

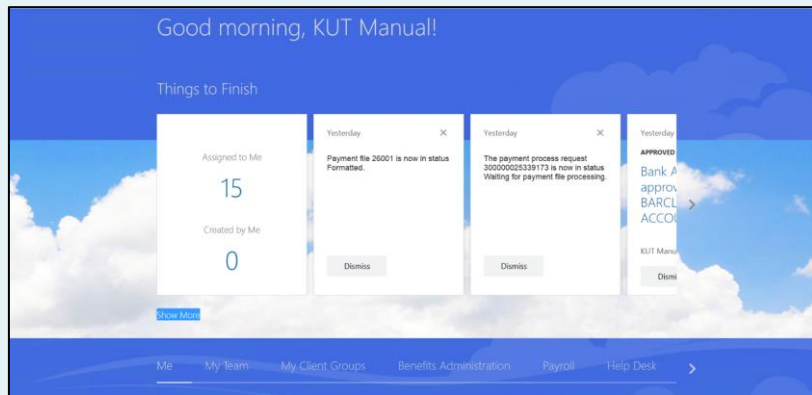
QRG – Accounts Payable – Standard Invoice (Non-PO)

1. Prerequisites & Logging In

Prerequisites:

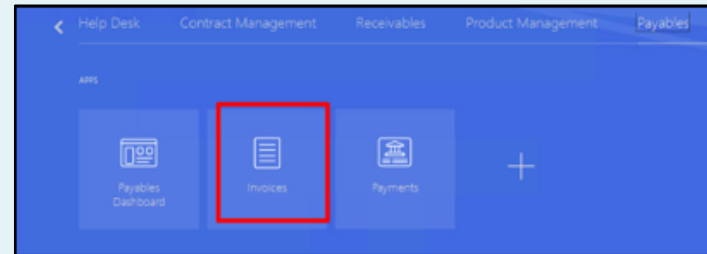
- User has appropriate Payables permission and role assigned
- Supplier created
- Supplier Site is assigned
- Oracle Code
- Payment Terms

Step 1. After logging in, the system will take you to the Home screen (below).

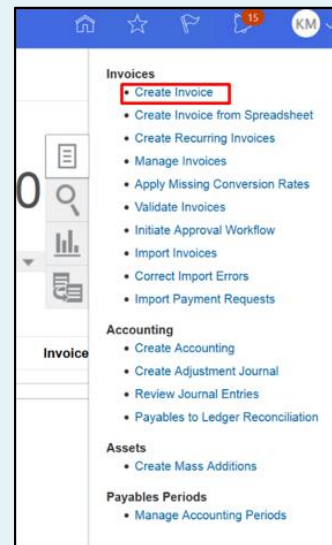


2. Create Invoice

Step 2. Go to **Navigator** and click on **Invoices** under Payables Dashboard.



Step 3. On Tasks, click on **Create Invoice**.



Note: There are 4 segments on the Create Invoice page:

- Invoice Header
- Lines
- Taxes
- Total

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3. Enter Header Information

Step 4. Enter all Header Information:

- **Click Show More to show Invoice Received Field** - this will have to be done when creating each new Invoice Group but is retained while working on the group. Complete this field for each invoice.
- **Business Unit:** Select the appropriate Business Unit.
- **Supplier:** Enter the Supplier Name in the Supplier field and the Supplier Number will auto populate.
- **Supplier Site:** Defaults to Primary Pay site, change the site name if necessary.
- **Legal Entity:** This defaults to Walsall Council and does not need to be changed.
- **Invoice Group:** Previously known as Batch Name, continue to use normal batch naming conventions e.g. CC030720JP01.
- **Invoice Number:** Enter the invoice number manually exactly as stated on the invoice.
- **Invoice Amount:** Enter the total amount of the invoice.
- **Invoice Currency:** The currency defaults from Supplier site, all invoices are processed with GBP.
- **Type:** Select Standard for the Invoices received from Supplier. It can be a standard Invoice or a Credit Memo.
- **Invoice Date:** Enter the Date as per the Supplier Invoice.
- **Payment Terms:** This defaults according to the supplier but can be changed using the drop down menu as necessary.
- **Payment Terms:** Defaults from Supplier site. For e.g., the Supplier's Payment Terms will be either by 7 Days, 14 Days, 28 Days or Immediate.
- **Terms Date:** Terms date basis defined at the Supplier site level and matched to the Invoice Date.
- **Requester:** This field will not be used.
- **Invoice Received:** As before, the date the invoice was first received by the Council
- **Attachments:** All invoices/credit notes and any other documents will be attached here. The user can click on the '+' symbol to add attachment to the transaction.

