Overview of EC Invoice relating to goods

AP Invoice Entry > Invoice Batches

Enter the batch name using the standard naming convention.
DEPT CODE/INITIALS/DD/MM/YR/UNIQUEREF

Click on Invoices

Leave the invoice type as Standard

Matching to a PO?
Complete the PO Number field and the supplier details will default in. The Match Action field towards the right will default in as Purchase Order.

Enter the Invoice details, checking that the correct invoice currency has pulled through.

Input the Invoice Amount from the invoice and enter 0 in the VAT Control Amount. Complete the Description field.

Matching to a PO?
Click Match and the PO Number field will be completed. Click Find.

Tick the Match field for the items on the invoice. If the qty and the match amount differ amend on this screen. Click Match.

Click on Lines Tab
The Item Line will default with information from the PO, tax code, and account code. If the item is over £2,000, tick the Track as Asset and complete the FA fields.

Click Calculate Tax. You should see a negative tax line as well as a positive tax. To view the codes for all lines simply click on All Distributions.

Not matching to a PO?

Click on Lines Tab
Enter the net amount of the item/s, Tax Name and the relevant tax code/s to a departmental account or grant.

If the item is over £2,000, tick the Track as Asset box and complete the FA fields.

Validate the invoice by clicking Actions …1, tick the Validate box and click OK. Click on the Holds tab to ensure secondary approval hold is placed on the invoice.