

***AP for Departments using  
Shared Services***



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# The Accounts Payable Module

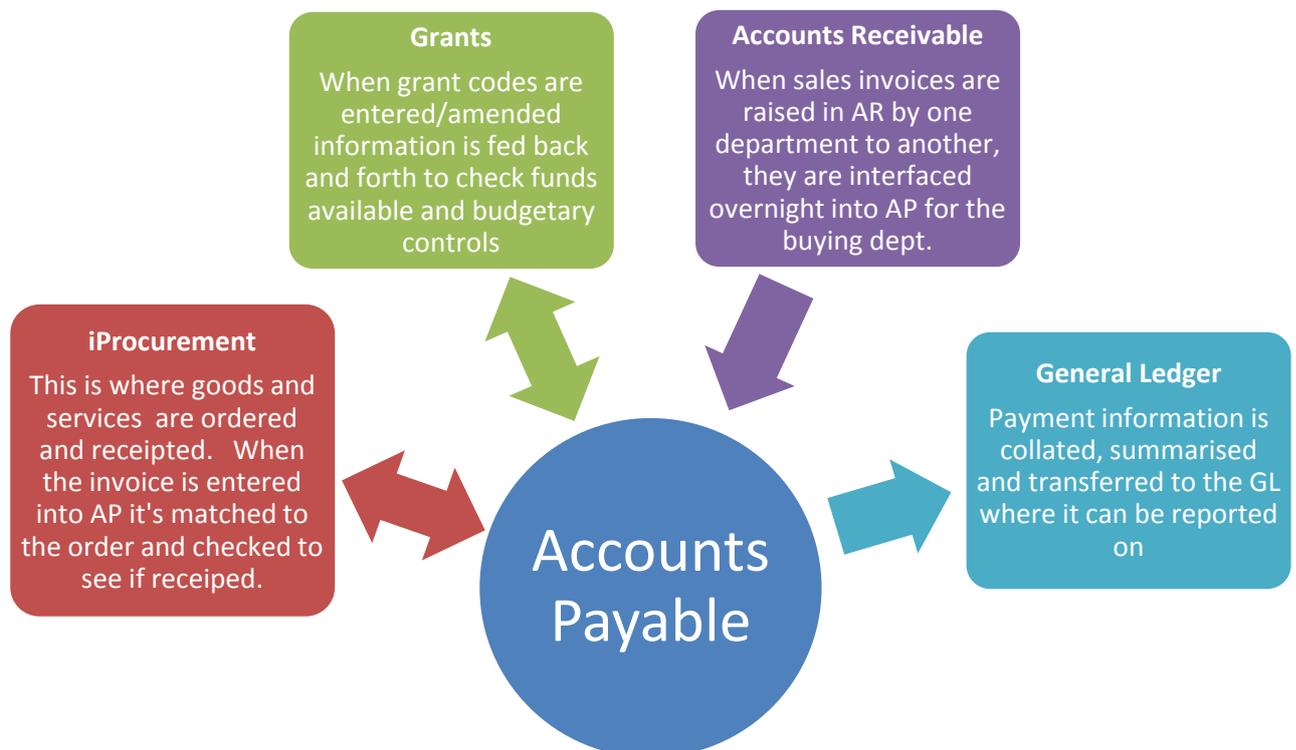
The AP module of UFS deals with the payment of supplier invoices, both internally and externally, supplier credit notes as well as payment to staff for expenses that they have incurred on behalf of University business.

## Gaining access to UFS

The responsibility needed is **U.F.S XX AP Shared Services** (XX being the department's two letter code). The key contact will be required to submit a user request form on behalf of the individual.

## AP and other modules

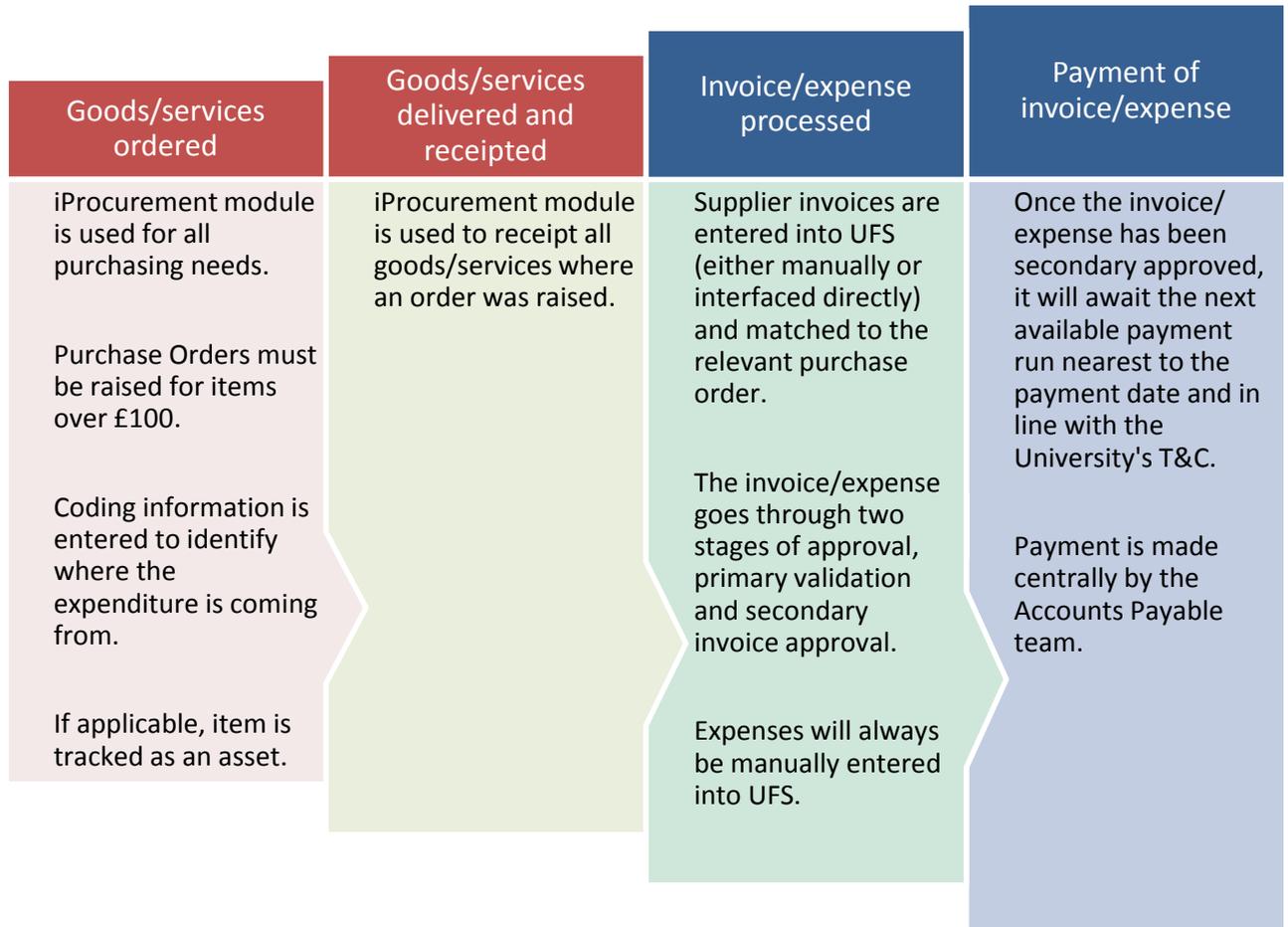
When transactions are processed within AP, other modules are impacted by the transaction and it is useful to have an awareness of these impacts.



