Overview of EC Service Invoice

AP Invoice Entry >Invoice Batches

Enter the batch name using the standard naming convention

Click on **Invoices**

Leave the invoice type as **Standard**

Matching to a PO?

Complete the **PO Number** field and the supplier details will default in.

Not matching to a PO?

Enter the Invoice details, checking that the correct invoice currency has pulled through.
Input the **Invoice Amount** and enter 0 in the **VAT Control Amount** box.
Complete the **Description** field.

Matching to a PO?

Click **Match** and the PO Number field will be completed.

Click **Find.**

Tick the **Match** field for the items on the invoice. If the qty and the match amount differ amend on this screen.

Click on **Lines** Tab

Enter the **net** amount of the item/s, **Tax Name** is **Services Tax** and code/s to a departmental account or grant.

Click **Calculate Tax.** You should see a negative tax line as well as a positive tax with the description of GB- Tax Service. To view the codes for all lines: click on **All Distributions.**

Validate the invoice by clicking **Actions …1,** tick the **Validate** box and click **OK**. Click on the **Holds** tab to ensure secondary approval hold is placed on the invoice.