



# **How to Raise an Accounts Receivable Invoice**

- **Using a Memo line**
- **No Memo line**

**This Guide is for all system users who Raise Accounts Receivable Invoices**

| <b>Author</b>    | <b>Version</b> | <b>Edit Date</b> |
|------------------|----------------|------------------|
| Lindsey Loverock | 1.0            | 06/03/2026       |
| Lindsey Loverock | 1.1            | 16/04/2026       |
| Lindsey Loverock | 1.2            | 24/07/2026       |
|                  |                |                  |



**Step  
Number**  
1

**Step Description**  
Sign into OneSource.

**Step Image**

ORACLE Cloud English ▼

## Sign in

Username

Password

[Forgot Password?](#)

Next

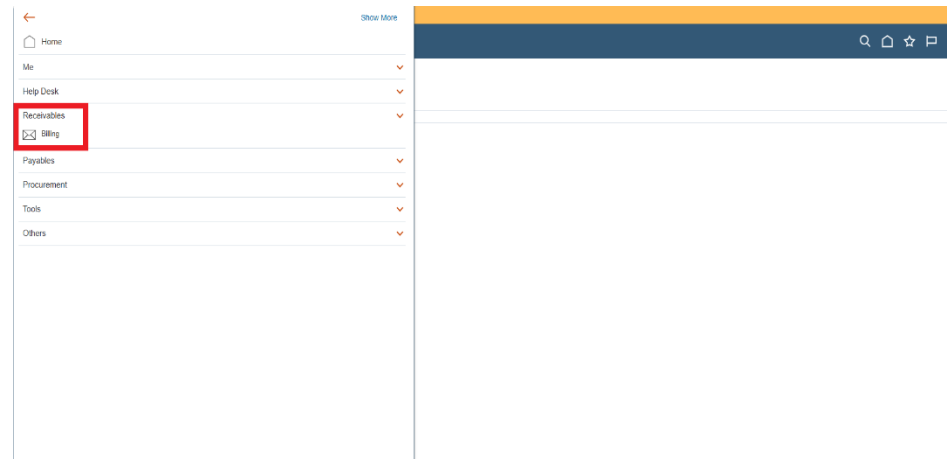
Or

**Sign in with Walsall SSO**

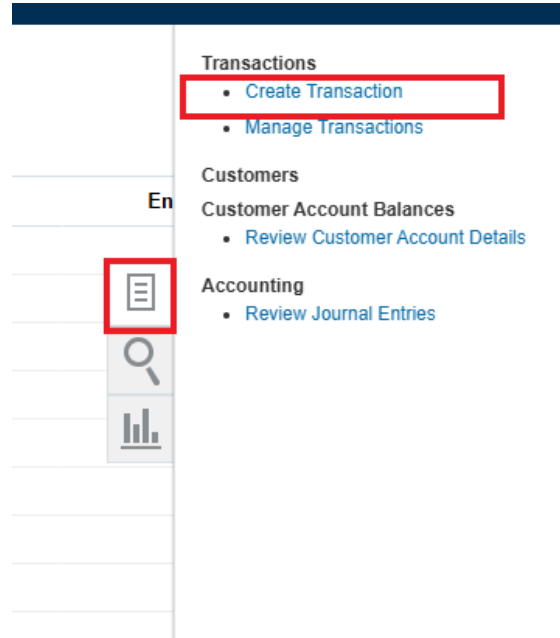
[Need help signing in?](#)

> Cloud account details

- 2 Click **Receivables** and select **Billing**



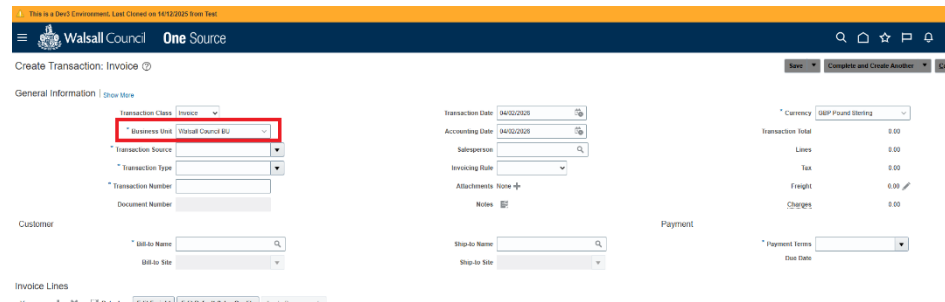
- 3 Select the Task  icon and from the drop-down menu, select Create Transaction



- Transaction Class select Invoice (this should automatically default to this option)  
**DO NOT select Debit Memo.**

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Business Unit will default to the users specific Business Unit (**Walsall Council BU or Walsall Council Social Care**).