## The procure to pay process

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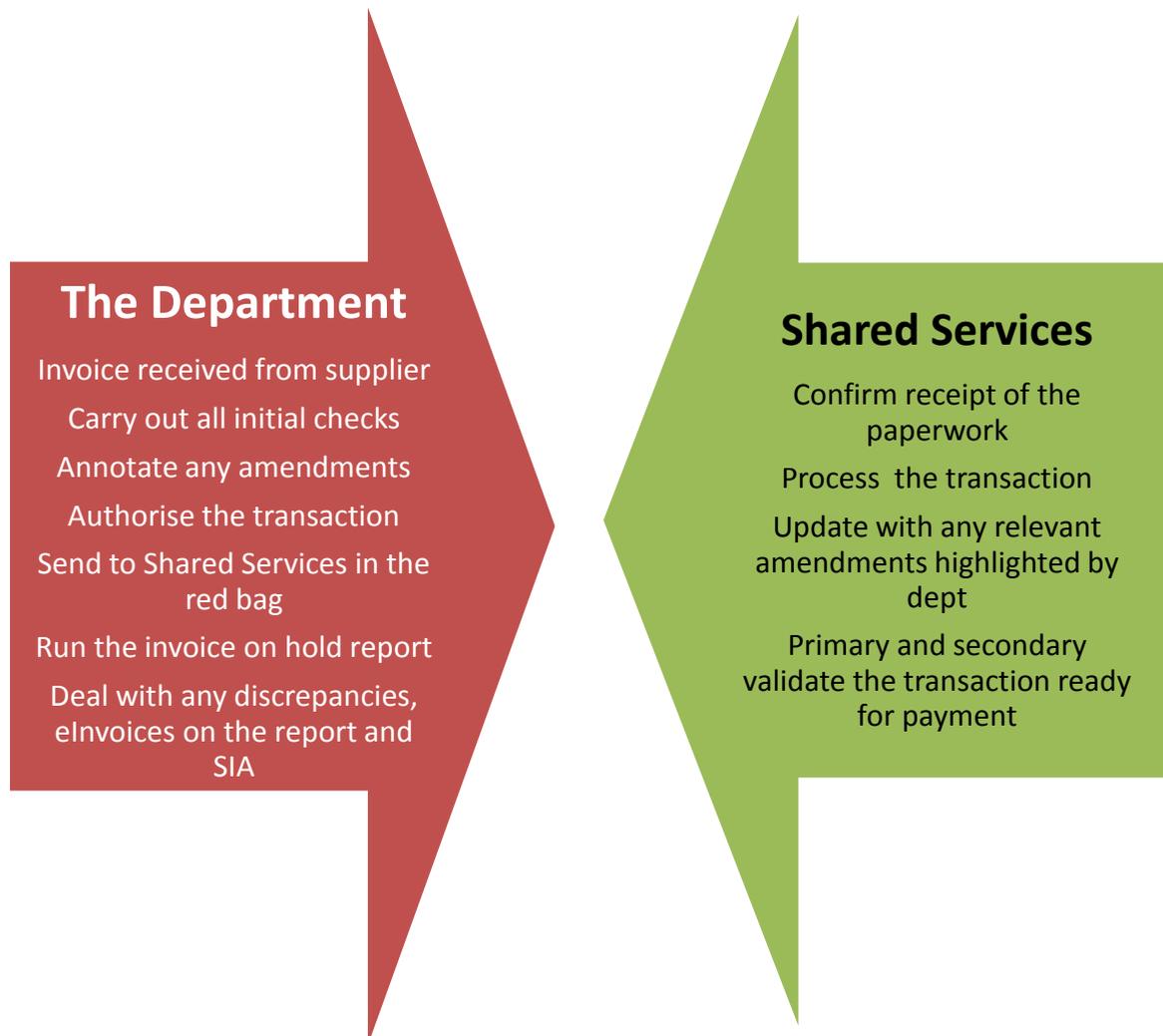
Accounts Payable is the last stage of the procurement process and it is useful to see how it fits into the whole procure to pay process. The word 'transaction' is the collective word used to describe supplier invoices, supplier credit notes and staff expenses.



## ***The role of Shared Services and Departments***

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The Shared Services team process AP transactions into the AP module on behalf of departments. The Department and Shared Services will work closely together to ensure the efficient processing of these transactions. All departments who have signed up to the Shared Service will have received a detailed procedural document. The illustration below summarise who is responsible for what.



### **Shared Services Contact Details**

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If you have any queries at all then please contact the Shared Services team who will be more than happy to help.

**Email:** [sharedservicesfinance@admin.cam.ac.uk](mailto:sharedservicesfinance@admin.cam.ac.uk)

## Departmental checks: Supplier invoice, with purchase order

Before the supplier invoice can be forwarded to Shared Services for processing, it is essential to carry out some initial procurement checks. This is to ensure that there are minimal delays to the invoice being processed and payment being made.



- Have the goods/service been physically received and receipted on UFS?
- Were the correct account codes entered on the purchase order?
- Are the quantity and prices shown on the invoice correct?
- Has the item been tracked as an asset and have a tag number?
- Is the currency correct?

Some UFS users will already have full access to the iProcurement module and can carry out these checks by navigating to their iProcurement Buyer responsibility and then the Buyers Work Centre.

However, where raising orders is not part of an individual's role, then a link through to an iProcurement query screen from within their AP responsibility will provide this information and enable them to perform all the checks listed above.



- Detailed information on the payment of supplier invoices (non-pay expenditure) can be found in Chapter 6 of the Financial Procedures Manual.
- University Financial Regulations state that all goods/services over the value of £100 must have a purchase order raised.

### Setting up a personalised view in iProcurement of fields to check on an order

It is recommended that a personalised view of the **Distributions** tab is set up to enable the relevant checks to be completed efficiently.

