Amending non-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

If tax has not yet been calculated

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 if I have already calculated tax?

Once an invoice has had tax calculated or been primary validated you will not be able to amend the lines just by overtyping them. If you wish to make an amendment you will have to:

1. Enter a second line with the net amount in negatives using the same coding information and tax rate.

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.

**NB** Please do not be tempted to use the Discard Line button as this is known to cause problems with distributions and validation

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.