The screenshot shows the 'Create Transaction: Invoice' form in the Walsall Council One Source system. The 'Business Unit' dropdown menu is highlighted with a red box and shows 'Walsall Council BU' as the selected option. The form includes fields for Transaction Class, Transaction Date, Accounting Date, Transaction Source, Transaction Type, Transaction Number, Document Number, Customer, Bill-to Name, Bill-to Site, Ship-to Name, Ship-to Site, Currency, Transaction Total, Lines, Tax, Freight, Charges, Payment Terms, and Due Date.

Business Support are required to select the correct BU when raising invoices on behalf of service areas who do not have access to raise invoices.



# Walsall Council

- 5 Transaction Source select **WMBC Manual** (this is the only option in the dropdown)

The screenshot shows the 'Create Transaction: Invoice' form in the Walsall Council One Source system. The 'Transaction Source' dropdown is highlighted with a red box, showing 'WMBC Manual Invoice Entry' as the selected option. Other fields include 'Transaction Class' (Invoice), 'Business Unit' (Walsall Council BU), 'Transaction Date' (04/02/2025), 'Accounting Date' (04/02/2025), 'Currency' (GBP Pound Sterling), and 'Transaction Total' (0.00). The 'Customer' field is empty, and the 'Invoice Lines' section is visible at the bottom.

- 6 Transaction Type select and can be typed within search box or select from the dropdown list.

The screenshot shows the 'Create Transaction: Invoice' form in the Walsall Council One Source system. The 'Transaction Type' dropdown is highlighted with a red box, showing a search box and a list of options including 'CATERING'. Other fields include 'Transaction Class' (Invoice), 'Business Unit' (Walsall Council BU), 'Transaction Date' (04/02/2025), 'Accounting Date' (04/02/2025), 'Currency' (GBP Pound Sterling), and 'Transaction Total' (0.00). The 'Customer' field is empty, and the 'Invoice Lines' section is visible at the bottom.

This relates to the Service Area and/or service provided and must relate to the income being recovered.

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Go to the **Bill-to-Name** field, click on the magnify glass & enter **Customer name** in \*name field or if known enter the **customer account number** in Account number field, click search, and the system will return the customer required. Click on selection below to highlight the correct customer and **OK**

Customer

\* Bill-to Name

Bill-to Site

Walsall Council One Source

Create Transaction: Invoice

General Information | Show More

Transaction Class: Invoice

Business Unit: Walsall Council DU

Transaction Source: WMBC-MANUAL

Transaction Type: CATERING

Transaction Number:

Document Number:

Customer

\* Bill-to Name

Bill-to Site

Invoice Lines

View | X | Detach | Edit Freight | Edit Default Sales Credits | Apply

Line Information | Tax Determinants | Revenue Scheduling

| Line | Item | Description | Memo Line | UOM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Rule | Type | Revenue |
|------|------|-------------|-----------|-----|----------|------------|--------|---------|--------------------|-------------------------------|------|------|---------|
| 1    |      |             |           |     |          |            |        |         |                    |                               |      |      |         |
| 2    |      |             |           |     |          |            |        |         |                    |                               |      |      |         |
| 3    |      |             |           |     |          |            |        |         |                    |                               |      |      |         |
| 4    |      |             |           |     |          |            |        |         |                    |                               |      |      |         |
| 5    |      |             |           |     |          |            |        |         |                    |                               |      |      |         |

Search and Select: Bill-to Name

Search

\* Name: FIVE RIVERS CATERING

\*\* Account Number:

\*\* Account Description:

\*\* Taxpayer Identification Number:

Search | Reset

OK | Cancel

Transaction Date: 04/02/2025

Currency: GBP Pounds Sterling

Transaction Total: 0.00

Lines: 0.00

Tax: 0.00

Freight: 0.00

Charges: 0.00

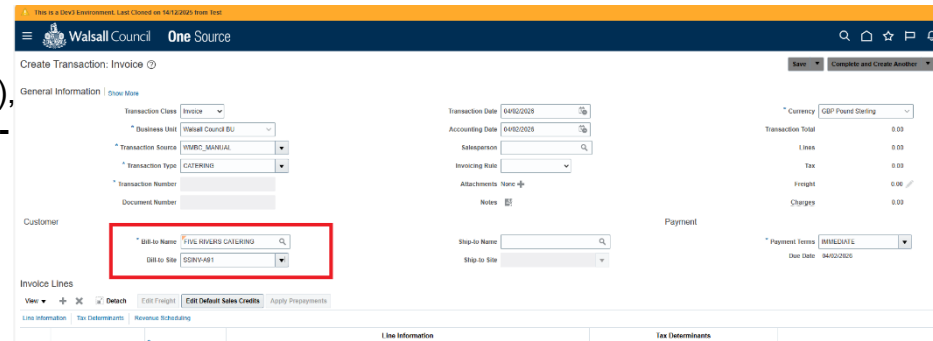
Payment Terms:

Due Date:

By clicking on the Advanced button this will widen the search criteria for searching for a customer.

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If the customer has an alternative address (check original invoice documents), click on **drop down Bill-to-Site** and select.



Walsall Council One Source

Create Transaction: Invoice

General Information

Transaction Class: Invoice

Business Unit: Walsall Council BU

Transaction Source: WMBC\_MANUAL

Transaction Type: CATERING

Transaction Number:

Document Number:

Transaction Date: 04/02/2025

Accounting Date: 04/02/2025

Salesperson:

Invoicing Rate:

Attachments: None

Notes:

Currency: GBP Pound Sterling

Transaction Total: 0.00

Lines: 0.00

Tax: 0.00

Freight: 0.00

Charges: 0.00

Customer

\* Bill-to Name: FIVE RIVERS CATERING

Bill-to Site: SONY-AB1

Ship-to Name:

Ship-to Site:

Payment

\* Payment Terms: IMMEDIATE

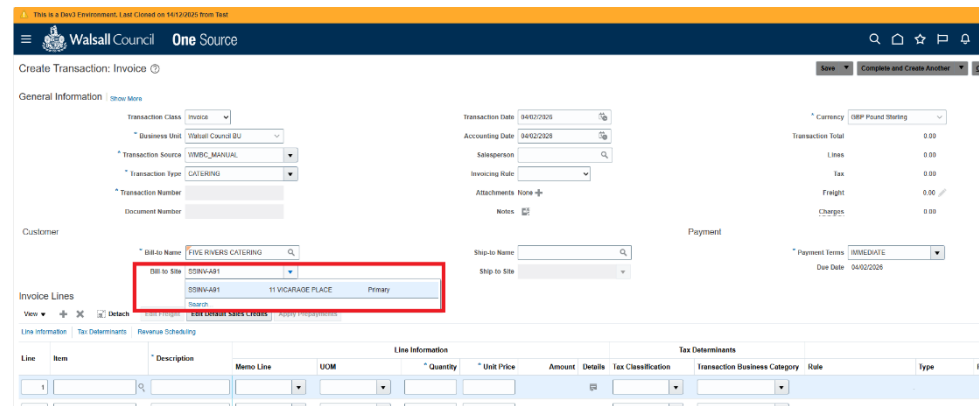
Due Date: 04/02/2025

Invoice Lines

View: + - X Detach

Line Information Tax Determinants Revenue Scheduling

**Caution:** some customers have multiple sites so please ensure the correct site is selected.



Walsall Council One Source

Create Transaction: Invoice

General Information

Transaction Class: Invoice

Business Unit: Walsall Council BU

Transaction Source: WMBC\_MANUAL

Transaction Type: CATERING

Transaction Number:

Document Number:

Transaction Date: 04/02/2025

Accounting Date: 04/02/2025

Salesperson:

Invoicing Rate:

Attachments: None

Notes:

Currency: GBP Pound Sterling

Transaction Total: 0.00

Lines: 0.00

Tax: 0.00

Freight: 0.00

Charges: 0.00

Customer

\* Bill-to Name: FIVE RIVERS CATERING

Bill-to Site: SONY-AB1

Ship-to Name:

Ship-to Site:

Payment

\* Payment Terms: IMMEDIATE

Due Date: 04/02/2025

Invoice Lines

View: + - X Detach

Line Information Tax Determinants Revenue Scheduling

| Line | Item | Description | Memo Line | UOM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Role | Type | Revers |
|------|------|-------------|-----------|-----|----------|------------|--------|---------|--------------------|-------------------------------|------|------|--------|
| 1    |      |             |           |     |          |            |        |         |                    |                               |      |      |        |

The standard payment terms on an invoice is **Immediate**. This will default to Immediate by selecting the customer. **Do not change the payment terms.** Any queries regarding payment terms please raise a helpdesk ticket.