**Responsibility:** U.F.S XX AP Shared Services  
**Navigate to:** Buyers Work Centre > Orders > Distributions Tab

1. Click on **Save Search**

2. Complete the **View Name** field

**3. Ensure the **Column Displayed** list matches this screen shot. Highlight and use the **Move** and **Remove** buttons accordingly**

**4. Add in **Order Date**. Order date is to be the first of the previous month your department goes live with Shared Services.**

**5. Complete the **Deliver-To Location** field.**

5. Click **Apply and View Results** and a screen of purchase orders meeting the criteria will display.

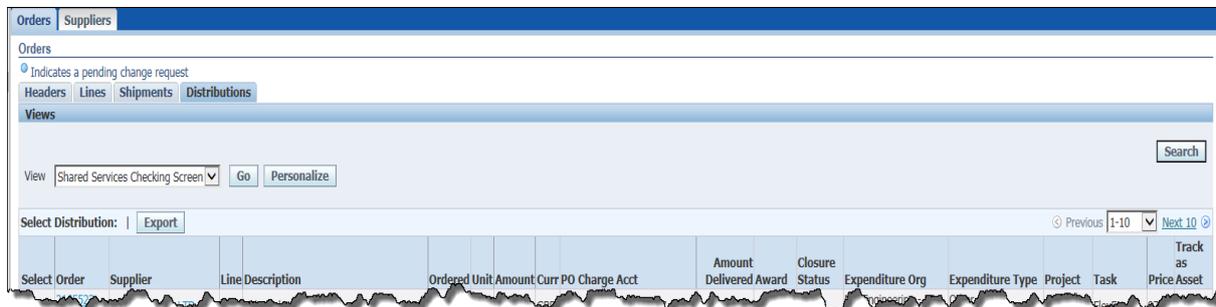
The next time you log into your *UFS xx AP shared Services* responsibility,

- navigate to Buyers Work Centre > Orders > Distributions tab,
- click on the **drop down list for View**
- select the relevant view name and click **Go** to display the list of purchase orders.

## Carrying out the iProc checks

Once the list of purchase orders display as per your personalised view, it is straight forward to carry out the following checks as the majority of the column headers should be self-explanatory.

Check to make .....	Field to refer to ....	How to correct ....
<b>Have the goods/services been received?</b>	<i>Quantity Delivered</i>	liaise with a colleague in the department to receipt in UFS, iProcurement
<b>Was the correct code entered?</b>	<i>PO Charge Acct</i>  <i>Project fields</i>	If incorrect, annotate the invoice with the correct coding information
<b>Are the quantities and prices correct?</b>	<i>Ordered, Amount and Price field</i>	If incorrect, annotate the invoice with the correct information
<b>Has the item been tracked as an asset?</b>	<i>Track as Asset</i>	If incorrect, annotate the invoice with the correct information



VAT information cannot be viewed from this screen. However, if there is a discrepancy between the VAT on the order and the invoice, it can easily be rectified once the invoice and order have been matched by Shared Services.

## What to annotate on the invoice

- Highlight the PO number the invoice relates to.
- If a change is to be made to the account code that was entered at the iProcurement stage, clearly state on the invoice 'Amendment required to coding, please code to .....'. Do not make any changes to the original purchase order.

### **Invoice value is over £50,000 or £10,000 advance payment**

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Please send a copy of the invoice to the Accounts Payable team [ufs\\_payments@admin.cam.ac.uk](mailto:ufs_payments@admin.cam.ac.uk) as soon as the original is received. This is to minimise payment delays whilst relevant checks are being carried out by the Finance Division. Send the original invoice once checks have been carried out by the department to Shared Services as per standard procedures.

### **Over €5000 and \$5000**

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Send to Shared Services as per original procedures for processing. Shared Services will forward copies of the invoices to UFS Payments

### **EC Invoices**

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Please ensure that copies of EC invoices are faxed to the Tax Team within the Finance Division at Greenwich House.

## **Departmental checks: Supplier invoice, no purchase order**

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If no order was raised due to the value being less than £100, the invoice must be clearly annotated and highlighted with the following information:

- If the expenditure is to be charged to a general ledger code: cost centre, source of funds and transaction code (if known)
- If the expenditure is to be charged to a Research Grant: project code, task number, award number, expenditure type and project org
- A detailed description relating to the expense

**Remember!** University Financial Regulations state that all goods/services over the value of £100 must have a purchase order raised.

### **Invoice value is over £50,000 or £10,000 advance payment**

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Please send a copy of the invoice to the Accounts Payable team [ufs\\_payments@admin.cam.ac.uk](mailto:ufs_payments@admin.cam.ac.uk) as soon as the original is received. This is to minimise payment delays whilst relevant checks are being carried out by the Finance Division. Send the original invoice once checks have been carried out by the department to Shared Services as per standard procedures.

### **Over €5000 and \$5000**

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Send to Shared Services as per original procedures for processing. Shared Services will forward copies of the invoices to UFS Payments

### **EC Invoices**

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Please ensure that copies of EC invoices are faxed to the Tax Team within the Finance Division at Greenwich House.

# eInvoices

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## Not all invoices are received in the post!

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A number of University Marketplace suppliers electronically submit their invoice directly into the departments AP module in the UFS. This process is known as eInvoicing and replaces manual processing.

Science Warehouse, who manages the University Marketplace, transmits the purchase order electronically to the supplier. Within 2 days of the supplier despatching the goods an electronic invoice is sent to Science Warehouse who verifies the invoice to ensure:

- it matches the purchase order;
- that the net invoice value is not greater than the order; and
- there are no additional items on the invoice.

If it all matches, the invoice is transmitted into the UFS, AP module. If it fails these checks, Science Warehouse reject it back to the supplier. Once in UFS it will be automatically matched to the purchase order and validated. At this point UFS will check that:

- the VAT details agree,
- any research grants charged are still open
- the items have been receipted on UFS,
- and the invoice is for less than £2000

Holdings will be put on the invoice if any of the above criteria are not met. If there are no holds then the system will go onto automatically Secondary Approve the invoice for payment. The payment will be made in line with University standard terms and conditions and will await the next available run nearest to the payment terms date

Therefore, it is important to run the ***Invoice on Hold*** report weekly to investigate and deal with any eInvoices that have a hold. If need be you can liaise with Shared Services who will be happy to help. If there is a VAT related hold, Shared Services will carry out the amendment upon instructions from the department

The most common reasons for an eInvoice to go on hold are:

- **The order hasn't been receipted in UFS.**  
Departments **must** receipt all goods/services promptly in the UFS and ensure that minimal amendments are made to the original purchase order. If receipting has not been completed, a system generated email will advise the department that a receipt must be completed.
- **Values between the order and invoice differ.**  
This usually occurs where a department has amended the original order in some way but not notified the supplier e.g. amended the price, quantity, added or cancelled lines or VAT differs.

