Amending Non-Matched Invoices

The following are the most common amendments made to invoices:

- Account code
- Tax code
- Entering the gross amount on item lines and calculating tax
- Forgetting to track an asset

Whether tax has been calculated or not:

1. Simply overtype what is incorrect, enter any remaining lines with the correct information.

   **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’.

2. Once all item lines entered, **Calculate Tax**.

   It is important to ensure that all lines are entered before you calculate tax. The more times you click on calculate tax the greater the chance of tax being incorrectly calculated and allocated.

**What about using Discard Line?**

This can be used before or after tax has been calculated and provides a better audit trail on amendments made.

1. Regardless of the amendment, and whether tax has been calculated, simply ensure that you are in the relevant item line you wish to amend and click on **Discard Line**.

   This will reverse out the incorrect item line. **Do not** reverse out the tax line as the system will do the necessary calculations.

2. Re-enter the item line with the correct information and **Calculate Tax**.

   The system will then amend the tax amount if required.

Remember to **Actions …1** and check the **Holds** tab.

**What if I didn't track a line as an asset?**

If you forget to tick the **Track As Asset** and the invoice has already gone through primary validated, then re-ticking the box will not transfer the information through to the fixed asset module. Therefore, the item can only be entered into the Fixed Asset module by the Central Accounting Team so please contact the Fixed Asset Helpdesk on 66780.