

***Matching, Amending  
and Foreign Invoices  
in Accounts Payable***



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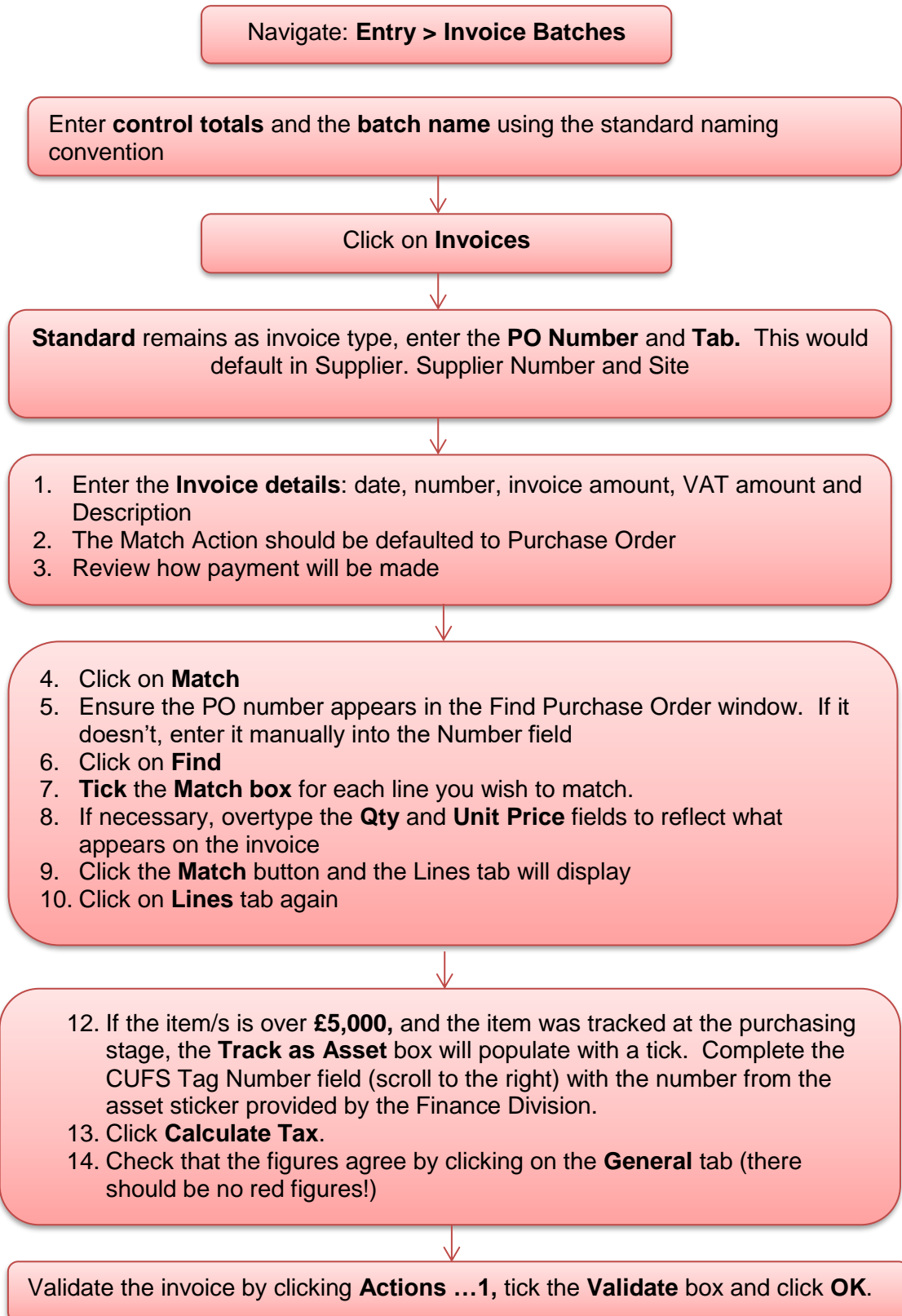
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# 1. Matching an invoice to a purchase order

## Overview

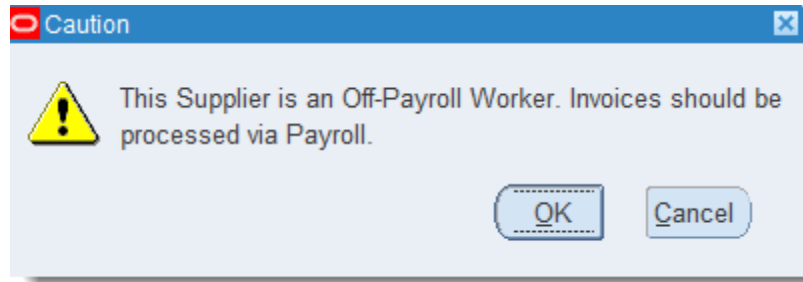


## Why match and pre-requisites

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When you enter a supplier invoice for which a CUFS purchase order was raised, you should match it to the order to remove the commitment from your departmental accounts.

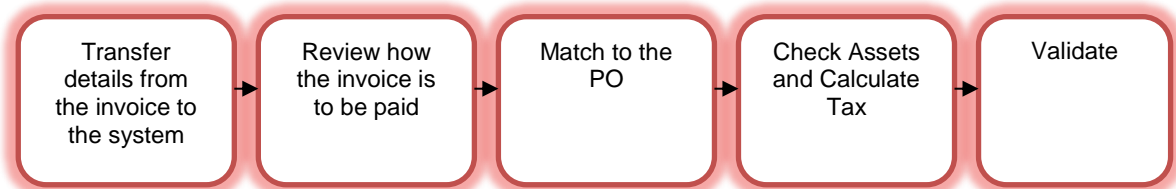
If the purchase order relates to an off payroll worker you will receive a message in UFS when you process the invoice. The invoice should instead be sent with the completed UPS4 form to Shared Services to be entered onto UPS.



Copies of certain invoices relating to grants will need to be sent on a weekly basis to the departments contact in the Research Operations Office with the RG number clearly marked on the invoice. Departments will be advised as to which invoices they require copies off.

### Pre-requisites:

- Your purchase order must have been generated on CUFS;
- The purchase order must be approved and open;
- The invoice must be for the same supplier and currency as the purchase order.



### Step 1 Transfer invoice details to the system

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- a. Create a batch using the standard batch naming convention
- b. In the invoices window, the invoice type stays as **Standard**
- c. Complete the **PO number**

*The system will insert the details of the relevant supplier from the purchase order.*



d. Enter the following information from the invoice:

- ~ **invoice date**
- ~ **invoice number**
- ~ total **invoice amount**
- ~ total **VAT Control Amount**
- ~ **description**

e. Leave the **Match Action** field as the default Purchase Order.

## Step 2 Review how the invoice will be paid

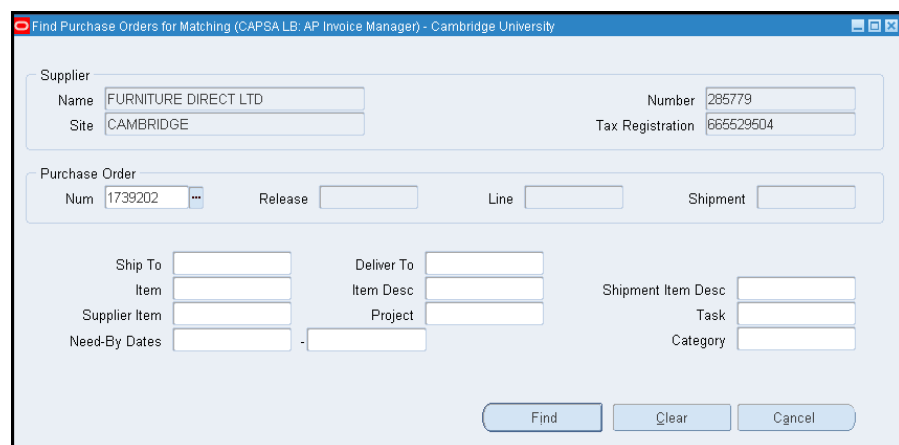
- a. Review how the invoice will be paid:
- ~ **Payment terms**
  - ~ **Payment methods**
  - ~ **Pay Groups**
  - ~ **Pay Alone** check box

## Step 3 Match to the Purchase Order

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a. Click on the **Match** button

b. Ensure that the PO number appears in the **Num** field.



c. Click on **Find**

d. The matching window will open. *This displays the item lines from the purchase order.*

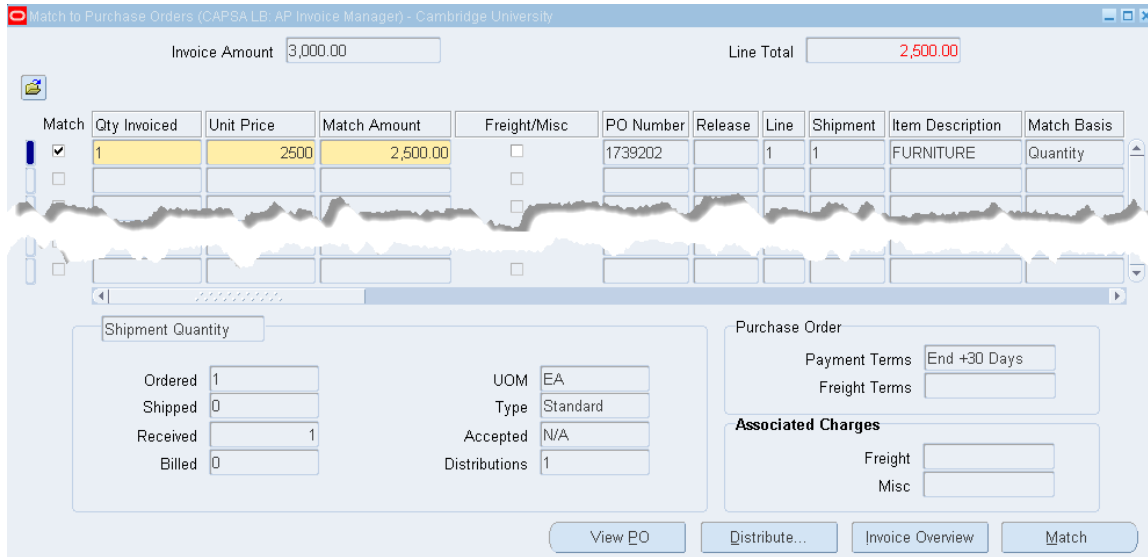
e. **Tick** the **Match** box for **each order line** that you wish to match to the invoice.

f. Compare against the invoice and amend if necessary: *The default values are from the order.*

- ~ **Qty invoiced**
- ~ **Unit price**

*To match correctly, the quantities and amounts must reflect what appears on the invoice; therefore you may need to overwrite some of the fields here.*





**Note:**

If Freight was missed off the original purchase order then you can tick the Freight/Misc box, but only for one of the lines it relates to. You can then prorate the freight once you have completed the match process, which is covered later in the manual.



- g. Click the **Match** button. You will return to the invoice window ready for the next step.