Once the hold has been investigated and corrected, it will remain on the Secondary Invoice Approval screen until the next day. There is no need to secondary approve eInvoices as these will be picked up by the overnight eInvoice process, revalidated and Secondary approved the next morning.

Detailed guidance material regarding eInvoicing and an on-line course can be found on the UFS Reference pages at <http://ufs.admin.cam.ac.uk/r12reference/ap.html>

## ***Departmental checks: expense claims***

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It is important that claims for expenses incurred on behalf of University business are in-line with the University Financial Procedures and subsistence rates. Detailed information on staff expenses can be found in [Chapter 5b of the Financial Procedures Manual](#).

Individuals claiming expenses are set up in the UFS as a supplier. These will be set up, amended and reactivated by Shared Services to enable the correct payment method to be selected.

The department must carry out the following in relation to expense claims:



- Ensure that the correct valid expense form has been completed  
<http://www.admin.cam.ac.uk/offices/finance/forms/expenses/expenseforms.html>
- Keep the receipts that support the expense claim - they do not need to be sent to Shared Services.
- Record details of expenses that may incur a taxable benefit for the annual P11D Benefits Return.

Once relevant checks have been completed, send the documentation to Shared Services as per page 15.

## ***Departmental checks: IPOs***

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IPO (International Payment Orders) is an electronic method used to pay company invoices/staff expenses either to an overseas bank account or a payment in a foreign currency. It is important to make the recipient of the payment aware that they will need to pay any payee fees and that the department will pay the University bank fees.

Forms are downloadable at <http://www.admin.cam.ac.uk/offices/finance/forms/>

### **GBP, Euro and USD invoices**

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- Complete the standard departmental checks that are carried out on supplier invoices/expenses.
- Take copies of the invoice/expense form and the IPO cover form.
- Retain all original documents within the department and send the copied documents to the Shared Services finance team.
- Paperwork will be passed to the Cashier to make the bank transfer after the details have been entered on UFS, therefore no paperwork is returned to the department.

### **All other currencies and mixed currencies**

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- Complete the standard departmental checks that are carried out on supplier invoices/expenses.
- Send copy of the invoice and the IPO cover form to the University Cashier at Finance Division, Greenwich House.
- Retail all original documentation in the department.
- Paperwork will be passed to the Shared Services finance team after the bank transfer is made to ensure the correct bank charges and exchange rates are applied when entering on UFS.

## ***Departments: sending documentation***

Once relevant checks have been carried out, ensure the necessary information has been annotated on the invoice/expense, either:

- send to Shared Services in the red wallet with a completed batch header slip (only one batch header slip per wallet required) via UMS or;
- scan and email the documents to [sharedservicesfinance@admin.cam.ac.uk](mailto:sharedservicesfinance@admin.cam.ac.uk) (refer to page 31).

<p><b><u>AP Batch Header Slip – FAO: Shared Services Finance</u></b></p> <p><i>Instructions for Departments:</i></p> <p><i>Please complete details below and include one slip per red wallet. Supplier invoices and expense claims may be sent in the same wallet. If possible, please separate expense claims requiring supplier reactivation or set up.</i></p> <p>Date AP processing batch sent to SSF    _____ / _____ / _____</p> <p>Dept email address (es) for confirmation of receipt to be sent to:</p>
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Shared services will acknowledge receipt of the document/s using the email address provided on the header slip.

## ***Shared Services: processing the transaction***

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Upon receipt of the invoice Shared Services will:

1. Acknowledge receipt of the document/s using the email address provided on the header slip.
2. Process the invoice in UFS within 5 working days.
3. Match to the order where one has been raised.
4. If no order was raised enter the information provided by the department.
5. Liaise with the department to resolve any queries.
6. Primary validate and secondary approve (SIA) the invoice

Once the invoice has the status of 'Validated', the invoice will be awaiting the next available payment run nearest to the payment date and terms of the University. Payment runs are dealt with by the Accounts Payable team within the Finance Division, not the Shared Services Team.



It is important not to SIA any transaction that has been entered in AP by Shared Services.

### **Payment runs**

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Whilst the transaction is processed into AP by Shared Services, it's the Central AP team that actually arrange for the monetary payments to the suppliers/individuals.

Detailed information can be found in *Appendix C* or on-line at:  
[http://www.finance.admin.cam.ac.uk/files/ap\\_pmntruns.pdf](http://www.finance.admin.cam.ac.uk/files/ap_pmntruns.pdf)

## Department checks: weekly

Whilst the processing of invoice is dealt with by Shared Services, the department must still run the **Invoice on Hold** report on a weekly basis to highlight any eInvoice issues that require an action to allow the payment to be made.

### Invoice on Hold report

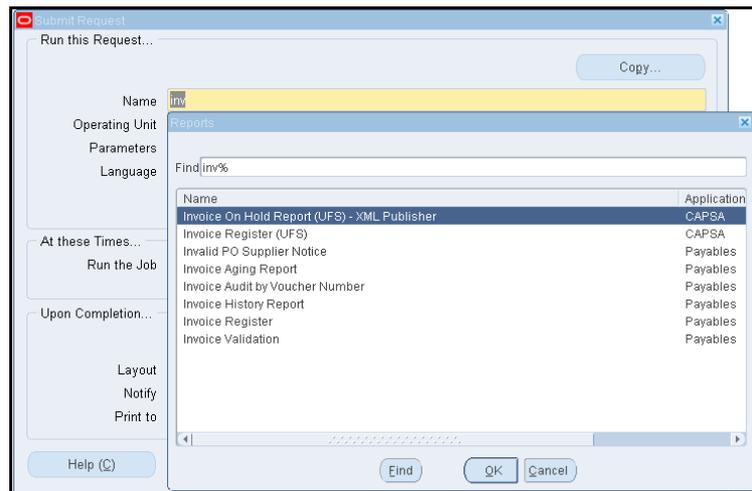
**Responsibility:** AP Invoice Entry, Manager or AP Shared Services  
**Navigate to** Other >Requests > Run

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

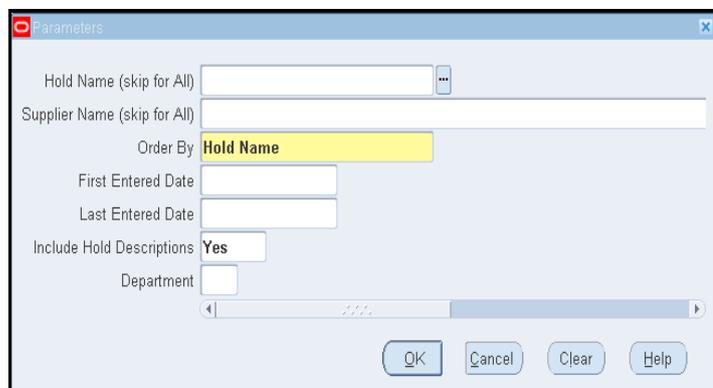
1. Simply click on **OK** to a **Single Request**.
2. The **Submit Request** screen displays. This is where you select the name of the report you wish to run.