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If you need to add an attachment, such as backing documentation for the charge.  
**Select the + icon next to Attachments and search for the required document by selecting **choose file**.**

Upload file by selecting its name/location and click **open**. The title will update, and the file name will show. Add further documents by selecting the + again, and repeat the process or select x to remove an attachment. Select ok.

You can view the attachment by clicking on file.



Complete Description by typing within the box only if a memo line has not been selected. **(include date of service).**

**These may need updating if codes have been end dated and combinations no longer work.**

View by clicking on **Blue** file text, and you can also, see when the file was added and who by

**If a Purchase Order number is required to appear on the invoice, enter the PO Number as part of the invoice description.**

Alternatively, select a Memo Line which will auto populate the description, Tax Classification Financial Budget code. **A date must also be entered in the memo line description.**

[illegible]



# Walsall Council

Create Transaction: Invoice

General Information

Transaction Class: Invoice  
Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number:   
Document Number:   
Transaction Date: 04/02/2026  
Accounting Date: 04/02/2026  
Salesperson:   
Invoicing Rate:   
Attachments: None  
Notes:   
Currency: GBP Pound Sterling  
Transaction Total: 0.00  
Lines: 0.00  
Tax: 0.00  
Freight: 0.00  
Charges: 0.00  
Customer:   
Bill to Name: FIVE RIVERS CATERING  
Bill to Site: SSINV-AS1  
Ship to Name:   
Ship to Site:   
Payment:   
Payment Terms: IMMEDIATE  
Due Date: 04/02/2026

Invoice Lines

| Line | Item | Description   | Memo Line  | UOM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Rule | Type | Revenue |
|------|------|---------------|------------|-----|----------|------------|--------|---------|--------------------|-------------------------------|------|------|---------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     |          |            |        |         | GB STANDARD        |                               |      |      |         |
| 2    |      |               |            |     |          |            |        |         |                    |                               |      |      |         |
| 3    |      |               |            |     |          |            |        |         |                    |                               |      |      |         |

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Enter Quantity in  
Quantity field

Enter Unit price in  
Unit Price Field

Amount will  
automatically calculate  
the value of the  
Quantity  
x Unit Price  
(Check the amount  
has calculated correctly).

Create Transaction: Invoice

General Information

Transaction Class: Invoice  
Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number:   
Document Number:   
Transaction Date: 04/02/2025  
Accounting Date: 04/02/2025  
Salesperson:   
Invoicing Rate:   
Attachments: None  
Notes:   
Currency: GBP Pound Sterling  
Transaction Total: 500.00  
Lines: 500.00  
Tax: 0.00  
Freight: 0.00  
Charges: 0.00  
Customer:   
Bill to Name: FIVE RIVERS CATERING  
Bill to Site: SSINV-AS1  
Ship to Name:   
Ship to Site:   
Payment:   
Payment Terms: IMMEDIATE  
Due Date: 04/02/2025

Invoice Lines

| Line | Item | Description   | Memo Line  | UOM | Quantity | Unit Price | Amount | Details | Tax Classification    | Transaction Business Category | Rule | Type | Revenue |
|------|------|---------------|------------|-----|----------|------------|--------|---------|-----------------------|-------------------------------|------|------|---------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     | 10       | 50.00      | 500.00 |         | GB STANDARD           |                               |      |      |         |
| 2    |      |               |            |     |          |            |        |         | GB EXEMPT             | GB EXEMPT                     |      |      |         |
| 3    |      |               |            |     |          |            |        |         | GB OUT OF SCOPE       | GB OUT OF SCOPE               |      |      |         |
| 4    |      |               |            |     |          |            |        |         | REDUCED RATE          | REDUCED RATE                  |      |      |         |
| 5    |      |               |            |     |          |            |        |         | GB TEMP HOSP CATERING | GB TEMP HOSP CATERING         |      |      |         |
| 6    |      |               |            |     |          |            |        |         | GB ZERO               | GB ZERO                       |      |      |         |
| 7    |      |               |            |     |          |            |        |         | GB STANDARD           | GB STANDARD                   |      |      |         |



Enter Tax Classification in Tax Classification field (if you have selected a memo line this will automatically be populated so no need to enter).