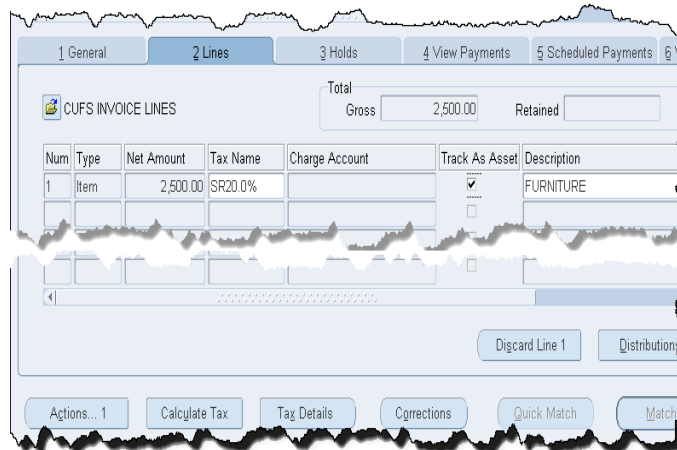
**Step 4 Review lines, check assets and calculate tax**

- a. Click on the **Lines** tab, and the system will have automatically created the item/s for you, based upon what was entered on the purchase order, with the relevant tax code and description.

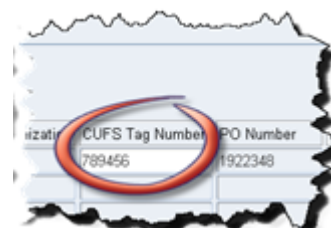
It will **not** have calculated VAT.

Check if the item is an asset and whether the **Track as Asset** box has been ticked.

If the item was incorrectly flagged on the PO see page 15.

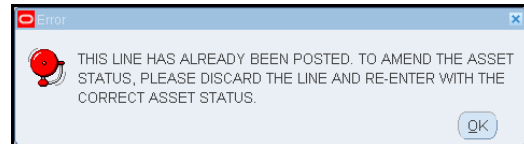


- b. Scroll to the right to complete the mandatory **CUFS Tag Number** field. Enter the next available number from the sticker provided to your dept by the Finance Division. Additional Fixed Asset fields can be found by scrolling to the right, these are not



mandatory.

Please note that once the invoice has been accounted you are unable to go back and amend the **Track As Asset** field. If you do the opposite error message will display.



- c. **Save** then click **Calculate Tax**. If you fail to remember to click the Calculate Tax button your totals will not equal.  
If you want to see the account codes for the item line/s, click on the **All Distributions** button.

- d. Click on the **General** tab and check that the total figure isn't in red!

*If you have Calculated Tax and the totals still don't agree then this could be due to:*



- ~the invoice relates to more than one order;*
- ~there is an item on the invoice that wasn't on the order e.g. a delivery charge*
- ~there is a tax-rounding error*
- ~the wrong VAT rate was used on the order*
- ~some other mistake*

- e. Close the distributions window and **validate** the invoice in the normal way via **Actions ... 1**.



## 2. Additional charges

If you receive an invoice from a supplier that includes freight, or some other miscellaneous charge on it, you can allocate this cost to the same code as the item or a separate freight/misc. charge account. However, if you would rather split this charge between some of the items on the invoice and put it to their charge accounts you can use this feature. This is known as prorate.

There are various ways of adding freight or a miscellaneous charge when processing an invoice.

Options	Advantages	Disadvantages
Adding the additional charge at the match screen	Assigns cost to same code as the item you select	Cannot manually amend the code on the lines screen to charge the cost too
Adding the additional charge on the Lines tab	Provides you with the flexibility to input a code to charge the cost too.  Can prorate	Just a few more fields to complete!

### Adding a freight/misc. charge to a single item line at the match screen

**Pre-requisite:**

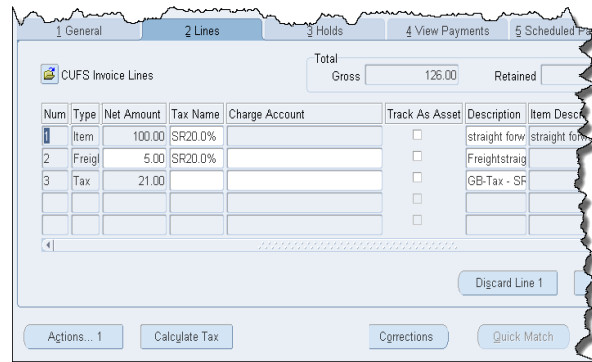
1. Enter the invoice in the normal way
2. Click on the Match button and match the invoice lines to the PO lines

It is quite possible that you will receive an invoice with an additional charge that was not included on the original purchase order.

- a) Once you have ticked the **Freight/Misc.** box for the relevant item line, the Freight/Misc box will display.
- b) Tick the relevant box. Complete the **Amount** field and amend the **Description** field to something relevant.
- c) Click **OK** to return to the Match to Purchase Orders screen.

d) Click **Match** and the Invoice Workbench displays.

e) Click **Lines** tab to view the item and freight/misc. You won't be able to view the account codes on this screen. That is done via **All Distributions**.



Refer to Prorate charges if relevant

f) Finally **Calculate Tax**, and approve in the normal way.

### Adding a freight/misc. charge on the lines tab

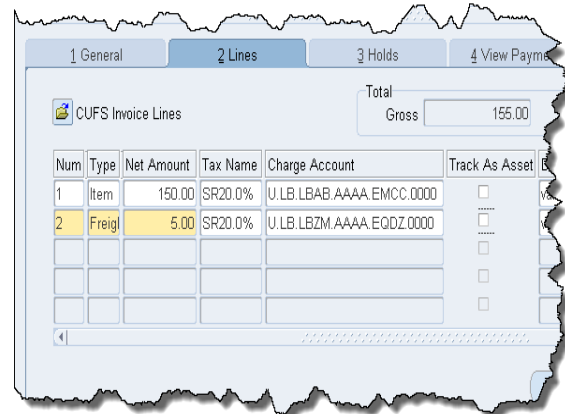
#### Pre-requisite:

1. Enter the invoice in the normal way
2. Click on the Lines Tab
3. Manually enter all item lines and codes

a. Once all item lines have been added on the lines tab, click in the next line down and amend the **Type** to **Freight or Misc.**

b. Ensure you select the correct **Tax Name** and input the account code you wish the charge to be costed too.

c. Finally **Calculate Tax**, and approve in the normal way.



### Adding and prorating additional charges

You cannot prorate charges that have pulled through from a Purchase Order. Once you have manually added in your freight line, you can prorate the charge in a number of ways:

- Fully prorate against all/some item lines
- By amount
- By percentage

**Pre-requisite:**

1. Enter the invoice
2. Either match the invoice to the PO or manually add the item lines

- a) On the **Lines** tab, ensure your cursor is in the freight line and click **Allocations** to display the Allocation Rules screen.
- b) Click on the drop down arrow in the **Type** field and select how you wish to prorate the charge.
- c) **Tick** the lines you wish to allocate the charge too.
- d) Click **OK**. The Lines tab displays with all the item and freight lines and the system would have calculated tax.
- e) To view all lines, click **All Distributions**.
- f) Validate your invoice and check holds.

Allocation Rules (CAPSA LB: AP Invoice Manager) - Cambridge University, RIDGEONS LTD, 456123a

Charge Line

Number 4

Type Freight

Amount 5.00

Included Tax Amount

Description

Allocation Rule

Type Fully Prorated

Status Percentage Based

Applicable Amount Amount Based

Allocated Total 5.00

Allocated %Total

Applicable Lines

	Num	Type	Description	Amount	Allocated Percent	Allocated Amount
<input checked="" type="checkbox"/>	1	Item		50.00		1.67
<input checked="" type="checkbox"/>	2	Item		50.00		1.67
<input checked="" type="checkbox"/>	3	Item		50.00		1.66
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Select/Unselect All Prorate OK Cancel

### 3. Amending matched invoices

The following are the most common amendments relating to matched invoices:

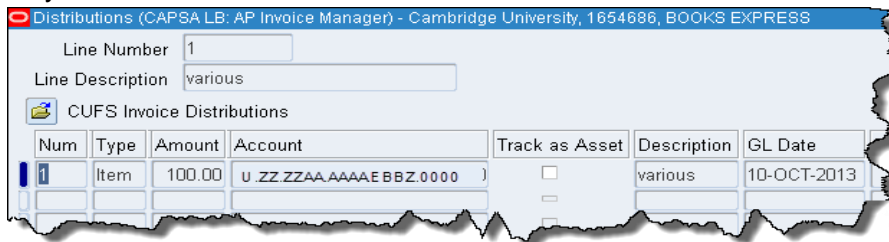
- Coded to the incorrect account code or project
- Wrong tax code used
- Where the gross amount was entered on item lines as opposed to the nett value
- Forgetting to track an asset


Please do not request a colleague to amend the original purchase order within iProcurement, these changes are to be made within the Accounts Payable module.

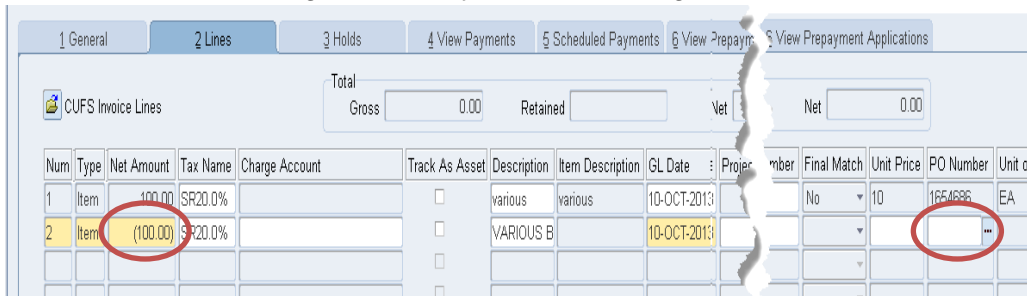
It is essential that you follow the processes accordingly.

#### Incorrect account code

1. Once you have matched the invoice to the purchase order and the lines screen has populated, click on **All Distributions** to make note of the account code/project information you wish to amend.



2. **Close** out of the screen
3. Click in the **Line** you wish to amend and click the **Add Record** icon. . A new line will display
4. Scroll to the **PO Number** field and delete the number.
5. Enter the net amount in negatives that you are removing.



6. Enter exactly the same coding information as the line you are taking out in the **Charge Account** field or if it is to a project complete all the **Project** fields.
7. Click **Add Record** again to insert a new line and scroll to the **PO Number** field and remove the **PO Number** (if you don't the system will try to match again).

8. Re-enter with a positive amount and the correct account code/tax name/project information. Update the description.

9. **Calculate Tax.**
10. Click **All Distributions** to display all the lines to check that the coding is correct.
11. **Actions ... 1** and **Validate.**

## Incorrect tax code

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1. Match the invoice to the PO as per normal.
2. Make sure the correct value is entered in the **VAT Control Amount** field in the invoice header – overwrite if necessary.
3. Click **Lines** tab.
4. Overtype the **Tax Name** field to what is on the invoice, assuming that is correct. If it isn't correct then liaise with the supplier, they will either issue a new invoice or send a VAT credit note if it shouldn't have been charged.
5. Click **Calculate Tax.** (It doesn't matter if you have already calculated tax with the incorrect tax code as the system will make the relevant correction). You will get an error message if you are amending from 0% tax rate to a 20% tax rate – it's simply asking you to check which code is correct.
6. It is strongly advised that you click on **All Distributions** to check that tax has calculated accordingly to the code you selected.
7. **Actions ... 1** and **Validate.**
8. Check **Holds**

**Caution!**

If an order was raised with **Services Tax** and then when matched in AP the tax name was **amended to EC20%** and a positive value was entered in the VAT control amount, the system will generate more tax lines than it should. Two of which would have been netted of, which is correct, but another positive VAT line will display which is incorrect. The reason for this error is due to an amount being entered in the VAT Control Amount field as well as changing the tax code.