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.



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

- 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**.

- The **Upon Completion** screen displays

- 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**.

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

- Once changes made click **OK**.

11. The **Submit Request** screen returns.

Run this Request...

Name: Invoice On Hold Report (UFS) - XML Publisher

Operating Unit: Cambridge University

Parameters: :Hold Name::Yes:

Language: American English

At these Times...  
Run the Job: As Soon as Possible

Upon Completion...  
 Save all Output Files

Layout: Invoice on Hold Report (UFS) - XML Publisher

Notify:

Print to: AG\_PRO05101

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
13121702	Invoice On Hold Report (UF		Completed	Normal	, , Hold Name, , , Y,
13119512	Printed Purchase Order Re		Completed	Normal	R, , 1739448, 1739448, , , , ,
13119511	Printed Purchase Order Re		Completed	Normal	R, , 1739447, 1739447, , , , ,

13. Click on **View Output**.

- If you left the default format output as PDF, the report will open in a **PDF** view, from which you can then print.
- 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.

### Action points from this report

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What to look for	Why ....	Action ....	By Whom ....
<b>Qty Rec</b>	Order has not been receipted	Ensure that the goods/service relating to the invoice are receipted in UFS, iProcurement Buyer, Receipting	A buyer in the Department
<b>Batches with EINV in the name</b>	eInvoices that have been interfaced into UFS but on hold as they don't match the order	Refer to <a href="http://ufs.admin.cam.ac.uk/r12reference/ap.html">http://ufs.admin.cam.ac.uk/r12reference/ap.html</a>  Liaise with Shared Services as they will over-ride and deal with some eInvoice holds	AP clerk / Shared Services
<b>Secondary Approval</b>	Awaiting last stage of approval	Only Secondary Approve transactions that have been amended by the department. <u>Do not secondary approve any transaction that has been processed by Shared Services</u>	AP clerk / Shared Services
<b>Tax Holds</b>	Difference between VAT code on the order to what is on the invoice	Find and review the invoice and the order, ascertain which tax code is correct.	Shared Services

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Refer to *Appendix B: Invoice holds* for a list of possible holds and how to over-ride them.

# Finding invoices

Invoices, payment dates and amount owed to a supplier can all be found via the departments AP responsibility.

## Finding invoices

- a. You can enter multiple search criteria by entering information in one or more fields

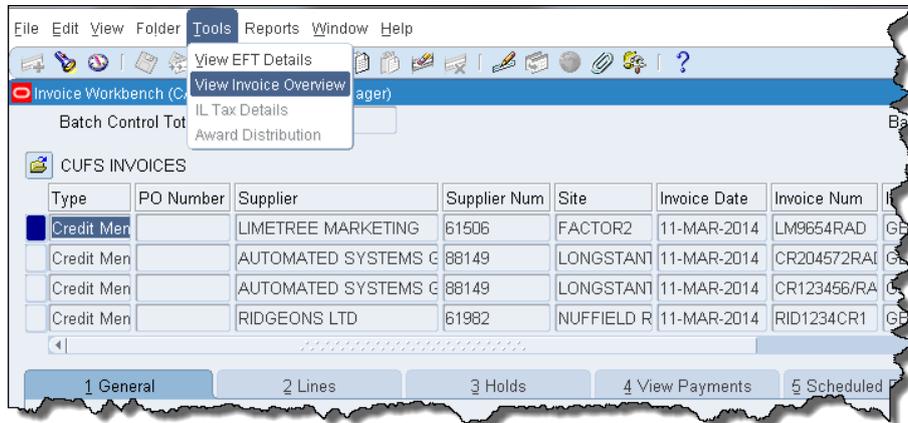
- b. Click on the **Find** button. You will be provided with a list of invoices that match the criteria.

Type	PO Number	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	VAT Control Amount	VAT Amount	Discountable Amount
Credit Men		LIMETREE MARKETING	61506	FACTOR2	11-MAR-2014	LM9654RAD	GBP	(16.74)	(2.79)	(2.79)	(16.74)
Credit Men		AUTOMATED SYSTEMS G	88149	LONGSTAN	11-MAR-2014	CR204572RAI	GBP	(203.72)	(33.95)	(33.95)	(169.77)
Credit Men		AUTOMATED SYSTEMS G	88149	LONGSTAN	11-MAR-2014	CR123456/RA	GBP	(203.72)	(33.95)	(33.95)	(169.77)
Credit Men		RIDGEONS LTD	61982	NUFFIELD R	11-MAR-2014	RID1234CR1	GBP	(60.00)	(10.00)	(10.00)	(50.00)

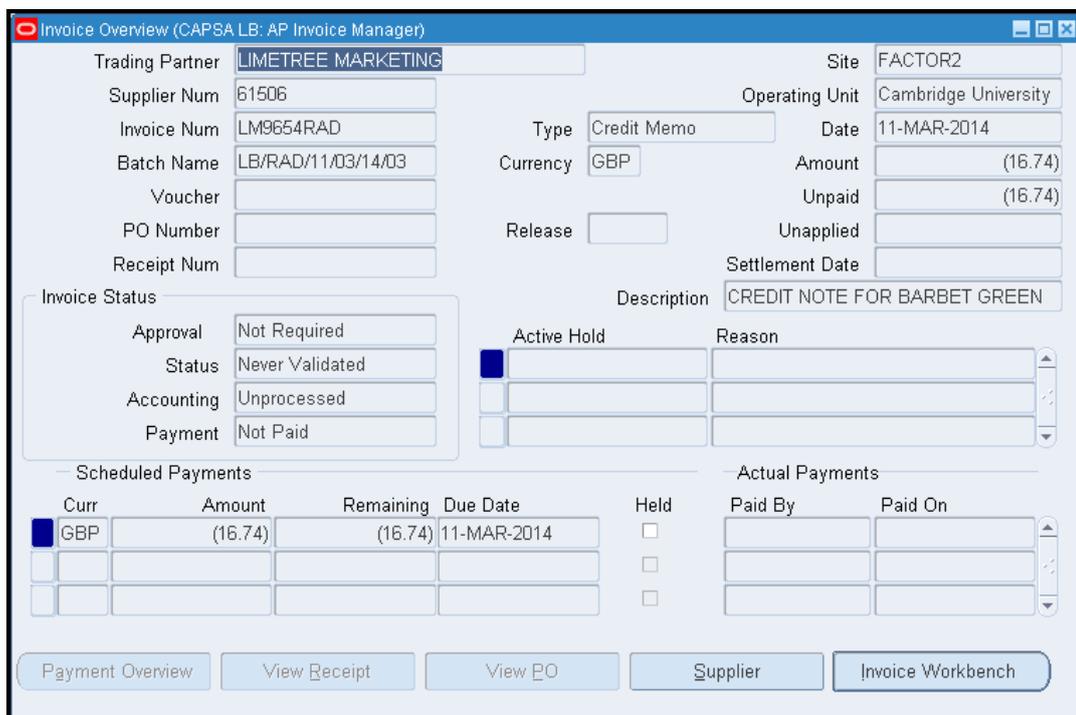
- c. To view detailed information on an invoice, ensure the cursor is in the correct line and click on the **Lines** tab.
- d. **Lines** tab will display the individual lines entered from the invoice. This includes the net amount, Tax Name, summary of the account code where the expense has been debited, description, any project code information, whether the item/s were tracked as a fixed assets and the associated purchase order.
- e. To view all item and tax lines coding information, click on **All Distributions**.