Create Transaction: Invoice ⓘ

General Information ⓘ [Show More](#)

Transaction Class: Invoice  
Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number:   
Document Number:   
Customer:   
Bill to Name: FIVE RIVERS CATERING  
Bill to Site: SSINV-A81

Transaction Date: 04/02/2026  
Accounting Date: 04/02/2026  
Salesperson:   
Invoicing Rule:   
Attachments: None  
Notes:   
Payment:   
Currency: GBP Pound Sterling  
Transaction Total: 500.00  
Lines: 500.00  
Tax: 0.00  
Freight: 0.00  
Charges: 0.00  
Payment Terms: IMMEDIATE  
Due Date: 04/02/2026

Invoice Lines

View ⓘ [Detach](#) [Edit Freight](#) [Edit Default Sales Credits](#) [Apply Prepayments](#)

[Line Information](#) [Tax Determinants](#) [Revenue Scheduling](#)

| Line | Item | Description   | Memo Line  | UCM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Rule | Type | Revenue |
|------|------|---------------|------------|-----|----------|------------|--------|---------|--------------------|-------------------------------|------|------|---------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     | 10       | 50.00      | 500.00 |         | GB STANDARD        |                               |      |      |         |
| 2    |      |               |            |     |          |            |        |         |                    |                               |      |      |         |
| 3    |      |               |            |     |          |            |        |         |                    |                               |      |      |         |
| 4    |      |               |            |     |          |            |        |         |                    |                               |      |      |         |

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Select Show More

Walsall Council One Source

Edit Transaction: Invoice 235007 ⓘ

General Information ⓘ [Show More](#)

Transaction Source: WMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number: 235007  
Document Number:   
Status: Click edit icon to define hyperlink  
Incomplete

Customer:   
Bill to Name: FIVE RIVERS CATERING  
Bill to Site: SSINV-A81

Transaction Date: 04/02/2026  
Accounting Date: 04/02/2026  
Salesperson:   
Invoicing Rule:   
Attachments: None  
Notes:   
Currency: GBP Pound Sterling  
Payment:   
Transaction Total: 500.00  
Lines: 500.00  
Tax: 100.00  
Freight: 0.00  
Charges: 0.00  
Payment Terms: IMMEDIATE  
Due Date: 04/02/2026

Invoice Details

[Invoice Lines](#) [Sales Credit](#)

View ⓘ [Detach](#) [Edit Freight](#) [Apply Prepayments](#)

[Line Information](#) [Tax Determinants](#) [Revenue Scheduling](#)

| Line | Item | Description   | Memo Line  | UCM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Intended Use | Product Fiscal Classification |
|------|------|---------------|------------|-----|----------|------------|--------|---------|--------------------|-------------------------------|--------------|-------------------------------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     | 10       | 50         | 500.00 |         | GB STANDARD        | Sales Transaction             |              |                               |
|      |      |               |            |     | Total    | 10         | 500.00 |         |                    |                               |              |                               |

If a memo line has Not been selected, The finance budget Code will need to be populated but this cannot be completed until after the next steps.



# Walsall Council

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Select blue  
Miscellaneous tab

Walsall Council One Source

Edit Transaction: Invoice 235007

Actions: Save Complete and Create Another Cancel

General Information | Show Less

Business Unit: Walsall Council BU  
Transaction Source: VMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number: 235007  
Cross Reference:  
Document Number:  
Status: Incomplete

Transaction Date: 04/02/2026  
Billing Date:  
Accounting Date: 04/02/2026  
Salesperson:  
Invoicing Rule:  
Attachments: None  
Notes:

Currency: GBP Pound Sterling  
Transaction Total: 600.00  
Lines: 500.00  
Tax: 100.00  
Freight: 0.00  
Charges: 0.00

Customer Payment Miscellaneous

Bill-to:  
Name: FIVE RIVERS CATERING  
Account Number: 1000030819  
Third-Party Tax Registration Number:  
Site: SSINV-A91  
Address: 11 VICARAGE PLACE  
WALSALL, United Kingdom WS1 3NA  
Contact:

Ship-to:  
Name:  
Site:  
Address:  
Contact:

Sold-to:  
Name: FIVE RIVERS CATERING  
Account Number: 1000030819  
Site: SSINV-A91

Paying Customer:  
Name: FIVE RIVERS CATERING  
Account Number: 1000030819  
Site: SSINV-A91



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Context Value will  
default to AR Manual  
Invoice  
**(do not select any other  
option)**

\* Currency GBP Pound Sterling

Transaction Total 200.00

Lines 200.00

Tax 0.00

Freight 0.00

Charges 0.00

\* Context Value AR Manual Invoice

\* Contact / Requestor Name

\* Telephone Number

\* Directorate

Exclude From Netting ☐

Delivery Date for Tax Point Date dd/mm/yyyy

Regional Information

Context Value



# Walsall Council

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Enter \*Contact/Requestor Name or email address of service area raising the invoice