Invoice Header

Identifying PO

Business Unit

Supplier

Supplier Number

Supplier Site

Legal Entity

Invoice Group

Number

Amount

Type

Date

Payment Terms

Terms Date

Description

Requester

Attachments

Note

4. Enter Header Information

Note: You can add notes to the invoice record here, simply click on the Note Icon and a text box will appear to free type into. If a note has not been entered there is a small star shown at the top right of the icon. This star is not shown if a note has been entered and this icon also appears on search results screens.

Step 5. Click the Triangle Icon to the left of the word Lines: Enter the Net Amount, Distribution Combination and click the word Tax to move to the Tax Classification field and select the appropriate tax rate. For all lines, should you need more lines click the + (Add Row) Icon to add further lines.

Oracle Invoice Header

Accounting Date

Budget Date

Liability Distribution

Conversion Rate Type

Conversion Date

Conversion Rate

Document Category

Voucher Number

First Party Tax Registration Number

Supplier Tax Registration Number

Lines

Number	Type	Amount	Distribution	Accounting Date	ProRate Across All Item Lines	Budget Date	Status	Description	Tax Classification	Ship-to Locat
1	Item	1.00	0001 011100 0000 0000 0000 01	19/Jul/2019		19/Jul/2019	Not attempted			CIVIC CENTRE
2	Item			19/Jul/2019		19/Jul/2019	Not attempted			CIVIC CENTRE
3	Item			19/Jul/2019		19/Jul/2019	Not attempted			CIVIC CENTRE
4	Item			19/Jul/2019		19/Jul/2019	Not attempted			CIVIC CENTRE
5	Item			19/Jul/2019		19/Jul/2019	Not attempted			CIVIC CENTRE

Oracle Invoice Header

Accounting Date

Budget Date

Liability Distribution

Conversion Rate Type

Conversion Date

Conversion Rate

Document Category

Voucher Number

First Party Tax Registration Number

Supplier Tax Registration Number

Lines

Number	Type	Amount	Tax Classification	Ship-to Location	Number	Line	Schedule	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Details
1	Item	1.00		CIVIC CENTRE 344 FLO.							19/Jul/2019			
2	Item			CIVIC CENTRE 344 FLO.							19/Jul/2019			
3	Item			CIVIC CENTRE 344 FLO.							19/Jul/2019			
4	Item			CIVIC CENTRE 344 FLO.							19/Jul/2019			
5	Item			CIVIC CENTRE 344 FLO.							19/Jul/2019			

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5. Enter Header Information

Step 6. Enter the following:

- **Line Amount:** Enter the Line Net Amount.
- **Distribution Combination:** Enter the Account code combination applicable for this distribution line. Remember to enter 0000 in Spare 1 field unless you are given any other code to enter.
- **Bank Account Details:** Should be checked under Invoice Actions drop down then click Manage Instalments before validation. If the bank account does not match the invoice, check that you have selected the correct supplier and site. If all selections are correct but the account stated on the invoice is inconsistent, presume change of bank account and contact AccountsPayable@walsall.gov.uk to request a change and put the invoice on hold. If a cheque is required, the Pay Group should have the type of cheque needed chosen from the drop down list. If an individual payment is required (so that the invoice is not grouped together with payments to the same supplier) then the Pay Alone box should be ticked – this **must be** done before validation, as it cannot be entered later.

Instalment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	31/07/20	12.00	12.00	99	BACS	98764325	
Totals		12.00	12.00				

Installment 1: Details		
Discounts (0)		
Date	Discount	Net Amount
1		
2		
3		

6. Save & Close

Step 7. From Invoice Actions drop down, click on Calculate Tax. At this point the voucher number is assigned – to see this, click Accounting and it is shown on the right of the screen.

Step 8. Scroll to bottom of screen and check if you have a green tick to confirm all amounts add up to the gross value of the invoice at header level. Save your work.

Step 9. To save the invoice and continue in the same Invoice Group (batch), click Save and Create Next, and continue with your next invoice. To start a new Invoice Group or to leave the invoice entry page, click on Save and Close.

Further Support

If you have any further queries, please contact the One Source helpdesk on **01922 654320**.