QRG – Accounts Payable – Invoice or Credit Note Matched to Purchase Orders

1. Create Invoice

Prerequisites:

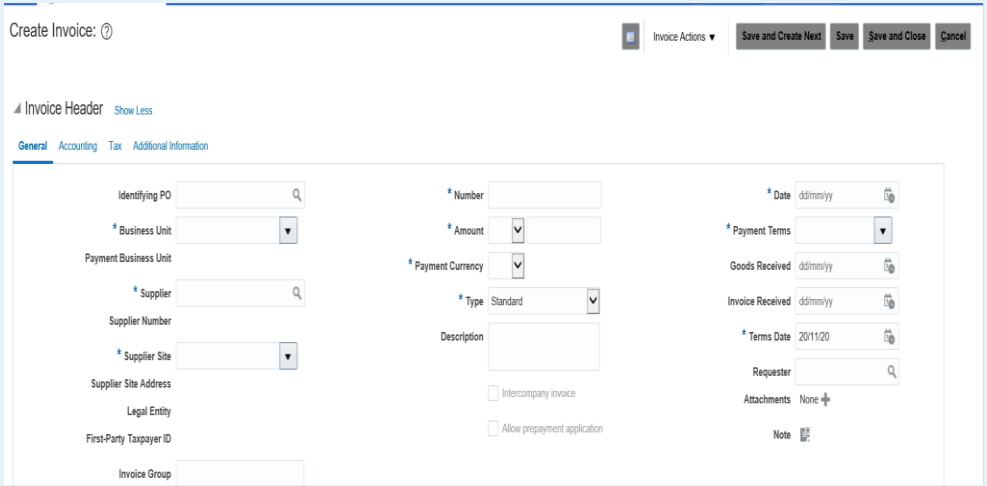
- User has Payables permission assigned
- Supplier created
- Supplier Site is assigned
- Payment Terms assigned
- PO is created, approved, and receipted

Note: Process Summary - After login to the system navigate to Payables > Invoice > Create Invoice. Enter the header details and Navigate to "Match" options at line level. A window will open, through which you can select the PO to match the invoice to. All other steps are the same as standard invoice entry.

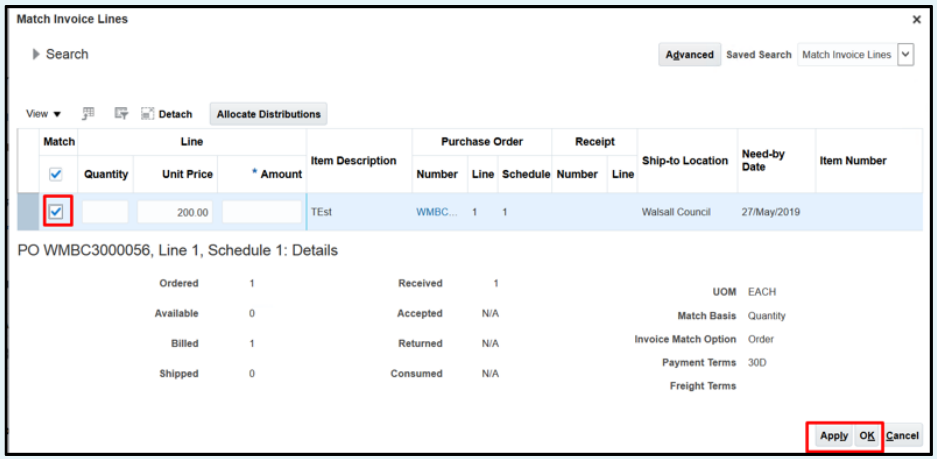
Step 1. Under **Task** list, click on **Create Invoice.**

Step 2. Add Invoice Received field by Clicking Show More Invoice payments are calculated from this field in combination with the payment terms. In **Identifying PO** field, enter the full Purchase order number and click tab to populate the supplier details and site will appear and are not editable. If the supplier or site is incorrect, you will need to cease invoice entry and contact the requisitioner to raise a correct purchase order. Enter all required information such as **Amount, Invoice Number** etc. In the case of matching a credit note, figures must be entered with a minus symbol in front, Type changed to Credit Memo and details of original invoice such as voucher number, date original invoice paid must be entered in Description. After entering the information click on "**Match**" button to **Match Invoice Line** with Purchase order.

2. Match Invoice or Credit Note to PO

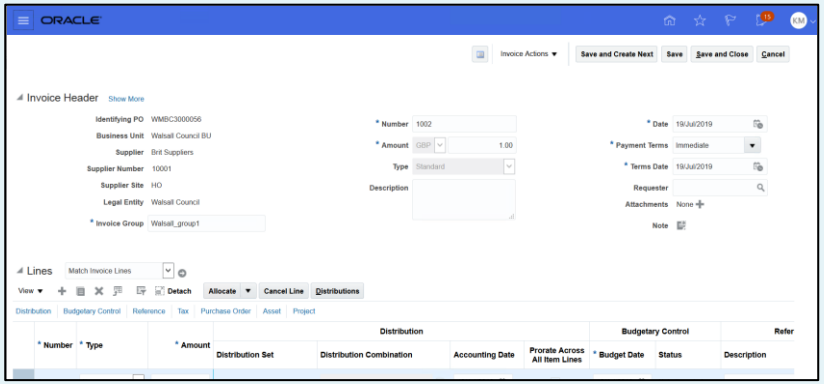


Step 3. As soon as you click on "Match" button, the system will take you to the PO match page as shown below. Select the related line information, complete line details, again using the minus symbol if entering a credit note, and click Apply then OK.



3. Tax Holds

Step 4. After application, you return to the invoice entry screen.



Note: All of the other actions related to invoice are the same as Standard invoice (Unmatched) creation.