Enter \*Contact/Requestor telephone number of service area raising the invoice

Enter \*Directorate

Edit Transaction: Invoice 235007

Transaction Type: CATERING  
Transaction Number: 235007  
Cross Reference:   
Document Number:   
Status: [Click will link to details hyperlink incomplete](#)

Accounting Date: 31/03/2026  
Salesperson:   
Invoicing Role:   
Attachments: None

Lines: 500.00  
Tax: 100.00  
Freight: 0.00  
Charges: 0.00

Customer: Payment Miscellaneous

\* Legal Entity: Walsall Council  
Tax Registration Number:   
Taxation Country: United Kingdom  
Document/Fiscal Classification: Standard  
Default Tax Exemption Handling: Standard  
Cross Reference:

Generate Bill: Yes  
Print Date:   
Special Instructions:   
Comments:   
Structured Payment Reference:

PO Number:   
PO Revision:   
PO Date:   
Context Value: All Manual Invoice  
\* Contact / Requestor Name: Susan Charles  
\* Telephone Number: 01922 954520  
\* Directorate: Economy & Environment  
Exclude From Billing: ☐  
Delivery Date for Tax Paid Date: 31/03/2026  
Regional Information:   
Context Value:

Invoice Details  
[Invoice Lines](#) [Sales Credit](#)

Enter PO number if required in PO Number field (Note: this will not automatically appear on the invoice). If the PO needs to appear on the invoice, this needs to be entered as part of the invoice description.

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Change the option for Generate Bill to **No**

Generate Bill: Yes   
Print Date:   
Special Instructions: No   
Comments:   
Structured Payment Reference:

If you do not wish for the invoice to be printed and posted out by the Income Team, and you require the invoice to be emailed or printed



# Walsall Council

**yourself to send any  
corresponding  
documents the  
following process must  
followed.**

Generate Bill

No ▾

Print Date

Special Instructions

Comments

Structured Payment Reference



# Walsall Council

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If the invoice is to be printed and posted out by the Income Team, do not change The generate bill Option leave as Yes. Click Save

| Line | Item | Description   | Memo Line  | UOM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Intended Use | Product Fiscal Classification |
|------|------|---------------|------------|-----|----------|------------|--------|---------|--------------------|-------------------------------|--------------|-------------------------------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     | 10       | 50         | 500.00 |         | GB STANDARD        | Sales Transaction             |              |                               |
|      |      |               |            |     | Total    | 10         | 500.00 |         |                    |                               |              |                               |

Clicks on the Action button  
Edit Distributions

If the warning box  
Appears click on Yes

| Line | Item | Description   | Memo Line  | UOM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Intended Use | Product Fiscal Classification |
|------|------|---------------|------------|-----|----------|------------|--------|---------|--------------------|-------------------------------|--------------|-------------------------------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     | 10       | 50         | 500.00 |         | GB STANDARD        | Sales Transaction             |              |                               |
|      |      |               |            |     | Total    | 10         | 500.00 |         |                    |                               |              |                               |

The system will generate a temporary Transaction number (this is not the invoice number) but can be used to search for any incomplete transactions and will appear on the dashboard. Ensure you have a made a note of the temporary transaction number.



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If no memo line has been selected the field will be blank.

Enter the Finance Budget Code in the Revenue box if known (format as follows eg: **6414.4141815.91801.0000.0000.01**) or select the individual code combinations by clicking the blue , and enter the Finance Budget Code as required.

Edit Transaction: Invoice 235007

General Information | Show More

Business Unit: Walsall Council BU  
Transaction Source: VMBC\_MANUAL

\* Transaction Date: 04/02/2026  
\* Accounting Date: 04/02/2026

Transaction Total: 600.00  
Lines: 500.00

Edit Distributions

View |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



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Click on Save,  
Save and close.

The screenshot shows the 'Edit Transaction: Invoice 235007' form in the Walsall Council One Source system. The form is divided into several sections: General Information, Customer, Payment, and Miscellaneous. The 'Save' button is highlighted with a red box in the top right corner. The form contains various fields for transaction details, including Transaction Date, Billing Date, Accounting Date, Transaction Number, and various tax and currency settings.