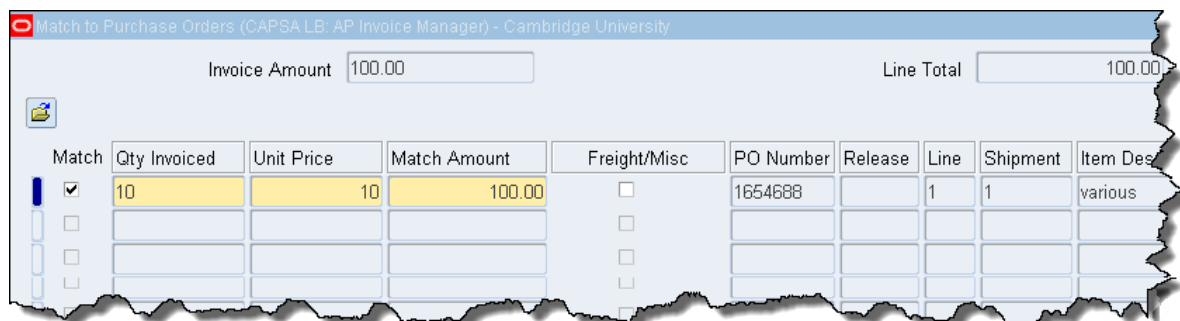
To correct this, amend the tax code back to what it was (i.e. services tax) on the item line and **calculate tax**. Remove the value in the **VAT Control Amount** field and enter 0.00. Re-enter EC20% as the tax name in the item line and then **calculate tax**. There should be no remaining positive VAT lines.

## Incorrect price

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If the discrepancy wasn't picked up at the Match stage, complete the following steps:

1. Click in the line with the incorrect amount.
2. Click **Discard Line** button. A caution message may display which you click **OK** to.
3. The amounts revert back to Zero.
4. Click on the **General** tab, which should then enable the **Match** button to be used again.
5. Complete the **Match** process ensuring that you amend the price on the **Match to Purchase Order** screen to what is on the invoice.



6. Complete the remaining process by:
  - a. **Calculating tax**
  - b. **Actions ... 1**
  - c. **Validate**
7. Only if the price differs by more than 10% will the invoice go on hold.

## Matched in error

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If an item line has populated as you matched in error, click in the **relevant line** and click **'Discard'**. This will reverse out the match of that line so that it is available to be matched at the time of receiving the invoice for the item.

## Forgetting to tick Track as Asset

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Once the invoice has been matched, and the item was not tracked at the purchasing stage then you have the following options:

### If the invoice has **not** been validated

1. Manually negative out the line ensuring that the purchase order number field in the negative line is removed.
2. Enter a new line, ensuring that the purchase order number field is removed, the correct coding is entered, tick the **Track As Asset** box and enter the **CUFS tag number**.
3. **Calculate Tax** and **Actions ...1** to validate

### If the invoice has been validated

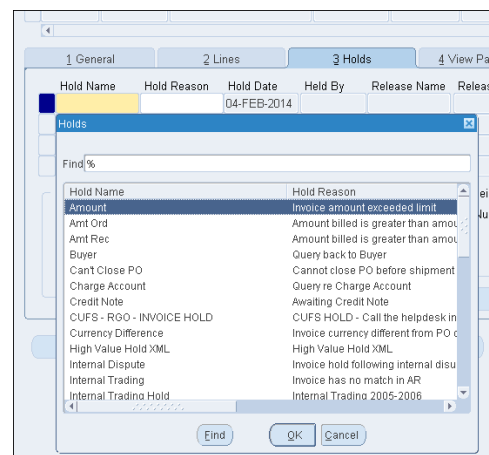
Contact the **Fixed Asset Helpdesk** on **66780**.

## Applying a credit hold

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It is essential that you contact the supplier and advise that the invoice is on hold as you are awaiting a credit note for the error made on their part.

1. Once you have matched and there is a discrepancy on the supplier's part, click on the **Holds** tab.
2. In the **Hold Name** field, click on the **List of Values** and select the relevant hold.
3. It is important that if you are manually putting transactions on hold that you run the **Invoice on Hold** report on a weekly basis and chase suppliers accordingly.



## 4. Grant amendments in AP

An adjustment is done in AP where:

- It is found that a supplier's invoice or expenses form has been incorrectly coded to a research grant; or
- Where expenditure was originally charged to a GL code and this now needs to be transferred to a grant.

This will enable both the net and VAT elements of the expenditure to be transferred and allow the system to automatically establish whether VAT is chargeable to the new grant or not and make the necessary postings accordingly. Follow the procedures for correcting account codes.

Please note the invoice will need to be revalidated and re-secondary approved. When the invoice goes back through SIA it won't trigger a duplicate invoice as the value of the invoice has not increased.

- 1) Enter a search criteria to query back the original invoice or expense and click **Find**.
- 2) Amend the coding by clicking on **Lines** tab.
  - a) Ensure your cursor is in the **Item** line that you want to move.
  - b) Click on the **New** icon and a new line will appear below the original.
  - c) Scroll along to the right, if there is a number populated in the **PO Number** field delete it from this new line.

Scroll to the left and enter a **negative** item line for the amount and to the same charge account/grant to reverse out the incorrect entry.

### Note

- *Do not use the 'Discard' button if the line has been matched to a PO*
- *Amend the line description so the auditors know why you are moving it and who has authorised it.*

- d) Click on the **New** icon (or click in the next available line down). Remove any reference to the PO number in the relevant field.

Re-enter a new positive value item line detailing which grant the expenditure should now be charged to and update the description field again.

- e) Click on the **Calculate Tax** button.

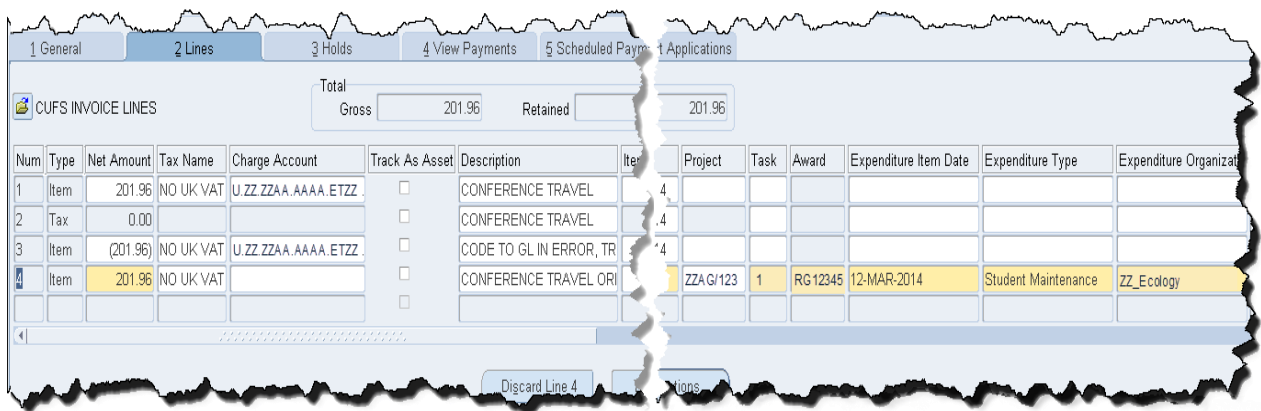
The system will then transfer the VAT according to the VAT status of the new grant.



- 3) **Re-save** the invoice.
- 4) Re-validate the Invoice by clicking on **Actions 1** button.
- 5) Close the invoice screen and return to the navigator window and redo **Secondary Invoice Approval**

*This is really important and needs to be done to ensure that the costs are transferred to the grants module correctly even if the invoice was originally approved and paid beforehand – don't worry it won't pay the invoice twice as long as you don't increase the value.*

An example screen shot after amendments



## 5. Processing an invoice from another department

Any sales invoices completed within the Accounted Receivable module by 5.30pm to another department are automatically transferred overnight by UFS to the AP module of the department they were addressed to.

Each day a PDF copy of any of these transferred invoice(s) addressed to your department will be emailed to a generic accounts email for your department. You will receive a separate email for each invoice.

Therefore, Internal AP Invoices are already on the system -**do not manually re-enter** them; you just need to locate them and specify which of your departmental accounts you wish to charge the items to (or which purchase order to match against).

*NB. This process should not occur if the Sales department is an Associated Body. Any invoice from an associated body should be processed in the same way as external supplier invoice, as these are separate entities to the University.*

**Locate the Internal invoice within your AP module that corresponds with the hard copy that you have just received in the post...**

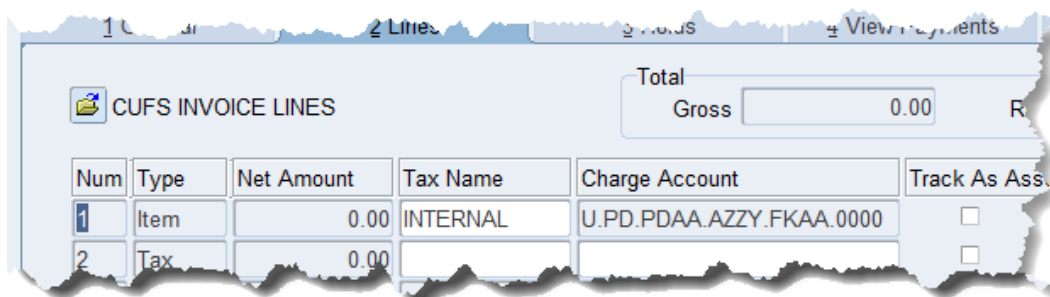
- a. Navigate: **Entry > Invoices** Enter the invoice number without the two letter department code.
- b. Click on **Find**. This will take you into the relevant invoice.  
*If you cannot locate it, please contact the Accounts Payable Helpdesk for further assistance on (7)66888.*




**Review the Invoice and specify to which of your departmental accounts you would like it charged to ...**


- c. Review the invoice on the screen Please leave the Invoice Type as Standard even when matching it to a Purchase Order.
- d. **VAT Control Amount** Enter **0**
- e. Invoice **Description** Update to something more meaningful as it will appear on department reports.
- f. Click on the **Lines** tab The AP Invoice will have automatically allocated a line for each item of the invoice to a default clearing account code within your department. All of these charges will need to be coded to another account.  
*NB, There should never be an outstanding balance on this code.*
- g. Ensure that the cursor is in line 1, click on the **Discard Line1** button for each line of the invoice even if you are matching to an order. This will automatically set each of the item lines back to a value of zero.





- h.  If this invoice does not relate to a PO... Manually enter a new line, allocating the payment to the GL account code or project of your choice.


*As there is no VAT attributed to internal invoices there is no need to click Calculate Tax in the distributions screen, however, if you wish to do so, the system will generate the tax lines for you but with a zero value.*

-  If this invoice relates to a PO...

Click on **Match** and match as normal.

*Your account code will pull through from your Purchase Order to the distribution screen and will not need to be amended unless you wish to use a different code.*



-  Is it an asset?

On the **Lines** tab, tick the **Track as Asset** tick box and complete the additional Fixed Asset fields

- i. **Actions 1, Validate** and **SIA** the invoice as normal

*NB. This process will also apply to Credit Notes raised by internal departments.*

## Unprocessed internal trading payments

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These invoices will appear on your Invoices on Hold report. Departments should run the report frequently to avoid any invoices being missed. They will also appear on the AP Holds and Unaccounted Transactions report which is distributed to key contacts by the Finance Division. At year end this report will be sent out weekly.

