



Amending matched invoices

The following are the most common reasons that amendments are made to invoices:

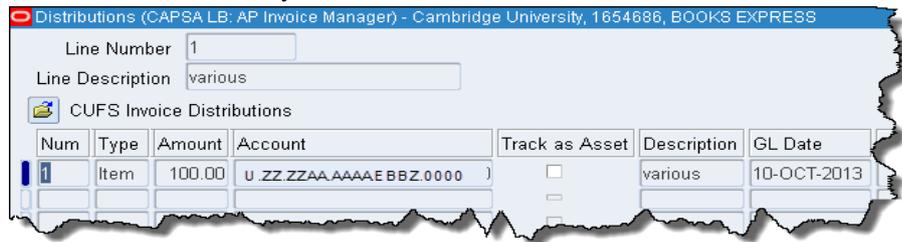
- Coded to the incorrect account code or project
- Wrong tax code used
- Where the gross amount was entered on item lines as opposed to the nett value
- Forgetting to track an asset

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.

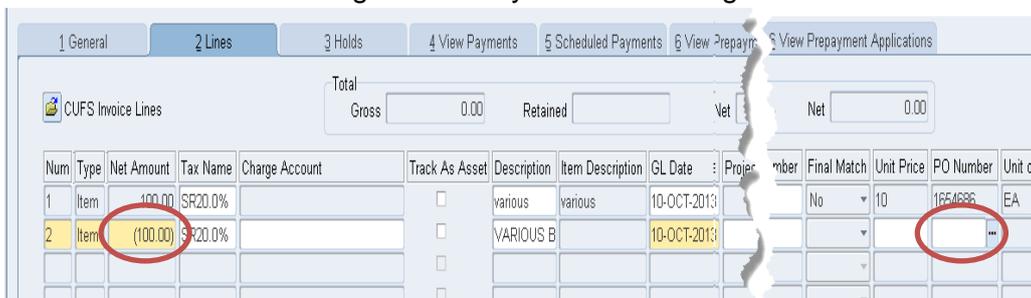
It is essential that you follow the processes accordingly.

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 for the item line 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/project information. Update the description.

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description	Item Description	GL Date	Prorate	Quantity Number	Final Match	Unit Price	PO Number	Unit of Measure
1	Item	100.00	SR20.0%		<input type="checkbox"/>	various	various	10-OCT-2013	1013		No	10	1654686	EA
2	Item	(100.00)	SR20.0%	U.ZZ.ZZAA.AAAA.EBBZ.0000	<input type="checkbox"/>	VARIOUS B		10-OCT-2013						
3	Item	100.00	SR20.0%	U.ZZ.ZZBD.AAAA.EBBZ.0000	<input type="checkbox"/>	VARIOUS B		10-OCT-2013						

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 Accounts Payable guidance ['Insufficient Funds Hold'](#).

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

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. Overwrite 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.** (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. Its 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

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.

Match	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	PO Number	Release	Line	Shipment	Item Desc
<input checked="" type="checkbox"/>	10	10	100.00	<input type="checkbox"/>	1654688		1	1	various
<input type="checkbox"/>				<input type="checkbox"/>					
<input type="checkbox"/>				<input type="checkbox"/>					
<input type="checkbox"/>				<input type="checkbox"/>					

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

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'

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

Applying a credit hold

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.