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To complete the  
transaction and  
generate the  
invoice. number,  
click the  
transaction  
number  
from the  
dashboard  
highlighted in  
blue which will  
open up the  
Invoice to  
check and

The screenshot shows the 'Billing' dashboard in the Walsall Council One Source system. The 'Incomplete' transaction number 235007 is highlighted in blue. An 'Information' dialog box is open, stating 'Transaction 235007 has been saved.' The dashboard displays a table of transactions with columns for Transaction Number, Source, Class, Customer, Entered Amount, Date, and Business Unit.



# Walsall Council

complete.  
Ensure all details  
on the invoice are  
correct and once  
happy click on the  
complete and  
Create Another  
button(only if you  
have another invoice  
to create), select  
Complete and  
Review or  
if happy Complete.

Walsall Council One Source

Edit Transaction: Invoice 235007

Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL

\* Transaction Date: 04/02/2026  
\* Accounting Date: 04/02/2026

Transaction Total: 600.00  
Lines: 500.00

Actions: Save, Complete and Create Another, Cancel

General Information

Edit Distributions

| Line Number | Detail Line Number | Account Class | Distribution                    | Accounting Date | Percentage | Amount (GBP) | Allocated Amount (GBP) | Distribution Comments |
|-------------|--------------------|---------------|---------------------------------|-----------------|------------|--------------|------------------------|-----------------------|
|             |                    | Receivable    | 0001.0111100.00329.0000.0000.01 | 04/02/2026      | 100.0000   | 600.00       | 600.00                 |                       |
| 1           |                    | Revenue       | 6414.4141815.91801.0000.0000.01 | 04/02/2026      | 100.0000   | 500.00       | 500.00                 |                       |
| 1           | 1                  | Tax           | 0001.0111100.00378.0000.0000.01 | 04/02/2026      | 100.0000   | 100.00       | 100.00                 |                       |

Save and Close, Cancel

Line Information

| Line | Item | Description   | Memo Line  | UOM | Quantity | Unit Price | Amount | Tax Classification | Transaction Business Category | Intended Use | Product Fiscal Classification |
|------|------|---------------|------------|-----|----------|------------|--------|--------------------|-------------------------------|--------------|-------------------------------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     | 10       | 50         | 500.00 | GB STANDARD        | Sales Transaction             |              |                               |

Walsall Council One Source

Edit Transaction: Invoice 235007

Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL

\* Transaction Date: 04/02/2026  
\* Accounting Date: 04/02/2026

Transaction Total: 600.00  
Lines: 500.00

Actions: Save, Complete and Create Another, Cancel

General Information

Edit Distributions

| Line Number | Detail Line Number | Account Class | Distribution                    | Accounting Date | Percentage | Amount (GBP) | Allocated Amount (GBP) | Distribution Comments |
|-------------|--------------------|---------------|---------------------------------|-----------------|------------|--------------|------------------------|-----------------------|
|             |                    | Receivable    | 0001.0111100.00329.0000.0000.01 | 04/02/2026      | 100.0000   | 600.00       | 600.00                 |                       |
| 1           |                    | Revenue       | 6414.4141815.91801.0000.0000.01 | 04/02/2026      | 100.0000   | 500.00       | 500.00                 |                       |
| 1           | 1                  | Tax           | 0001.0111100.00378.0000.0000.01 | 04/02/2026      | 100.0000   | 100.00       | 100.00                 |                       |

Save and Close, Cancel

Line Information

| Line | Item | Description   | Memo Line  | UOM | Quantity | Unit Price | Amount | Tax Classification | Transaction Business Category | Intended Use | Product Fiscal Classification |
|------|------|---------------|------------|-----|----------|------------|--------|--------------------|-------------------------------|--------------|-------------------------------|
| 1    |      | BUFFET SERVED | FAC BUFFET |     | 10       | 50         | 500.00 | GB STANDARD        | Sales Transaction             |              |                               |
|      |      |               |            |     | Total    | 10         | 500.00 |                    |                               |              |                               |

Walsall Council One Source

Edit Transaction: Invoice 235007

Actions: Save, Complete and Create Another, Cancel

General Information | Show More

Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number: 235007  
Document Number:   
Status: Click edit icon to define hyperlink  
Incomplete

\* Transaction Date: 04/02/2025  
\* Accounting Date: 04/02/2025  
Salesperson:   
Invoicing Rule:   
Attachments: None  
Notes:   
\* Currency: GBP Pound Sterling

Transaction Total: 600.00  
Lines: 500.00  
Tax: 100.00  
Freight: 0.00  
Charges: 0.00