## Procedure for disputed items

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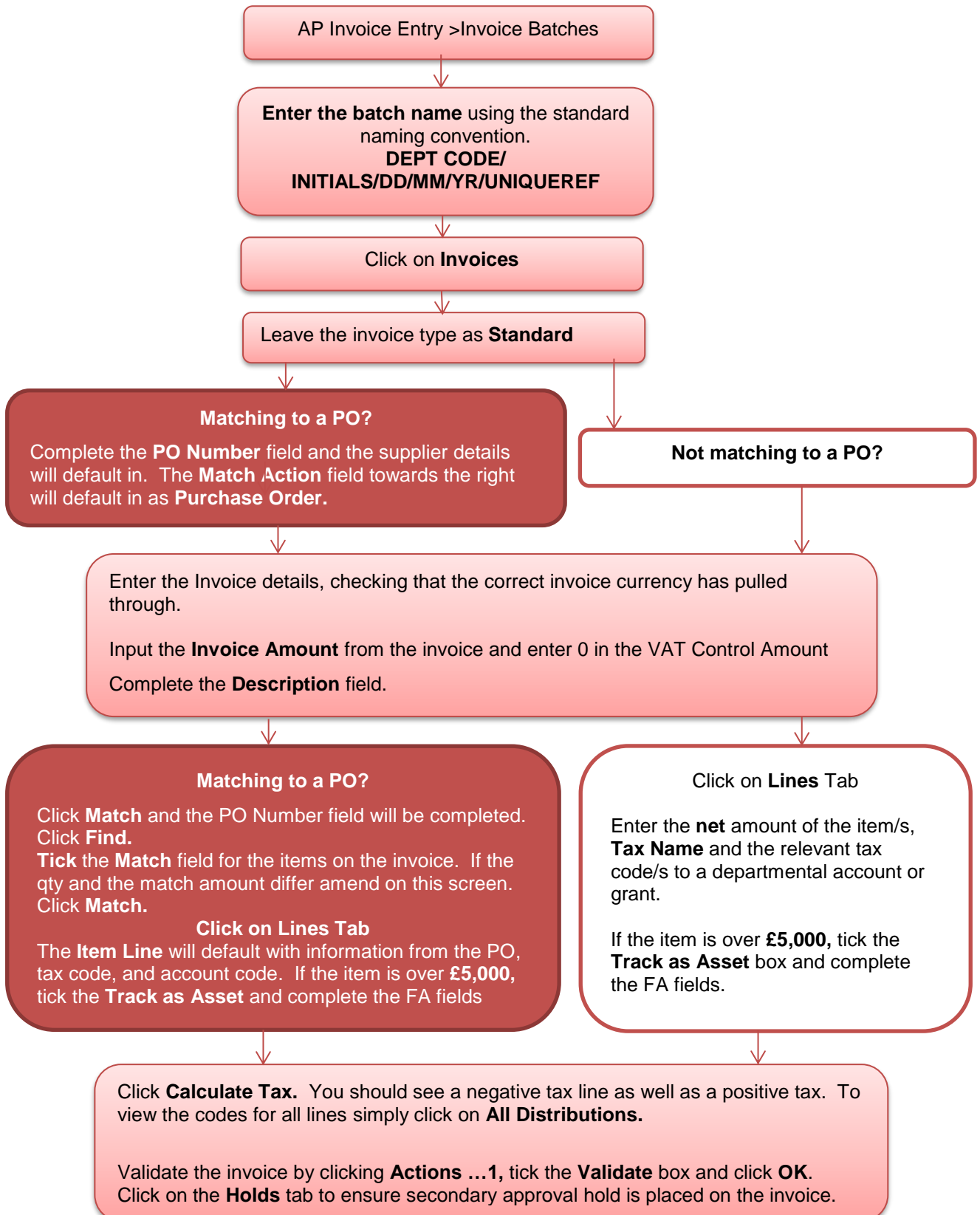
Where disputes regarding price, quantity or quality cannot be resolved between the purchasing department and the supplying department, arbitration will take place by the Central Accounting section of the Finance Division. The disputing department has the ability

to place an AP invoice on hold. The Hold Name 'Internal Dispute' should be chosen from the List of Values.

- In a situation where a sales invoice is in dispute, an additional hold can be put on the Accounts Payable invoice. Selecting the Holds button in the Invoices window can do this.
- In the 'Invoice Holds' window an additional hold to the 'Secondary Approval' hold can be selected in the Hold Name field (i.e., Internal Dispute). The Hold Reason field will automatically be entered.
- Monitoring will be performed by the Finance Division to ensure invoices are validly placed in dispute. This would form part of their arbitration role and include the use of a central report highlighting all unapproved purchase invoices which are on a dispute hold and are over 14 days old.

## 6. Purchasing goods from the EC

### Overview



## Processing an EC goods invoice


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Goods purchased within the EC are subject to special international rules set by the EU to ensure fair trade across all the EC member states.


*When processing these invoices, a self-assessed tax charge equivalent to 20% is added if we are buying items that would have been standard rated for VAT in the UK. This is to ensure that there is no tax advantage in buying items from an EC supplier rather than a UK supplier.*

### The invoice header

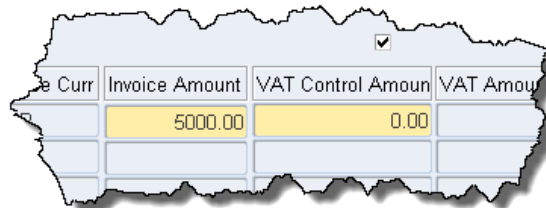
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- a. Enter invoice header as with a standard/matching invoice. Check that no foreign VAT is charged by the supplier. 

*E.g. check that a French supplier has not charged TVA (the French equivalent of VAT) on the invoice.*

- b. Check the **Invoice Currency**. Make sure that this reflects the currency on the invoice, if not change it. 

- c. Complete the **Invoice Amount** and **VAT Control Amount**. Enter the total amount of the invoice and **zero** in the VAT Control Amount.



Curr	Invoice Amount	VAT Control Amount	VAT Amount
	5000.00	0.00	



- e. Complete the **Description** field.

- f. Complete the **Match** process if applicable.

## In the Lines tab

- g. Code the item line as normal, and select the correct EC rate in the **Tax Name** box and ensure you code to either GL or project.

*Reminder:*

- *If the item would have been standard rated if you purchased it in the UK then select EC20.0*
- *If the item is not subject to UK VAT, then you must select NO UK VAT as the tax name unless it is medical exempt.*

If the description is to be changed for any line then it must be changed before tax is calculated.



- h. Click on the **Calculate tax** button.

The tax line/s will appear, together with a corresponding negative tax line called “GB Tax -Acquisition Tax”

This line is necessary for the University VAT calculation and should not be amended or removed.

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description	Item De
1	Item	5,000.00	EC20.0	U.ZZ.ZZCA.AAAA.EKFZ.0000	<input type="checkbox"/>	FAX MACHINE	
2	Tax	(1,000.00)			<input type="checkbox"/>	GB-Tax - ACQUISITIONTA}	
3	Tax	1,000.00			<input type="checkbox"/>	GB-Tax - EC-VAT	

- i. Click **All Distributions**.
- j. Click **Actions ...1** and **Validate** your invoice. Check for holds.

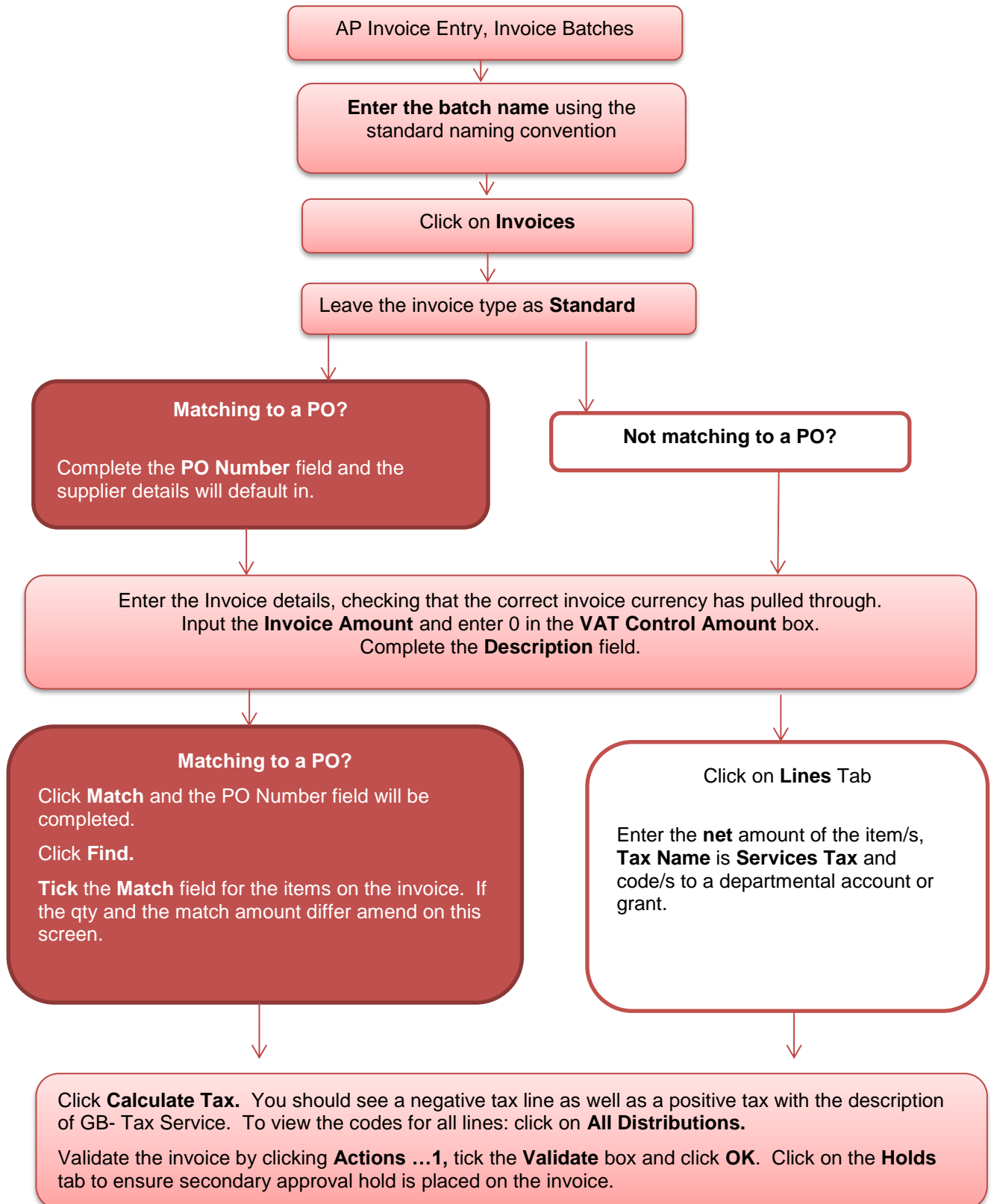
The item and all associated tax lines (Acquisition and EC tax) will display. The supplier will be paid as per the value of their invoice.

However, unless you have charged the items to GL accounts/projects which are ‘VAT recoverable’, the self-assessed ‘acquisition tax’ will be an additional cost to your department in the same way that VAT is normally.

**Please remember to send a copy of invoices for goods purchased from the EC to the Tax section of the Finance Division, based at Greenwich House on Madingley Rise.**

## 7. Purchasing services from outside the UK

### Overview





## Services Tax

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You will need to provide the University's VAT number (GB 823 8476 09) or the supplier will charge you VAT at the rate applicable in their country. This VAT charge will only apply to services outside the UK if the services are VATable in the UK. When a department buys a service from overseas (either from within the EC or beyond) it will need to 'self-account' for VAT at 20% if the service is VATable within the UK. A tax rate has been created in CUFS to deal with this change. The following example illustrates how the tax will apply.

