How to correct mistakes

Common Mistake	Invoice is being Matched to Purchase Order	Invoice is not being Matched
Incorrect Account/ Project/Tax codes from the Purchase Order	1. Once you have matched the invoice to the purchase order and the lines screen has populated, click on **All Distribution** to make note of the account code/project information 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. 4. Delete the **PO number** from the new line. 5. Enter the amount but in negative. 6. Enter exactly the same coding information as the line you are taking out. 7. Click **Add Record** and in the new line, scroll to the **PO Number** field and remove the **PO Number.** 8. Re-enter the line as a positive with the correct account/project/tax code information 9. **Calculate Tax.** 10. Click **All Distributions** to display all the lines to check that the coding is correct.	**I have not calculated Tax:** 1. simply over type the incorrect coding information **I have calculated Tax:** 1. ensure your cursor is in the relevant line and click **Discard** 2. Re-enter the item line with the correct information 3. Click **Calculate Tax** 4. Click **All Distributions** to check the code
Incorrect Tax Codes on Invoice: PO is correct	1. Once you have matched and there is a discrepancy on the suppliers 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	Not applicable

Price Differences	1. On the lines tab, click in the line that has the incorrect net amount. 2. Click **Discard** as this will reverse out the matching of the invoice to PO and click **OK** to the caution message. 3. Click on the **General** tab and this reactivates the **Match** button. 4. Complete the **Match process again** and ensure you amend the price on the match screen. 5. **Calculate tax, validate** and **check holds.**	As per above
Over Matching	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	Not applicable
Gross amount entered on item lines	Not applicable	**I have not calculated Tax:** 1. Simply over type the gross amount with the net value **I have calculated Tax:** 1. Ensure your cursor is in the relevant line and click **Discard** 2. Re-enter the item line with the correct amount **3.** Click **Calculate Tax** 4. Click **All Distributions** to check the code
I calculated tax before entering the next invoice line (this is a bug in the system and is being looked into 20/2/14)	1. Amend the **Tax Name** field to a different tax name for the lines you have already matched and **Calculate Tax.** 2. Once calculated, repeat steps to match remaining invoices lines amend the previously entered item line/s tax name back to the correct tax name. 3. Only calculate tax once all item lines have been entered.	1. Amend the **Tax Name** field to a different tax name and **Calculate Tax.** 2. Once calculated, amend the entered item line tax name back to the correct tax name. **3.** Enter the remaining item lines with the correct tax name and only calculate tax once all item lines have been entered.

I forgot to tick the Track As Asset field	<u>If original PO not ticked as an asset</u> 1. Manually negative out the item line (remember to take out the associated PO number), 2. Re-enter a new line (again with no PO number) and this time **Track as Asset** and add the **CUFS tag number**. 3. Calculate tax and primary validate. If you have already validated before realising the mistake then contact the Fixed Asset Helpdesk on (7)66780 or email UFS_FA@admin.cam.ac.uk and ask them to add it to the Fixed Asset register.	<u>You calculate tax and then realise you have not tracked</u> 1. Manually negative out the item line, 2. Re-enter a new line and this time **Track As Asset** and add **CUFS tag number**. 3. Then re- calculate tax and primary validate. If you have already validated before realising the mistake then the contact the Fixed Asset Helpdesk on (7)66780 or email UFS_FA@admin.cam.ac.uk and ask them to add it to the Fixed Asset register.
EC Invoices	Ensure that you do enter 0 in the VAT Control Amount field (you no longer need to add a self asses charge)	Ensure that you do enter 0 in the VAT Control Amount field (you no longer need to add a self asses charge)
Services Tax/EC tax	If an order was raised with Services Tax and when matched in AP the tax name was amended to EC20% and a positive monetary value was entered in the VAT control amount (which it shouldn't be), 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 (services tax) on the item line and **calculate tax**. Remove the positive monetary value in the **VAT Control Amount** field. Re-enter EC20% as the tax name in the item line and then **calculate tax**. There should be no remaining positive VAT lines.	Not applicable

Remember that your invoice will still need to be validated via **Actions 1…** and should have the status "Needs revalidation" and have a hold of Secondary Invoice Approval to enable a payment to be made.