Overview of EC Service Invoice

AP Invoice Entry > Invoice Batches

Enter the batch name using the standard naming convention

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.

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.

Not matching to a PO?

Click on Lines Tab

Enter the net amount of the item/s, Tax Name is Services Tax and code/s to a departmental account or grant.

Click Calculate Tax. You should see a negative tax line as well as a positive tax with the description of GB- Tax Service. To view the codes for all lines: click on All Distributions.

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.