## Invoice Overview

Once you have found an invoice, you can view just a summary of the transaction.



From the Invoice Workbench screen, ensure you are in the relevant invoice line and navigate to **Tools, View Invoice Overview**. An overview of the transaction displays. It will detail information such as *Batch Number*, whether there are any *Holds*, *PO Number* (if it was matched), *Due Date* of payment and when the *Actual Payment* has been made.



**How to calculate the amount that your department currently owes to a supplier**

- a. **Enquiry >Invoices** Complete the **Name** field for the relevant supplier.
- b. Click on **Calculate Balance Owed**.

- c. Click on **Calculate**

*The system will calculate the amount owing to the supplier and provide you with the number of invoices that make up this amount.*

- d. To view the unpaid invoices click on the **Invoices** button.

## ***Amending existing UFS AP transactions***

Most amendments will be dealt with at the processing stage as any changes will have been highlighted by the department before the invoice is sent to Shared Services for processing.

However, there may be occasions, after running a grant or general ledger report that the department needs to move the expenditure as the coding was incorrect. Departments will retain access to UFS only to make amendments to GL distribution lines on processed invoices.

To ensure a clear audit trail, any amendments to AP transactions must be made in the AP module and not as a journal in the General Ledger.

Departments may continue to email amendment requests to be carried out by Shared Services as long as the following information is provided:

- AP invoice Batch Name
- Invoice Number
- Supplier Name or Number
- Specific details of required amendments

### **Amending coding on AP transactions: matched to a purchase order**

1. Find the invoice that requires amending.
2. Click on **All Distributions** to make note of the account/grant code information you wish to amend (scroll to the right for the grant code information).



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

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description	Item Description	GL Date	Project	Final Match	Unit Price	PO Number	Unit of
1	Item	100.00	SR20.0%		<input type="checkbox"/>	various	various	10-OCT-2013		No	10	1654696	EA
2	Item	(100.00)	SR20.0%		<input type="checkbox"/>	VARIOUS B		10-OCT-2013					

- 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 further along to the right of the screen
- 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).
- Re-enter with a positive amount and the correct account code/project information. Update the description.

**Please note:** When re-coding to a different grant it is possible for the transaction to fail funds checking. A pop up message will display advising of this. If it is a multi line transaction with various grant codes it may be difficult to ascertain which code has failed. If a message displays advising of insufficient funds, please refer to page 27.

- Calculate Tax** and **Save** the amendment. Repeat steps if any other lines require the code to be amended.
- Click on **Actions ...1, Validate, Ok** and check the **Holds** tab as the status should be 'Awaiting Secondary Approval'. Follow guidance on page 30 for Secondary Invoice Approval.

### Amending coding on AP transactions: no purchase order

- Regardless of the amendment, ensure that the cursor is in the relevant item line that needs to be amended and click on **Discard Line**.

This will reverse out the incorrect item line, bring the value to zero and remove reference to the original coding. Do not reverse out the tax line as the system will do the necessary calculations.

- Re-enter the item line with the correct coding information and **Calculate Tax**. The system will amend the tax amount accordingly.

**Please note:** When re-coding to a different grant it is possible for the transaction to fail funds checking. A pop up message will display advising of this. If it is a multi line transaction with various grant codes it may be difficult to ascertain which code has failed. If a message displays advising of insufficient funds, please refer to page 27.

3. Click on **Actions ...1, Validate, Ok** and check the **Holds** tab as the status should be 'Awaiting Secondary Approval'.
4. Follow guidance on page 30 for Secondary Invoice Approval.

## ***Insufficient Funds Hold***

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.

There are two ways of reviewing funds check fails;

1. Immediately upon the insufficient funds pop up message displaying within the invoice workbench as this will relate directly to the transaction OR;
2. From the navigator screen, Invoice Entry, Funds Check Results. This displays all iProc and AP transactions that have been funds checked.

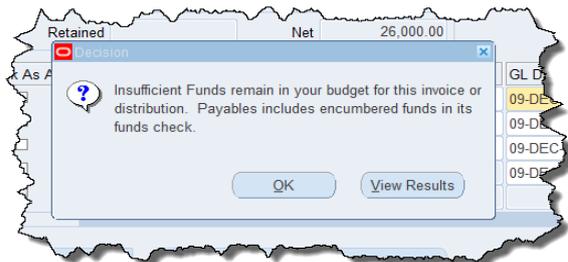
### **1. Viewing Funds Check Fail within the invoice workbench**

**Pre-Requisite: AP Transaction amended, primary validated with insufficient fund hold**

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

- b. A decision box displays advising of the insufficient funds fail.

Click **View Results**.



- c. The ***Budgetary Control Results*** screen displays with information relating to the fail.
  - a. **Line Reference:** This will be the line of the AP transaction
  - b. **Result Message:** why it has failed
  - c. **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  
 Order By: Funds Result Status  
 Templates: Budgetary Control Results Template  
 Currency: GBP  
 Funds Result Status: All  
 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

- d. 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.

**2. From the navigator screen**

**Pre-Requisite: AP Transaction amended, primary validated with insufficient fund hold**

- a. From the Navigator screen, select **Invoice Entry > Funds Check Results.**

**Find Funds Check Details**

Project Number  Project Name

Task Number  Task Name

Award Number  Award Name

Funds Check Status  Expenditure Type

**Transactions**

Document Type  Document Number

Request ID

- b. Enter details of the relevant project and click **Find** and a results screen will display with all checks that have been completed across iProc and AP.

The screenshot shows a 'Funds Check Results' window with a table of transactions and a summary section below it.