The Finance Division buys tax advice from a French tax advisor for £1,000. The French tax advisor is given our VAT number and therefore does not charge French VAT. The invoice is entered on to CUFS and the new tax code is chosen.

This code generates two entries – one of which calculates a VAT amount (at 20% of the invoice value) to be paid to HM Revenue and Customs and the second an equivalent amount chargeable to the department (except where the charge is made against a VAT reclaimable account).

The total cost to the department, assuming no reclaim, is £1,200. The payment to the supplier will be £1,000.

The exceptions to this are:

- Service relating to land
- Passenger transport
- Right of admission to cultural/educational events including conference, seminar and course fees
- Catering services
- Hire of goods used outside the EC

## The invoice header

---

- a. This process is essentially the same as buying taxable goods from the EC, so follow steps A-F on page 5-6. Remember to enter **zero** in the VAT Control Amount field.



## In the Lines screen

---

- b. Enter the **net amount**.
- c. Select the **Services Tax** in the **Tax Name** field.

d. Review descriptions

If you wish to amend the description of any line then ensure it is done now as once tax is calculated you cannot amend.



e. Code to either a GL or project.

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description
1	Item	5,000.00	Services Tax	U.ZZ.ZZDE.AAAA.ELLZ.0000	<input type="checkbox"/>	EC INVOICE SERVICES TAX
2	Tax	(1,000.00)			<input type="checkbox"/>	EC INVOICE SERVICES TAX
3	Tax	1,000.00			<input type="checkbox"/>	EC INVOICE SERVICES TAX

f. Click on the **Calculate Tax** button

The tax lines will appear, together with a negative tax line. This should not be removed or amended as it is required by the University Tax team.

g. If you would like to see all codes for all lines: click on **All Distributions**.

h. **Actions ...1** and **Validate**.

The supplier will be paid as per the value of the invoice.

However, unless you have charged the items to GL accounts/projects which are 'VAT recoverable', the self-assessed 'tax' will be an additional cost to your department in the same way that VAT is normally.

## 8. Processing an invoice from an Import Agent

When goods are purchased from outside the EC, the invoice from the supplier will not be subject to VAT and should be entered into the invoice screen with a tax name of 'NO UK VAT'.

However, the import agent will usually send an invoice for their charges together with VAT charged by Customs on the value of the imported goods and any import duty that they paid on our behalf.

The way CUPS works is that the system will calculate tax and allocate it across the item lines within the import invoice. This is fine if all the VAT from the invoice is going to one code. However, it will need amending if the invoice relates to original purchases that were costed against more than one code.

For example:

An invoice is received for £397.97 that comprises of

Transportation Charges	£42.05
Fuel Surcharge	£6.52
Disbursement Fee	£22.00
Duty Amount	£50.22
VAT	£277.18
Total	£397.97

### Completing the Invoice Header

1. In this example, you would enter the invoice in the normal way with the invoice amount as £397.97, and the tax amount in the VAT Control Amount box as £277.18 as per screen below. In the **Description** field also make reference to the *Customs No.*

Invoice Workbench (CAPSA PD: AP Invoice Manager) - import duty

Batch Control Total  Batch Actual Total

CUPS INVOICES

Type	PO Number	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	VAT Control Amount	VAT Amount	Discountable Amount	Description
Standard		UPS LTD	62454	FELTHAM	18-JUN-2014	TRAINING1	GBP	397.97	277.18		397.97	IMPORT AGENT INVOICE RE...

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

There are two different ways a department may enter information onto the *Lines* tab:

- (i) Entering a line on CUFS for each separate cost identified on the import agent's invoice (refer to next section); or
- (ii) Amalgamating costs that have the same VAT rate and are charged to the same account/project into one line (refer to page 31/32).

The end result is the same although the information that is displayed on the screen varies subtly at different points. Follow the steps relevant to the way your department process import agents' invoices.

### Entering each cost from the invoice individually

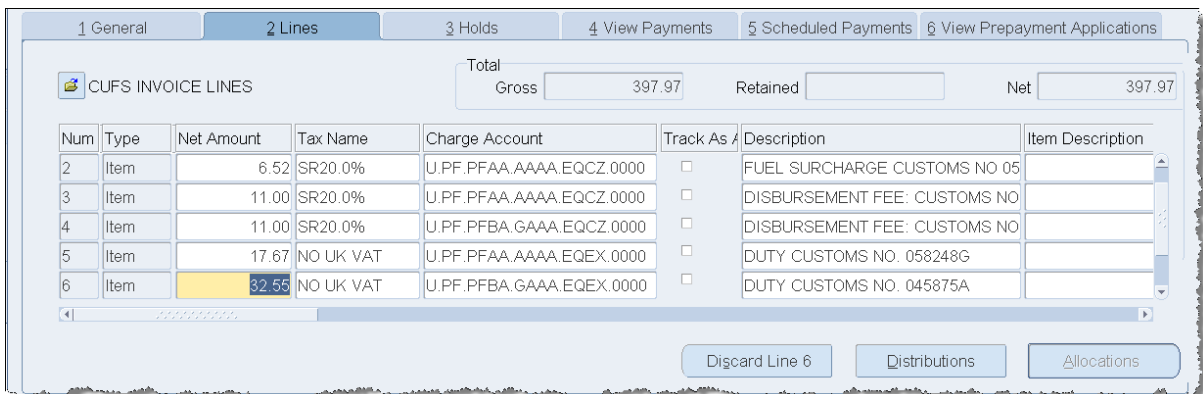
Using the same example the invoice needs to be split between two codes as follows:

Transportation Charges	£42.05	all to code A and SR20%
Fuel Surcharge	£6.52	all to code A and SR20%
Disbursement Fee	£22.00	split equally between code A and code B both SR20%
Duty Amount	£50.22	£32.55 to code B and £17.67 to code A and NO UK VAT
VAT	£277.18	£91.08 to code A and £186.10 to code B

2. Per cost, enter an item line ensuring:

- a. **Net amount** is entered.
- b. The relevant **tax name** is selected.
- c. The GL/Project code is as per the original purchase  
(NB. the GL transaction code for Import Duty is **EQEX**).
- d. The **Description** also includes the *Customs Number* from the invoice.

An example of what this would like look like for this scenario (please bear in mind that the screen only shows 5 lines at a time and this scenario would result in 6 item lines. Line no 1 is not displayed)



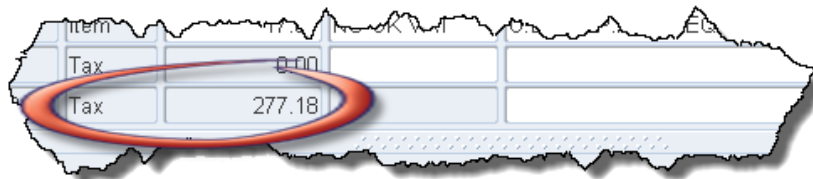
3. Once lines are entered **Calculate Tax**.

The system will allocate the amount of Import VAT proportionately across the handling costs that you have just entered from the import agent's invoice.

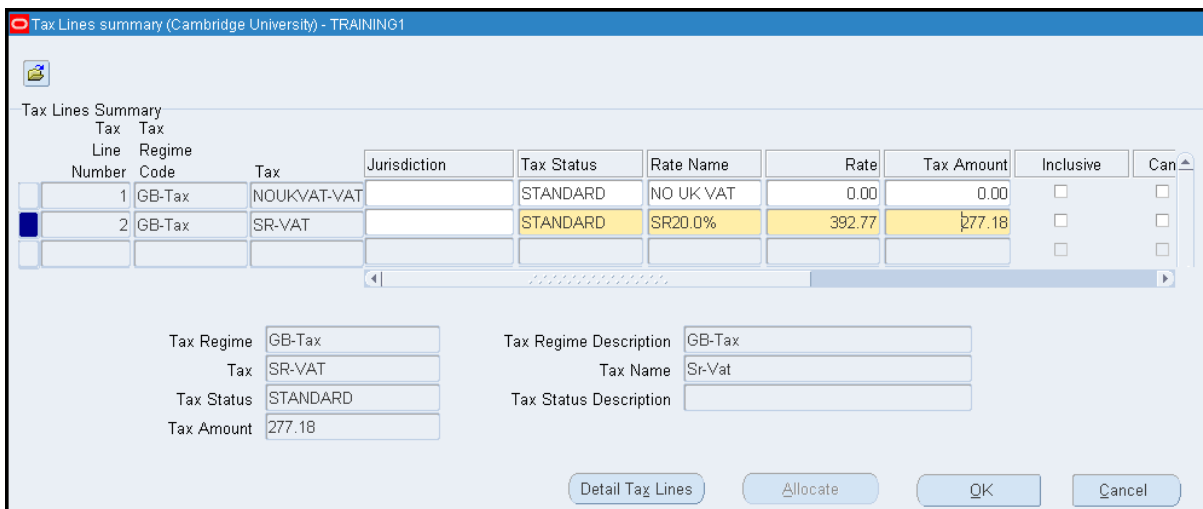
However, it is not uncommon for different imported items to have different associated handling costs. Thus, the allocations of VAT by this method will not necessarily reflect the true proportion of the VAT that is associated with that imported item, as the VAT will have been calculated on its purchase value.

Therefore, you will need to manually amend the VAT attributed to each account code/project.

4. Ensure you know the item line numbers that have SR20% tax name and the account code/project that you wish to charge the VAT to (in this scenario lines 1 and 4).
5. Click in the system generated **Tax** line on the *Lines* tab that shows a positive monetary value.



6. Click **Tax Details** to display a screen similar to below.



7. Click in the line that has calculated a tax amount and click on **Detail Tax Lines**. The screen will display the item lines that had a tax name of SR20%.

It is important to remember which lines are being costed to the same code; in this scenario transaction lines 1-3 are to the same code and line 4 is to a different code.

Detail Tax Lines (Cambridge University) - INVOICE 2

Detail Tax Lines  
For this Line

Trans Line Number	Tax Line Number	Tax Regime Code	Tax	Jurisdiction	Tax Status	Rate Name	Rate	Tax Amount
1	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	165.15
2	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	25.61
3	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	43.21
4	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	43.21

- Click in the **Tax Amount** field for the relevant transaction lines and amend to the amount of VAT that you would like to charge against the account codes that were used for that line.

Detail Tax Lines (Cambridge University) - INVOICE 2

Detail Tax Lines  
For this Line

Trans Line Number	Tax Line Number	Tax Regime Code	Tax	Jurisdiction	Tax Status	Rate Name	Rate	Tax Amount	Incl
1	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	186.10	<input type="checkbox"/>
2	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	0.00	<input type="checkbox"/>
3	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	0.00	<input type="checkbox"/>
4	1	GB-Tax	SR-VAT		STANDARD	SR20.0%	392.77	91.08	<input type="checkbox"/>

- Click **OK**, then **OK** again until you return to the *Lines* tab display.
- Click on **All Distributions** and you should see that the specified VAT amount is now allocated to the relevant line you selected in step 8.
- Actions ... 1 to Validate.**
- Click on the **Holds** tab.
- Override the **Tax Variance** hold by clicking on the **List of Values** in the *Release Name* field, the system will default in the relevant release name.
- Override the **Tax Amount Range** hold by clicking on the **List of Values** in the *Release Name* field and selecting **Natural Account Tax OK**.
- Save** and the hold should now be **Secondary Approval**.

