Amending matched invoices

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

- account code
- tax code
- price
- matched in Error

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.

When amending invoices you do not need to amend the associated tax line as when you re-calculate tax the system will work out the correct amount of VAT based on the new information you have entered.

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.

**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 – overtype if necessary.

3. Click **Lines** tab.

4. Over-type 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.

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**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.
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.