Document Number	Document type	Project	Task	Award	Expenditure Type	Expenditure Date
1122157	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	24-FEB-16
1122157	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	24-FEB-16
1122100	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	23-FEB-16
1122100	Requisitions	ZZAG/001	1	RG12345	Other Costs/Consumables	23-FEB-16
2251382	Supplier Invoice	ZZAG/001	1	RG12345	Other Costs/Miscellaneous	24-FEB-16
2251382	Supplier Invoice	ZZAG/001	1	RG12345	Other Costs/Miscellaneous	24-FEB-16

Budget	Actual	Encumbrance	Transaction Amount	Available Balance
			471,582.24	

Budgetary Control Setting	Funds Check Result
Advisory	Transaction failed funds check at Task level

Buttons: Award, Top Task, Task, Resource Group, Resource, GL Details

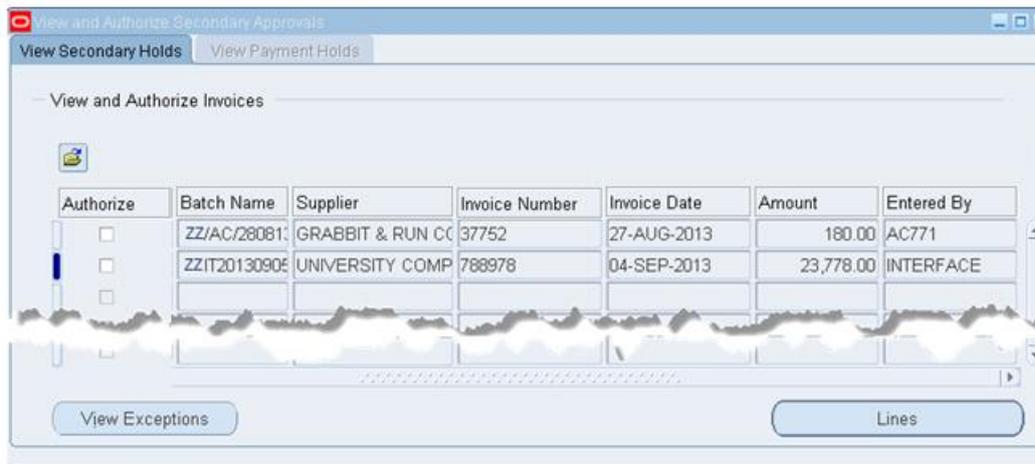
- c. By using the tabs, more detailed information can be reviewed, such as the Resource Groups where budgets have been attributed, the budgetary control settings and the funds budget and expenditure to date.

(NB the drilling down to GL details does not work)

## Secondary Invoice Approval (SIA)

The department only completes the SIA process for any transaction they have amended since the original processing was completed by Shared Services. Please don't secondary approve transactions that are in process of being entered by Shared Services. If you are unsure as to which transaction can be secondary approved by the department, contact Shared Services directly.

1. Click on the task **Secondary Invoice Approval**. A screen as per below will display with your department's transactions that are awaiting secondary approval. This can take a few minutes to load depending on the size of the department.



Standard batch naming conventions are used

For external invoices, expenses and credit notes standard format is

- o *Department code/ inputter's initials/ Day/Month/Year/Unique Ref.*

For internal invoices the system creates the batch name

- o *Department code, '1T', year-month-day*

For e invoices the system creates the batch name

- o *Department code, eInvoice date(backwards!), time*

2. To view a transaction in more detail ensuring that the correct amendment was made, **double click** the invoice line.
3. The invoice workbench displays. Click on the **Lines** tab to review any amendments made.
4. If everything is correct, close out of the screen to display the Secondary holds screen and simply **tick** the box of the invoice and click on the **Save** icon.
5. If no payment has yet been made, the transaction will be awaiting the next available payment run nearest to the payment date. If payment has been made as it was adjusting a code, then this process will approve the amendment but as the value has not increased no duplicate payment will be made!

# Appendix A:

## Scanning documents for processing

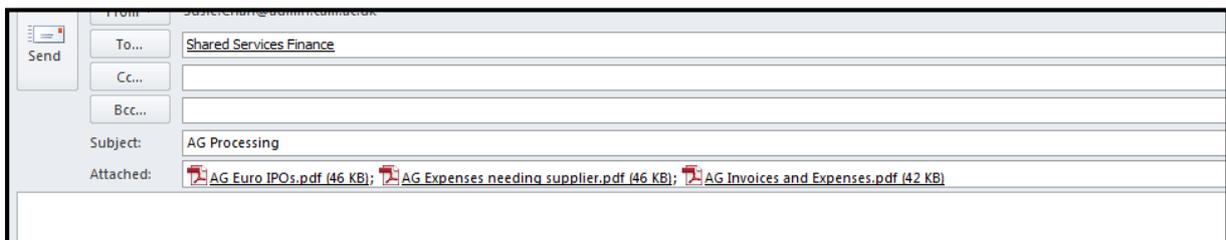
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### Scans

- Invoices to be scanned as separate or batched PDFs before attaching to email
- Separate batches for categories of processing:
  1. Invoices and expense claims with suppliers set up
  2. Expense claims where supplier needs to be set up, amended or reactivated
  3. International Payment Orders (IPO)
- PDF batch names to begin with dept code (e.g. AG Invoices with suppliers)
- Expense claims : scan front sheet only do not include scans of receipts

### Email example

- Subject line to include department code and brief description
- Add PDF batches
- Include any special instructions in the body of the email



## Appendix B: Invoice Holds

<u>Name</u>	<u>Hold Reason</u>	<u>How to resolve this hold</u>
<b>Buyer</b>	Query back to Buyer	Please follow this up with the buyer and follow with appropriate action; either release hold for payment in the 'Invoice Holds' screen or request credit note from the supplier.
<b>Charge Account Hold</b>	Query re Charge Account	Hold placed by department as there is a query on the account coding applied to the invoice. Investigate if this has now been resolved and manually release the hold if appropriate. Click on Holds button in the Invoice Header Page, go to 'Release Name' and click on the 'List of Values' button. The release name and reason should default in. Save.
<b>UFS - RGO - INVOICE HOLD</b>	CENTRAL AP HOLD - Call the helpdesk in the event of query	This will be resolved Centrally
<b>Dist Acct Invalid</b>	Distribution account is invalid	This usually occurs when one of the general ledger account codes is missing from the distributions. Enter the invoice distributions and 'ok' any error messages that may occur. Scroll down until you find the empty 'account code' cell. Re-enter the correct account code as usual; If this is a general ledger code enter it in to the account field, or if this is grant related, enter the grant information as per normal and allow the grant mapping code to default into the 'account code' field. Save and validate.
<b>Final Matching</b>	PO has already been final matched to another invoice	The Purchase Order has been finally closed. Please contact the helpdesk with regards to resolving this query. They will be able to run a 'Final Matching Holds Release Report' in order to identify the distribution lines which are matched to a finally closed purchase order. These identified lines will then need to be unmatched individually from the PO. This is done by clicking on the relevant line with-in the invoice distributions, and clicking on the reverse 1 button. The replacement line will need entering manually; If this is a general ledger code enter it in to the account field, or if this is grant related, enter the grant information as per normal and allow the account mapping code to default in. Save and validate.
<b>Funds Check Failed</b>	Insufficient funds exist for this invoice	<b>Funds checking</b> - Investigate the reasons for failure and should you require further assistance then please contact Grants Administrator who will be able to help you resolve the hold. Then validate the invoice in Actions_1.