## Entering lines for amalgamated costs

- Complete the following:

- a. Add together all of the costs that are applicable to SR20% that are being posted to the same GL/Project code (should be the same codes used as per the original purchase) and enter the one amount, the tax code, the account code and description (which includes reference to the *Customs Number*). Enter the relevant number of lines accordingly.
- b. Enter an item line for each of the duty amounts as *NO-UK VAT*. Code as per the original purchase. For GL codes the transaction code of **EQEX** is to be used for Import Duty lines. In the **Description** field enter any relevant information as well as the **Customs Number**.

An example of what this would like look like for this scenario

The screenshot shows the 'CUFS INVOICE LINES' interface. At the top, there are tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', and '5 Scheduled Payments'. Below the tabs, there is a 'Total' section with 'Gross' set to 397.97 and 'Retained' empty. The main table has the following data:

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description
1	Item	59.57	SR20.0%	U.LJ.LJAA.AAAA.EQCZ.0000	<input type="checkbox"/>	DELIVERY ADM
2	Item	32.55	NO UK VAT	U.LJ.LJAA.AAAA.EQEX.0000	<input type="checkbox"/>	IMPORT DUTY CP
3	Item	11.00	SR20.0%	U.LJ.LJBA.AAAA.EQCZ.0000	<input type="checkbox"/>	CUSTOM NO ...
4	Item	17.67	NO UK VAT	U.LJ.LJBA.AAAA.EQEX.0000	<input type="checkbox"/>	CUSTOM NO ...
5	Tax	0.00			<input type="checkbox"/>	IMPORT DUTY T

At the bottom of the interface, there are buttons for 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', and 'Quick Match'. There is also a 'Discard Line' button.

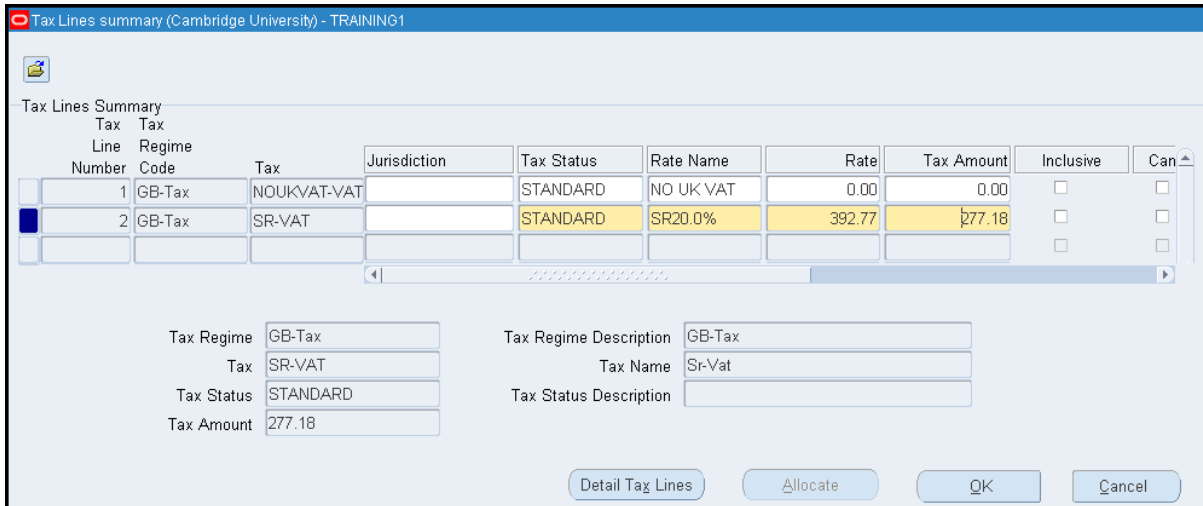
17. Once all lines are correctly entered, **Calculate Tax**.

*The system will allocate the amount of Import VAT proportionately across the handling costs that you have just entered from the import agent's invoice.*

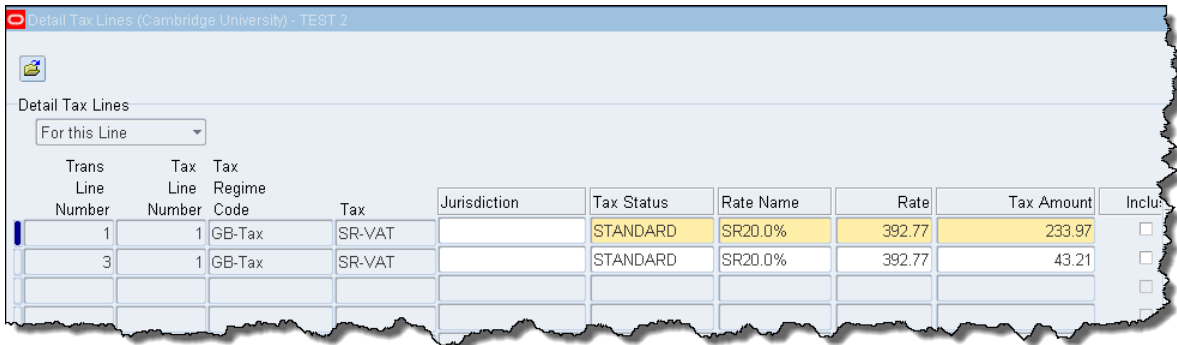
*However, it is not uncommon for different imported items to have different associated handling costs. Thus, the allocations of VAT by this method will not necessarily reflect the true proportion of the VAT that is associated with that imported item, as the VAT will have been calculated on its purchase value.*

*Therefore, you will need to manually amend the VAT attributed to each account code/project.*

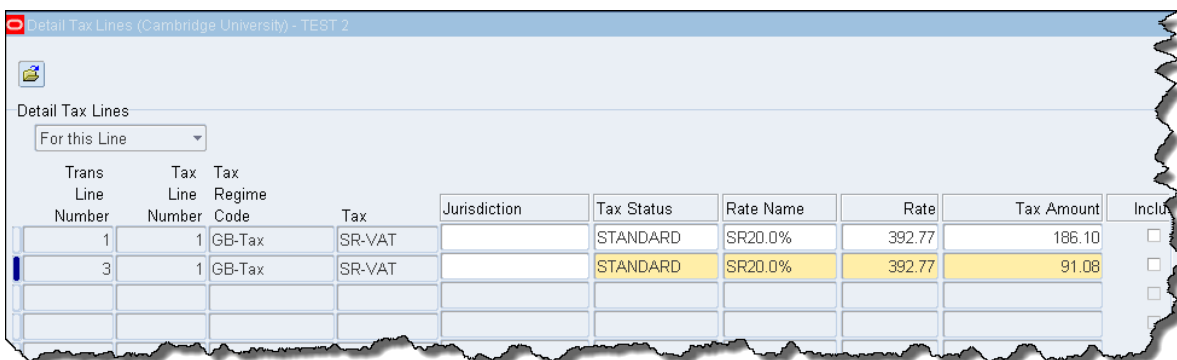
18. Ensure you know the item line numbers that have SR20% tax name that you wish to charge the VAT too (in this scenario line 1 and 3).
19. Once tax has been calculated, click in the system generated **Tax** line on the *Lines* tab.
20. Click **Tax Details** to display a screen similar to below.



21. Click in the line that has calculated a tax amount and click on **Detail Tax Lines**. The screen will display the item lines that had a tax name of SR20%.



22. Click in the **Tax Amount** field for the relevant item lines and amend to the amount of VAT that you would like to cost against the codes that was used for the item lines.



23. Click **OK** until the *Lines* tab displays.

24. Click on **All Distributions** and you should see that the specified VAT amount is now allocated to the relevant line.

25. **Actions ... 1 to Validate.**

26. Click on the **Holds**.



27. Override the *Tax Amount Range* hold by clicking on the **List of Values** in the *Release Name* field and selecting **Natural Account Tax OK**.

28. Override the *Tax Variance* hold by clicking on the **List of Values** in the *Release Name* field, the system will default in the relevant release name.

29. **Save** and the hold should now be **Secondary Approval**.

## Inputting the item lines to a single code

---

For a straight forward import invoice where you are coding the VATable and NO-UK VAT lines to the same codes (excluding the Transaction code), you enter the header and lines as you would a standard invoice:

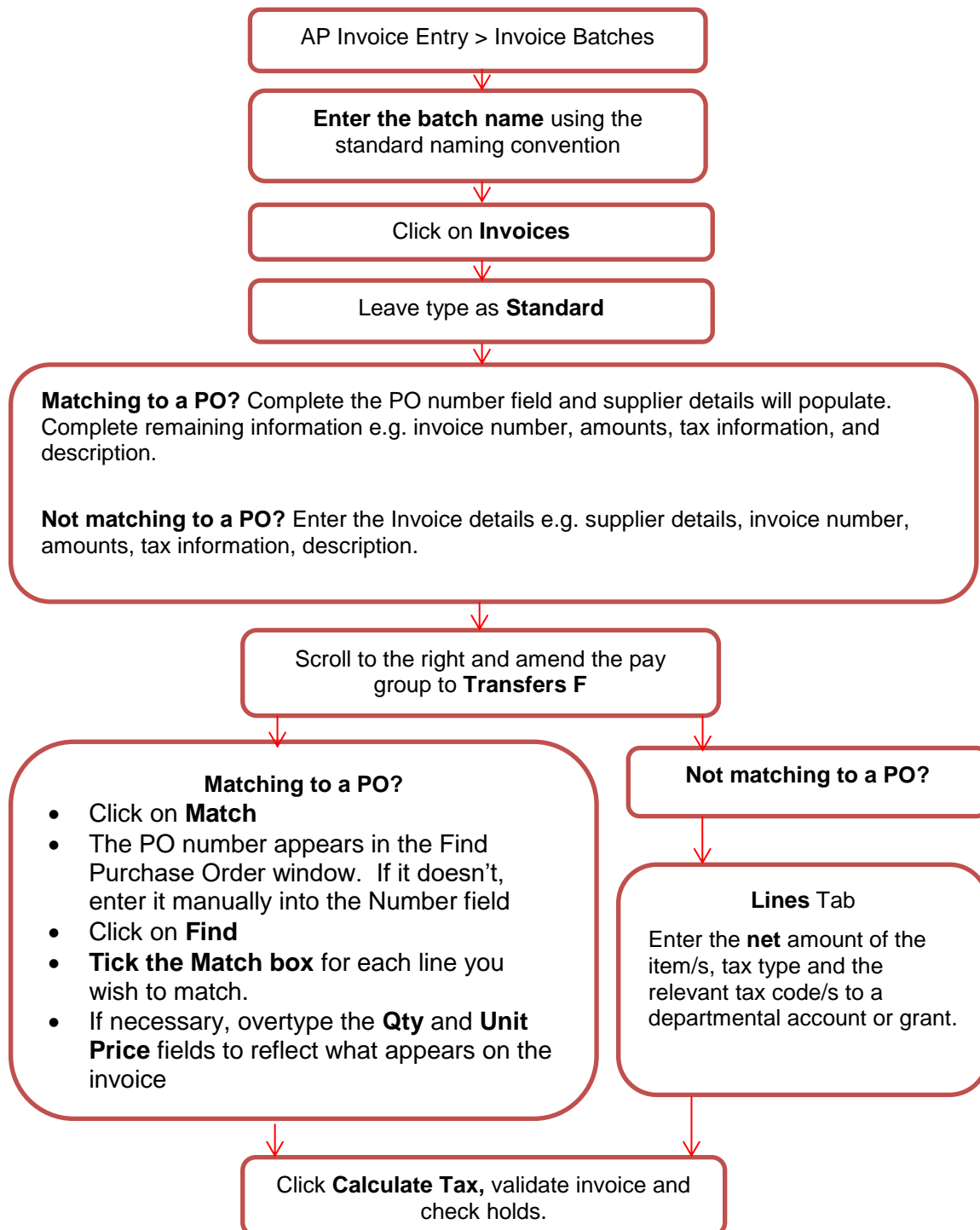
- Add value of items that are all applicable to SR20% and enter the line information to the relevant code.
- Add value of items that are applicable to NO-UK VAT, which is the *Duty Amount* and code accordingly with a transaction code of EQEX.