Tax Holds

Invoices may have a small difference in the value of the VAT calculated. To change VAT amounts, click the triangle to the left of the word Taxes. Click Edit taxes. Amend the value of the VAT, Save, and check the amounts at the bottom of the screen agree. This must be done before Validation.

Further Support

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

QRG – Accounts Payable – Various Actions on Invoice (including VAT)

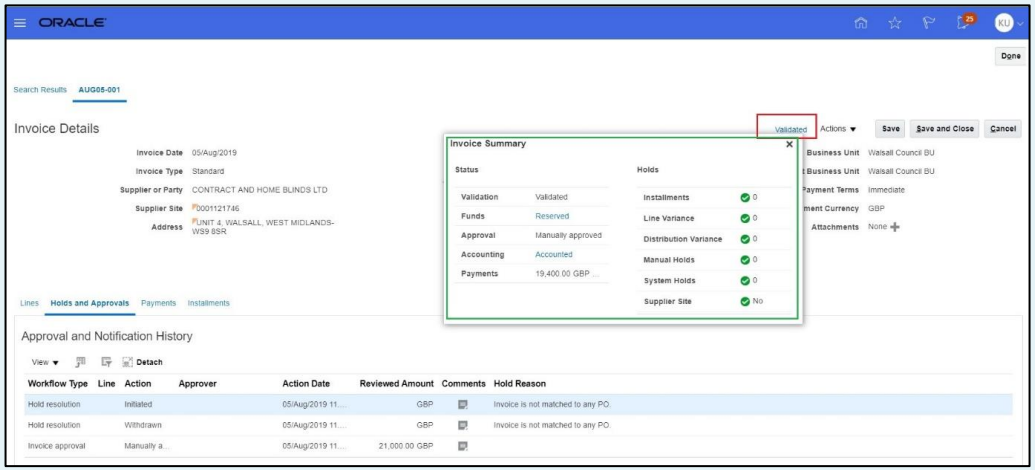
1. Manage Invoice

Step 1. Once an invoice is created, all changes / actions must be done on Tasks > Manage invoices.

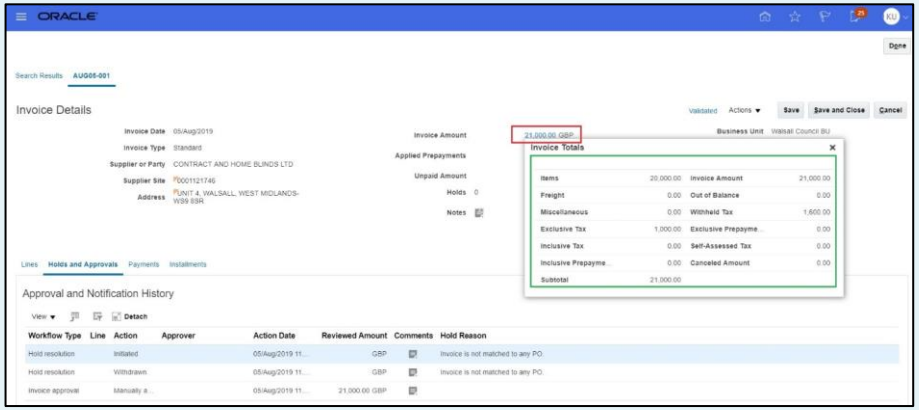
Step 2. Go to **Task** list and click on **Manage Invoice.**

Step 3. Search for the invoice and open it.

Step 4. Click on the "Validated" link (shown in red box below) to view the invoice summary.

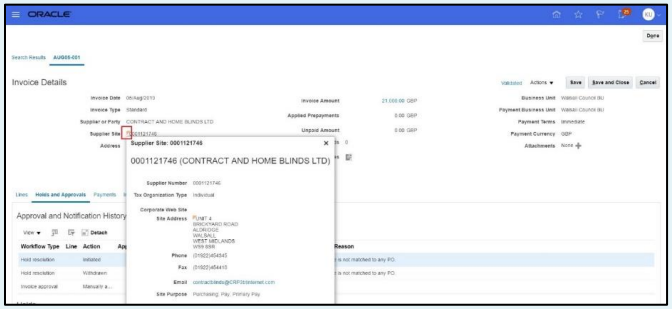


Step 5. Click on the Invoice amount link to view the Invoice totals like item, freight, VAT, CIS etc.

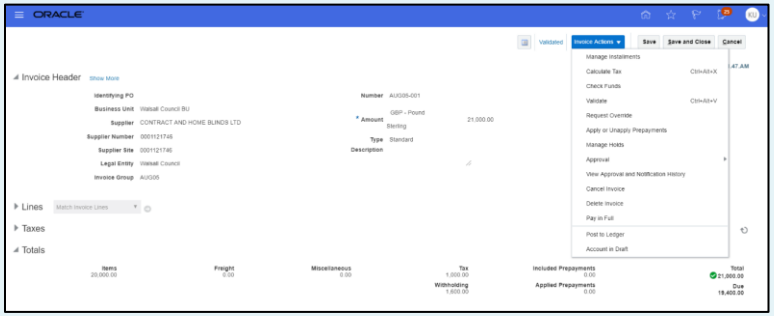


2. Invoice Actions

Step 6. Click on the orange symbol (shown in red box below) to view supplier detailed information.



Step 7. Click on Actions > Edit > Invoice Actions to view other information



a. Manage Instalments: To view instalments, Payment Method, Bank account, Pay Group, discount on instalments etc.
b. Manage Holds: To view the holds, and take any necessary action
c. Approval: To initiate approval, resubmit and other approval actions
d. View Approval and Notification History: To view the approval flow of the invoice.
e. Other options: Account in draft, Post to Ledger etc

Further Support

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