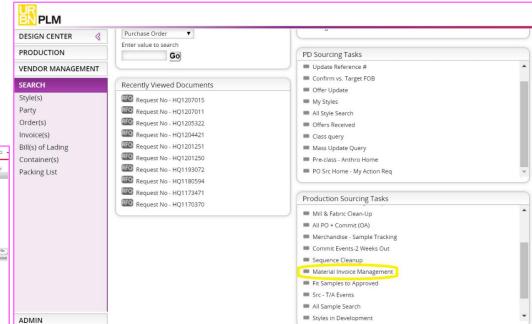# HOW-TO: APPROVE INVOICES IN TRADESTONE - PD

Where to View an Invoice in Tradestone:

From the dashboard in Tradestone, find the "PRODUCTION SOURCING TASKS" menu and select "Material Invoice Management" (see right.)

This selection will bring you to the below screen and the "Warning" Message can be closed out 😊
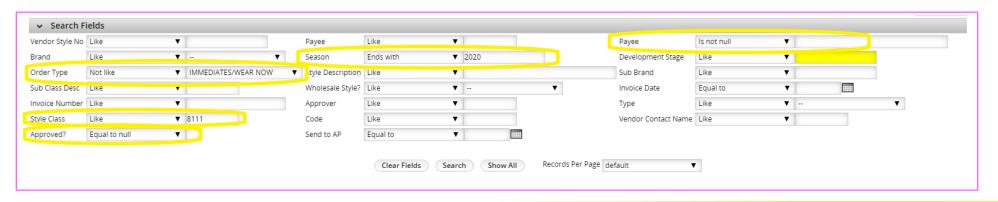
How to Search for an Invoice:

If your invoice is for an individual style, for example – a proto or sampling charges for a dropped style, the fastest way to find this is to search by invoice # (if it was provided to you) or by the style # associated with the charge. *See right for where to find these filters in TS.*

If you want to look at invoices in a group, for example – all pending approvals in your current development year, it's helpful to add more information to help filter as much as possible. See below suggestions for this example:

1. Order Type: Selecting "Like" or "Not Like" and adding IMMEDIATES/WEARNOW will filter for OBI product

2. Style Class

3. Approved: Enter "Equal to Null" to pull invoices with no approvals in system

4. Season: Select "Ends With" and enter the current development year
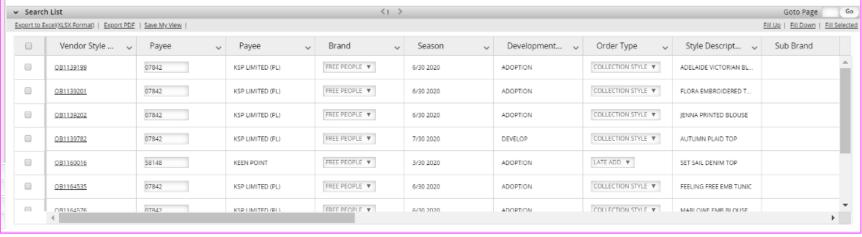
5. Payee: Enter "Is not Null" to filter out blank lines
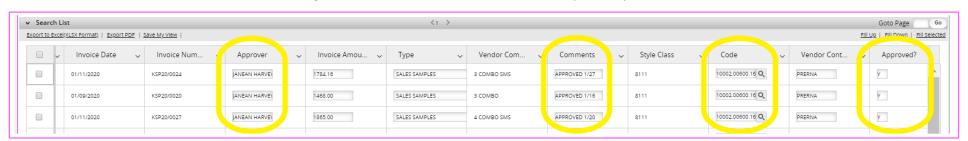
See below for where to find these filters in TS.

Approving an Invoice:

After clicking search, your filtered list will populate below your selections…

… Scroll to the right to see the columns that need to be completed by PD (circled below.)

Approver = Your Name // **Comments** = "Approved" or "Not Approved" and the Date // **Code** *(Completed by Free People PD Only)* = Click the magnifying glass to pop out the full list of GL codes and select the one that is applicable for your invoice (more on this below**!) // **Approved?** = Y for Yes, N for No

For samples, we pay FOB x 1.5 so you'll be able to check your invoice total by looking at the most recent FOB in TS, multiply by 1.5 and multiply again by the number of pieces that were sent by the vendor. If your totals are not matching, reach out to the vendor to clarify. They will be able to either explain how they came to the total entered (for example, maybe the sample was reflecting a prior fit or original trim that was later changed and affected cost) or revise the invoice total that is entered in Tradestone.

GL Codes
Free People Only

The image below shows the pop-up containing GL codes GL codes that will appear when you select the magnifying glass on the invoice line in Tradestone. Circled in the image are the codes used most often by PD

SMS - 10002.00600.1682.771101.00000.00000: Used when approving invoices related to Wholesale Salesman Samples

PROTO, FABRIC, TRIM SAMPLES - 10002.00600.1894.771104.00000.00000: Used when approving invoices related to protos or trim, fabric or artwork submitted by the vendor

Code	Description	Explanation	Status	Memo 1	Memo 2	Memo 3	Number 1	Number 2	Number 3	Date 1	Date 2	Date 3
10002.00600.1894.771101.00000.00000	INSPIRATIONAL SAMPLES		GL_CODE									
10002.00600.1894.771201.00000.00000	SAMPLE FREIGHT		GL_CODE									
10002.00600.1894.771103.00000.00000	SWATCH/PAINTING SAMPLES		GL_CODE									
10002.00600.1682.771101.00000.00000	SMS		GL_CODE									
10002.00600.0000.152408.00000.00000	DROPPED STYLE LIABILITY - WHOLESALE		GL_CODE									
10002.00600.0000.152409.00000.00000	POSITIONED FABRIC LIABILITY		GL_CODE									
10002.09800.0000.158203.00000.00000	DROPPED STYLE LIABILITY - RETAIL SEGMENT		GL_CODE									
10002.00600.1894.771104.00000.00000	PROTO, FABRIC, TRIM SAMPLES		GL_CODE									