Item	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description
1	Item	11.00	SR20.0%	U.LJ.LJAA.AAAA.EQCZ.0000	<input type="checkbox"/>	ADMIN IMPORT CU
2	Item	32.55	NO UK VAT	U.LJ.LJAA.AAAA.EQEX.0000	<input type="checkbox"/>	IMPORT DUTY
3	Tax	0.00			<input type="checkbox"/>	GB-Tax - NOUK
4	Tax	186.10			<input type="checkbox"/>	GB-Tax - SR-VAT

Once all lines are entered **Calculate Tax**. The system will allocate all of the tax to the code used for the VATable line. Override the holds.

## 9 International Payment Orders (IPO's)

### Overview



## Background information and charges

---

This is an electronic method used to pay company invoices/staff expenses with non-UK bank accounts. They can be sterling and foreign currency payments.

It is appropriate to order an IPO:

- For Transfers to bank accounts outside of the UK, in sterling or other currencies.
- For Transfers where we are paying foreign currency to a UK account

For Standard IPOs you will not need to attach a form, only sending the invoice/expense form/payment voucher to make the payment, along with clear and full bank details and any relevant backup. However, you will need to attach a Non-Standard IPO form if any of the following apply:

- You are paying the invoice in advance.
- You are not paying the full invoiced amount.
- You have agreed to pay all or none of the bank charges

### For departments using Shared Services

Send all IPOs directly to Shared Services using your usual method (either by email or by wallet).

### For departments not using Shared Services

1. For all IPOs in GBP, EUR and USD you will need to record the transaction on CUPS following the guidance below.
2. Then send all IPO requests directly to Shared Services, Finance Division, Greenwich House through the UMS or by scan to the email address [IPO@admin.cam.ac.uk](mailto:IPO@admin.cam.ac.uk)

When discussing IPO's it is important to consider how the bank charges are to be paid. Sterling and non-Euro Currency payments will attract a UK charge, a beneficiary bank charge and occasionally intermediary bank charges. Departments can elect to pay just the UK charge, all or none of the charges. Any charges not paid by the University will be deducted from the amount sent. The bank charges which departments agree to pay will be posted to departments accounts periodically via journal.

Generally we only pay our own bank fees and not the payee's fees. Should you wish to deviate from this please use the 'Non Standard Process' IPO cover sheet:  
[https://www.finance.admin.cam.ac.uk/files/ipo\\_non\\_std\\_2019.pdf](https://www.finance.admin.cam.ac.uk/files/ipo_non_std_2019.pdf)

The majority of Euro IPO's will be sent via the SEPA (Single Euro Payments Area) transfer system. SEPA covers all 28 European Union member states plus Iceland, Liechtenstein, Norway, Switzerland, San Marino and Monaco.

For Example, the UK charge for sterling payments is £4.70, for EUR payments €2.23 and for Dollars \$6.15. The current bank charges can be found on the finance division:  
<https://www.finance.admin.cam.ac.uk/key-dates-and-rates/international-payment-orders-ipos-bank-charges>


All IPO's must be sent either by email to [IPO@admin.cam.ac.uk](mailto:IPO@admin.cam.ac.uk) or sent via UMS to Shared Services, Finance Division, Greenwich House with:

- A clear copy of the invoice signed by HoD or authorised delegate.
- IPO header sheet (if outside of standard terms as mentioned above).
- Ensure that the invoice includes full payment instructions provided by the beneficiary either on the invoice or the optional template ([https://www.finance.admin.cam.ac.uk/files/ipo\\_bnk\\_det\\_tmp.xlsx](https://www.finance.admin.cam.ac.uk/files/ipo_bnk_det_tmp.xlsx))
- A detail of the full currency amount or GBP sterling equivalent to be sent.

## Processing the item

---

- a) Input the invoice for the amount to be transferred (excluding any charges we are required to pay) and match to the PO if relevant.
- b) Amend the **Pay Group** to **Transfers F** and the Payment Method should be Check.



The screenshot shows a payment form with the following fields and values:

Unit	Terms Date	Terms	Payment Method	Pay Group	Chq Dest	Pay Alone	Date
	19-DEC-2013	Net 30	Check	Transfers ...	S*	<input type="checkbox"/>	
						<input type="checkbox"/>	

- c) Click on the **Lines** tab, ensuring correct tax code and account codes are inputted **Calculate Tax** and **Validate** the invoice
- d) Take a screen shot of the line and print it as this will need to be sent to cashier along with the other documentation.

## Completing the IPO form

---

The IPO form is only required for non-standard payments. For example, if we are not paying the full invoiced amount, if we are paying none of both of the bank charges, or if the payment is being made in advance.

The IPO form can be found on the Finance Division web page under Forms, IPO Non-standard header sheet.

The following information will be need to be completed on the IPO form

- Beneficiary must be on supplier database
- Full beneficiary bank account name
- Full beneficiary bank account number **or** beneficiary bank account IBAN code (mainly European countries)
- Full beneficiary bank name and address **or** swift code (NB payments to USA – also provide routing/ABA number)
- Currency required
- Full currency amount or GBP sterling equivalent to be sent

- Payment reference e.g. invoice No
- Supporting Documents e.g. copy of relevant invoice

Once Shared Services have received the form and documentation, the information will be transferred, payment made and the department will receive a confirmation of the transfer.



More information can be found in the Financial Procedures Manual,  
Chapter 7, Section 3

## 10. Running month-end reports

A number of tasks have to be carried out as part of the departments AP month-end procedures.

- ❑ **Invoices on Hold Report (UFS):** lists invoices placed on hold for you to review and action as necessary. This must now be run on a weekly basis in addition to month-end.
- ❑ **Invoices Register (UFS) Report:** lists invoices not primary validated to be investigated.

**Responsibility:** AP Invoice Entry or Manager  
**Navigate to** Other >Requests > Run

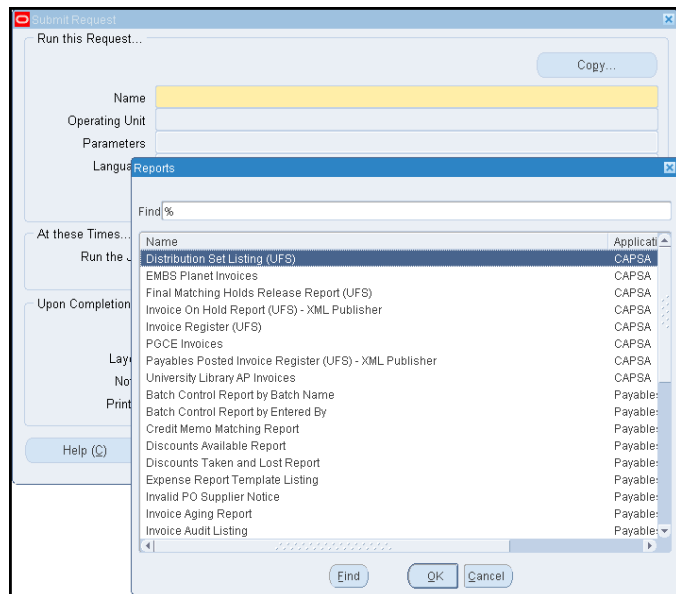
### Invoices on Hold Report (UFS)

Once you have navigated via the above path the **Submit a New Request** screen displays.

1. Simply click on **OK** to a **Single Request**.
2. The **Submit Request** screen displays. This is where you select the name of the report you wish to run.

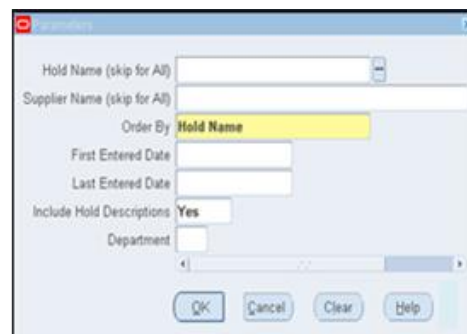
3. Highlight the **Invoice on Hold Report (UFS) – XML Publisher**

and click **OK**



4. The Parameters screen displays. no additional fields need to be entered, however, you can use the date ranges to narrow the report down.

5. Click **OK** and the **Submit Request** screen displays



6. Next step is to change your printer copies to zero, as it is strongly recommended you run the report to the screen before you print it. The default output of running the report is to PDF, however, you can request the output in an excel format. To change copies and amend the output, click on **Options**.

7. The Upon Completion screen displays.

8. If you wish to amend the output from PDF to Excel, click in the PDF format field and from the List of Values select **Excel**.

9. To change number of copies automatically printed, amend the copies to 0.

10. Once changes made click **OK**.

11. The Submit Request screen displays.

12. Click **Submit**. The **Requests** screen displays, where you click **Refresh Data** until the Phase shows as completed.

Request ID	Name	Parent	Phase	Status	Parameters
24421232	Invoice On Hold Report (UF		Completed	Normal	AWAIT_SEC_APP, , Hold Nar
24421231	Chart of Accounts - Segme		Completed	Normal	N, 101, PD, 5, ETAA, ETZZ, 2

13. Click on **View Output**.

- a. If you left the default format output as PDF, the report will open in a **PDF** view, from which you can then print.
- b. If you amended the output to Excel, a message will display asking if you wish to Open or Save it. Click **Open** to view the report in Excel format.



## Example of report output

Invoice on Hold Report			Report Date	22/03/2016 12:53			
			Page	1 Of		1	
Hold Name		First Entered Date					
Supplier Name		Last Entered Date					
Order By	Hold Name	Department					
Department: ZZ							
<b>Hold</b> Insufficient Funds							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Functional Currency Original Amount	Amount Remaining	Description
ZZIALS/22/10/15-1	DARLOW, DR JP (AG 0068177)	EXP PLASWIRES PARIS		22-Oct-15	857.04	857.04	TRAIN, TAXI, ACCOMODATION & MEALS- PLASWIRES COORDINATION MEETING.
ZZEINV140307080926	VWR INTERNATIONAL LTD	5062383648		05-Mar-14	390	0	ZZ-1823120
<b>Hold</b> Line Variance							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Functional Currency Original Amount	Amount Remaining	Description
ZZIT20160202190049	STEM CELL INSTITUTE	903026		29-Jan-16	314	314	SERVICES
<b>Hold</b> Qty Rec							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Functional Currency Original Amount	Amount Remaining	Description
ZZEINV160219081202	SIGMA-ALDRICH CO LTD	8104261524	2250067	18-Feb-16	565	565	ZZ-2250067
ZZEINV160219081202	SIGMA-ALDRICH CO LTD	8104261530	2249659	18-Feb-16	30.96	30.96	ZZ-2249659
ZZEINV160219081202	SIGMA-ALDRICH CO LTD	8104261529	2250173	18-Feb-16	26.16	26.16	ZZ-2250173
ZZEINV160127085438	OFFICE DEPOT UK LTD	0967510586	2231922	23-Jan-16	171.84	171.84	ZZ-2231922
ZZEINV141223083352	FISHER SCIENTIFIC UK LTD	4151051523	1992327	22-Dec-14	95.51	95.51	ZZ-1992327
<b>Hold</b> SECONDARY APPROVAL							
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Functional Currency Original Amount	Amount Remaining	Description
ZZIT20160208190057	PHYSIOLOGY.DEVMT & NEUROSCIENCE	904055		29-Jan-16	220	220	Internal Trading
ZZIT20160209190102	PHYSIOLOGY.DEVMT & NEUROSCIENCE	904220		29-Jan-16	410.52	410.52	POSTERS & PRINTING
ZZEINV160124085159	SCIENTIFIC LABORATORY SUPPLIES LTD	SI112822001		18-Jan-16	136.26	0	ZZ-2227208
ZZIT20160105190050	BIOCHEMISTRY	899494		31-Dec-15	54.1	54.1	Internal Trading
ZZIT20160106190050	BIOCHEMISTRY	899946		24-Dec-15	203.78	203.78	STORES
ZZIT20151116190055	SAINSBURY LABORATORY (PT)	894180		16-Nov-15	1,047.50	1,047.50	Internal Trading
<b>Total For ZZ</b>			14	4,522.67	3,996.41		

## Action points from this report

- All invoices on this report should be investigated. Once all holds have been released, the report should be run again to ensure all invoices are processed prior to the financial year end.
- Where the holds are valid and current, efforts should be made to enable the invoice to be released from hold.
- Holds for any other reason are to be released to enable the invoice to be paid or the invoice should be cancelled.