Customer

\* Bill to Name: FIVE RIVERS CATERING  
\* Bill to Site: SSINV-A91

Ship to Name:   
Ship to Site:   
Payment

\* Payment Terms: IMMEDIATE  
Due Date: 04/02/2025

Invoice Details

Invoice Lines Sales Credits

View: +, -, X, Detach, Edit Freight, Apply Prepayments

Line Information Tax Determinants Revenue Scheduling

| Line  | Item | Description   | Memo Line  | UCOM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Intended Use | Product Fiscal Classification |
|-------|------|---------------|------------|------|----------|------------|--------|---------|--------------------|-------------------------------|--------------|-------------------------------|
| 1     |      | BUFFET SERVED | FAC BUFFET |      | 10       | 50         | 500.00 |         | GB STANDARD        | Sales Transaction             |              |                               |
| Total |      |               |            |      | 10       |            | 500.00 |         |                    |                               |              |                               |

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This will generate  
An invoice number.  
This is the number  
that will appear on  
the invoice.

Walsall Council One Source

Edit Transaction: Invoice 235007

Actions: Save, Complete and Create Another, Cancel

General Information | Show More

Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number: 235007  
Document Number:   
Status: Click edit icon to define hyperlink  
Incomplete

\* Transaction Date: 04/02/2025  
\* Accounting Date: 04/02/2025  
Salesperson:   
Invoicing Rule:   
Attachments: None  
Notes:   
\* Currency: GBP Pound Sterling

Transaction Total: 600.00  
Lines: 500.00  
Tax: 100.00  
Freight: 0.00  
Charges: 0.00

Customer

\* Bill to Name: FIVE RIVERS CATERING  
\* Bill to Site: SSINV-A91

Ship to Name:   
Ship to Site:   
Payment

\* Payment Terms: IMMEDIATE  
Due Date: 04/02/2025

Invoice Details

Invoice Lines Sales Credits

View: +, -, X, Detach, Edit Freight, Apply Prepayments

Line Information Tax Determinants Revenue Scheduling

| Line  | Item | Description   | Memo Line  | UCOM | Quantity | Unit Price | Amount | Details | Tax Classification | Transaction Business Category | Intended Use | Product Fiscal Classification |
|-------|------|---------------|------------|------|----------|------------|--------|---------|--------------------|-------------------------------|--------------|-------------------------------|
| 1     |      | BUFFET SERVED | FAC BUFFET |      | 10       | 50         | 500.00 |         | GB STANDARD        | Sales Transaction             |              |                               |
| Total |      |               |            |      | 10       |            | 500.00 |         |                    |                               |              |                               |

The transaction will appear  
on the dashboard as an  
incomplete status – this  
will not have generated an  
invoice number at this  
stage.



# Walsall Council

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Invoice Complete.

View Transaction: Invoice 881647

General Information | [Show More](#)

Business Unit: Walsall Council BU  
Transaction Source: WMBC\_MANUAL  
Transaction Type: CATERING  
Transaction Number: 881647  
Document Number: 881647  
Status: Complete

Transaction Date: 25/03/26  
Accounting Date: 25/03/26  
Salesperson:   
Invoicing Rule:   
Attachments: None  
Notes:   
Currency: GBP Pound Sterling

Transaction Total: 600.00  
Lines: 500.00  
Tax: 100.00  
Freight: 0.00  
Charges: 0.00

Customer: Bill to Name: FIVE RIVERS CATERING  
Bill to Site: SSINV-81

Ship to Name:   
Ship to Site:

Payment: \* Payment Terms: IMMEDIATE  
Due Date: 25/03/26

Invoice Details  
[Invoice Lines](#) | [Sales Credits](#)

View | [Detach](#)

Line Information | Tax Determinants | Revenue Scheduling

| Line | Item | Description              | Me     | UC | Qa    | Use | Amor | De  | Prepayment   | Prepayment     | Number | Date | Channel |
|------|------|--------------------------|--------|----|-------|-----|------|-----|--------------|----------------|--------|------|---------|
|      |      |                          | Line   |    |       |     |      |     | Invoice Line | Invoice Number |        |      |         |
| 1    |      | BUFFET SERVED 04/02/2026 | FAV    | -  | 1     | 5   | 50   | ... |              |                |        |      |         |
|      |      |                          | Tot 10 |    | 500.0 |     |      |     |              |                |        |      |         |

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Click on Save  
Save and Close.

**Information** X

Transaction 881647 has been saved.

OK



**Walsall** Council



**Walsall** Council

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**Walsall** Council



**Walsall** Council