		<b>Funds checking - Invoice zero'd/cancelled</b> - funds check hold remains. Investigate the reasons for failure and if you require further assistance, please contact Grants Administrator who will be able to help you resolve the hold. Then cancel the invoice in Actions_1.
<b>Internal Dispute</b>	Invoice hold following internal dispute	This hold is used for Internal trading only. Resolve the invoice dispute with the issuing department, who can issue a credit note if appropriate. If a credit is not required or when the credit note is received, the hold should be manually released in the 'Invoices Holds' screen. Note: Any disputes that cannot be resolved between the issuing and receiving departments should be referred to the AP helpdesk.
<b>Internal Trading problem</b>	Hold from Payment batch due to Internal Trading problem	This will be resolved Centrally
<b>Internal Trading</b>	Invoice has no match in AR	This will be resolved Centrally
<b>Max Total Amount</b>	Sum of invoice and exchange rate variances exceeds limit	Sum of invoice and exchange rate variances exceeds tolerance limit set by the system. Investigate why this may have occurred, and check for any other holds and when satisfied that the invoice information is correct, the hold can be manually released in the Invoice Hold screen. Save.
<b>Payment Approval</b>	Awaiting Payment Approval	Hold placed by the department as there is a query on the invoice. Investigate if the issue has now been resolved and manually release the hold in the 'Invoice Holds' screen if appropriate.
<b>PO Not Approved</b>	PO has not been approved	The Purchase Order has not been approved or has been unreserved. Within the purchasing module, go to the Purchase Order Distributions Screen and change the GL date on each distribution line to the current period. Approve or re-approve the PO. Should you have any difficulties with this process, please contact the Purchasing Helpdesk on x65101.
<b>Price</b>	Invoice price exceeds purchase order price	The invoice value is over or under the system tolerance of 6%. Investigate why this would have occurred and request any credit notes if due. Override the hold manually in the 'Invoices Holds' screen if satisfied or apply an 'await credit note' hold if appropriate.
<b>Qty Ord</b>	Quantity billed exceeds quantity ordered	Confirm that goods surplus to the Purchase Order have been received. If satisfied that additional items have been received, manually release the hold in the 'Invoice Holds' screen and save. If additional goods have not been received, investigate why the duplication has occurred and query back to the supplier if appropriate.

<b>Qty Rec</b>	Quantity billed exceeds quantity received	Goods have not been received within the PO module before matching the invoice to the PO. Check goods have arrived and preferably go back to the PO to receive the goods or if this is not possible, manually release the hold in the 'Invoice Holds' screen. Save.
<b>Secondary Approval</b>	Awaiting Secondary Approval	Follow the usual Secondary Invoice Approval procedures.
<b>Tax Amount Range</b>	Invoice tax amount does not fall within range	Often accompanied by a Tax Variance Hold and a Distribution Variance Hold - Resolve Distribution Variance hold first as this usually releases the tax holds as well.
<b>Tax Difference</b>	Invoice tax code different from PO tax code	Invoice tax code is different to the PO tax code. Investigate why differences have occurred and confirm that the invoice has the correct tax code applied within the invoice distributions. When satisfied that this is the case, manually release the hold in the Invoice Holds screen. Save.
<b>Tax Variance</b>	Invoice tax amount is not equal to the calculated tax amount	Often accompanied by a Tax Amount Range Hold and a Distribution Variance Hold - Resolve Distribution Variance hold first as this usually releases the tax holds as well.

## Appendix C: Payment Runs

The Central Accounts Payable Team consolidates where possible amounts for individual invoices into a single payment to a supplier, which is then processed on set dates each week: the 'payment runs'. When paying an invoice/expense claim the payment run applied is determined by the pay group and also the payment method selected.

### Payment Run Days

Day	Start Time	Pay Group	Payment Method	Distribution Method	Currency
Monday				None	
Tuesday	9am	Supplier	Electronic	<b>Build Supplier BACS</b> <b>Selects invoices</b> with due date up to Wednesday following the previous Monday payment date  <b>Payment date</b> -the following Monday	GBP
Wednesday	9am	Supplier	Cheque	<b>Royal Mail - 2nd Class</b> (Except the cheques for invoices which have cheque destination "D" as for Department. They go back to dept.)	GBP
				Confirm Supplier BACS	
	2pm	Supplier	Electronic	<b>Build Priority BACS</b> <b>Selects only priority suppliers' invoices</b> with due date up to next Monday.  <b>Payment date</b> -the following Monday	GBP
Thursday				Confirm Priority BACS	
Friday	9am	Pay Alone	Cheque	Return to Dept.	GBP
		Supplier			Euro
		Supplier			USD

The cut of time for all invoices/claims to be loaded and secondary approved for the BACS supplier run is 9am on the Tuesday. The central process doesn't complete until the Wednesday. The same applies to the build of priority BACS on the Wednesday: cut off time is 2pm and the process completes on the Thursday.

## Pay Groups

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- Supplier** This is the main pay group for the standard weekly supplier payment run. It is split into two Payment methods; either cheque or BACS (Electronic).
- BACS payments are sent directly to the supplier's/employee's bank account. A remittance advice will be sent via e-mail to the supplier listing all the invoices the payment relates to. Payment Terms "End of Month + 30 days" and Payment Method of "Electronic" cannot be changed.
- However, supplier invoices will be paid within 30 days from the date of the supplier invoice, without the need to change the payment terms if the invoice is processed in UFS within 20 calendar days of the invoice date.
- Where the payment method defaults in as "Check" (the American spelling) this means that we do not currently have the supplier's bank account details on file and therefore they will be paid by cheque.
- Internal** This is for internal trading purposes and should only appear on screen when dealing with an invoice from another University department, e.g. Department of Plant Sciences.
- Euro/US Dollar** Use the Supplier pay group for Euro and USD cheques

If you wish to pay a supplier/expense in a currency other than sterling, USD, EUR then this is processed via an Internal Payment Order – details of this procedure are available from:

[http://www.finance.admin.cam.ac.uk/files/ap\\_ipo.pdf](http://www.finance.admin.cam.ac.uk/files/ap_ipo.pdf)