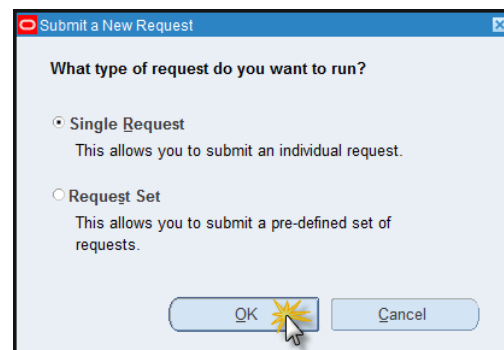
## Invoice Register

**Invoices Register (UFS) Report** lists invoices not primary validated and therefore either require cancelling as the transaction has been entered in error or it is a valid transactions and requires completing and validating.

**Responsibility:** AP Invoice Entry or Manager  
**Navigate to** Other >Requests > Run

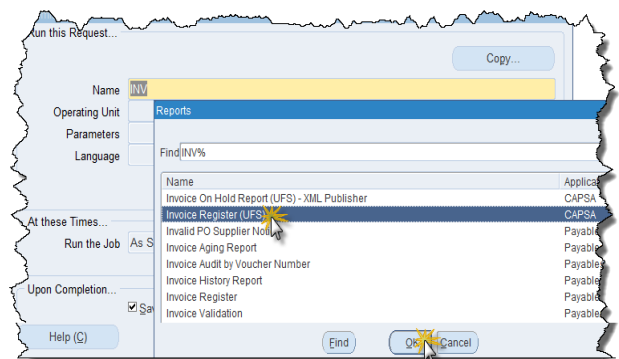
Once you have navigated via the above path the **Submit A New Request** screen displays.

3. Click on **OK** to a **Single Request**.

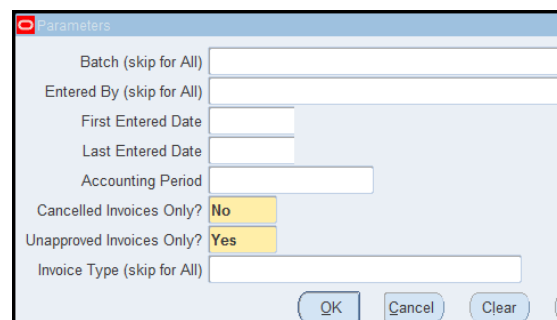


4. The **Submit Request** screen displays, which is where you select the name of the report you wish to run.

5. Enter **Inv** in the **Name** field and press **Tab**. Select the **Invoices Register (UFS)** from the list and click **OK**.



6. Enter the required parameters, click **OK**.



7. Click on **Options** button and amend copies to **0** to run the report to the screen.

8. Click **OK**
9. Click **Submit**
10. On the **Requests** screen click **Refresh Data** until phase is completed.
11. Click **View Output**

An example output of the report.

CAPSA Set of Books		Unapproved Invoice Register (UFS)				Report Date: 22-MAR-2016 10:28	
Currency: GBP		Data Entry Person:		Entered Date From:		Accounting Period:	
Batch: ZZ/ALS/16/02/16-2				Entered Date to:			
Supplier Name	Invoice Number	Invoice Date	Original Amount	Amount Remaining	Description	Invoice Type	
CHUBB FIRE & SECURITY LTD T/A CHUBB FIRE	5642456	08-FEB-16	174.48	174.48	WORK TO SECURITY ALAR 05/02/16	Standard	
		U.00.0000.0000.VBAA.0000					
Total for CHUBB FIRE & SECURITY LTD T/A CHUB:			174.48	174.48			
Total for PD/ALS/16/02/16-2:			174.48	174.48			
		Unapproved Invoice Register (UFS)				Report Date: 22-MAR-2016 10:28	
Currency: GBP		Data Entry Person:		Entered Date From:		Accounting Period:	
Batch: ZZ/RAD/24/02/16/01				Entered Date to:			
Supplier Name	Invoice Number	Invoice Date	Original Amount	Amount Remaining	Description	Invoice Type	
OFFICE TEAM LTD	2251382	24-FEB-16	39.67	39.67	VARIOUS	Standard	
Item	6	U.zz.zzag.mabb.ezzc.0000	U.00.0000.0000.VBAA.0000	5.83	MOVED FROM	24-FEB-16	No
Tax	7	U.00.0000.0000.VCBA.0000	U.00.0000.0000.VBAA.0000	0.00	MOVED FROM	24-FEB-16	No
Tax	7	U.zz.zzag.mabb.ezzc.0000	U.00.0000.0000.VBAA.0000	1.17	MOVED FROM	24-FEB-16	No
Total for OFFICE TEAM LTD:			39.67	39.67			

## AP Holds and Unaccounted Transactions report

At the end of every month Central AP will email depts. a list of invoices that still require some form of action, whether it be to primary validate an invoice, Secondary approve an invoice, release a hold or even cancel an invoice.

In addition to the report they will also attached a list of the various AP holds and what action is to be taken to over-ride the hold.

This report is sent in addition to the **Invoice on Hold** and the **Invoice Register** reports that you have run yourselves.

Please ensure that you deal with the invoices promptly on the report, and if further advice is required please contact the AP helpdesk.

## 11. Releasing holds on invoices

---

There are many reasons why the system may put a hold on an invoice and prevent it being approved for payment.

**These can be split into the following:**

**Each has its own way of being dealt with**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• The purchase order, the receipt and the invoice do not match.</li></ul>                                 | <p>If there is a matching problem some of the holds will require you to go back and correct a document (e.g. receipt the goods) others need to be manually released<br/><i>NB. Before releasing holds you should liaise with the person who placed the order first and get authorization.</i></p> |
| <ul style="list-style-type: none"><li>• Discrepancy between the invoice and line totals</li></ul>   | <p>Review the lines, check that the net amount was inputted and not the gross.</p>  |
| <ul style="list-style-type: none"><li>• An individual somewhere has manually put a hold on paying this invoice for particular reason.</li></ul> | <p>Find out why they have put it on hold.</p>   |
| <ul style="list-style-type: none"><li>• High value hold where an invoice was for over £2000</li></ul>   | <p>Review the invoice and check to see if it is a fixed asset and appropriately flagged. Once satisfied manually release the hold.</p>  |
| <ul style="list-style-type: none"><li>• The transaction has been coded to a grant but failed funds check</li></ul>                              | <p>Ascertain which line has failed and liaise with departmental Grant Administrator (refer to Appendix A)</p>   |
| <ul style="list-style-type: none"><li>• It is awaiting Secondary Invoice Approval (SIA).</li></ul>  | <p>This is normal and the hold will automatically be released once it has been secondary approved.</p>  |

### Manually releasing holds on an invoice

---

- Select the invoice which has a hold(s) on it.
  - Click on the **Holds** button
- Review the holds that have been put in place for this invoice



### Is it a **Quantity Received** hold?

Check with the buyer whether the items have actually been received.

#### **Items received....**

Get them to receive the items within iProcurement. Once they have done this you can re-validate the invoice and the system will lift the hold.

*NB. If this is not done, the purchase order will remain open and commitments may stay on a grant.*

#### **Items not received....**

Leave the invoice on hold and do not pay until the items are delivered.

#### **It's a service where we have to pay in advance (e.g. to attend a conference)...**

Manually release the hold as detailed below

- c. Click in the **Release Name** box next to a particular hold.

Pick the most **appropriate release name** from the list of values and the system will automatically enter the Release Reason for you.

#### Alternatively

Click on the **Release 1** button

Again select from the list of options available.

*NB. The system will make a note every time you manually release a hold, and various reports can be obtained showing who has released what holds.*



Has an individual **manually stopped payment** by putting it on hold within the schedule payments tab?

To remove this, simply **un-tick** the hold box and **Save**.

**NB:** Remember that the Secondary Approval hold is normal and will be released automatically once your secondary approver has approved the invoice.

## Appendix A: Insufficient funds hold (Grants)

When coding lines in AP to a grant, if the transaction is not being matched to a purchase order, it is possible for one or more lines to fail funds checking due to insufficient funds when the invoice is validated.

Follow the steps below to ascertain which line/s has failed funds checking.

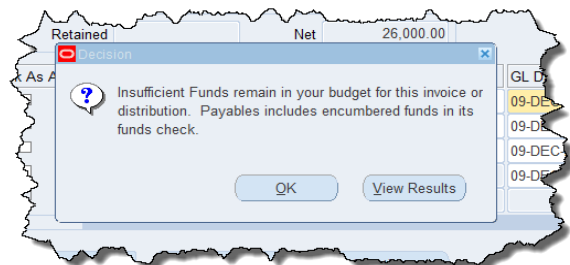
### **Responsibility: AP Invoice Manager**

**Pre-Requisite: Invoice entered, primary validated with insufficient fund hold**

1. Ensure your cursor is in the line of the **Invoice Header** and navigate to **Actions** in the tool bar and click on **Check Funds**.

2. A decision box displays advising of the insufficient funds fail.

Click **View Results**.



3. The **Budgetary Control Results** screen displays with information relating to the fail.

- Line Reference:** This will be the line of the AP transaction
- Result Message:** why it has failed
- Base Amount:** Line amount

To view all lines that have failed funds check, amend the **Order By** to **Funds Result Status**.

Budgetary Control Results											
Ledger		CAPSA Set of Books				Currency		GBP			
Order By		Funds Result Status				Funds Result Status		All			
Templates		Budgetary Control Results Template				Report Format		HTML			
		View Report		Export							
Expand All											
Application		Payables		Batch Reference		Document Reference		09-DEC-2015			
Supplier		OFFICE TEAM LTD		Site		CROYDON		Document Status		Partially Passed	
Account Combination	Period	Line Reference	Result Status Type	Result Message	Previous Funds Available	Base Amount	Current Funds Available	Amount Type	Boundary	Budget Name	
U.PD.PDAG.MAHB.EZZC.0000	DEC-15	1 - 1	Failed Check	GMS: Budgetary control fails at the Task level		-6,000.00					
U.PD.PDAG.MAJB.EZZC.0000	DEC-15	3 - 1	Passed Check	GMS: Transaction passed budgetary control in advisory mode		10,000.00					
U.PD.PDAG.MAWB.EZZC.0000	DEC-15	2 - 1	Passed Check	This account does not require budgetary control		10,000.00					
Accounting Errors											

4. Liaise with your department's Grant Administrator to ascertain where the expenditure can be coded to and then follow instructions on how to amend a matched or non-matched invoice.