



Processing an Invoice from another Department

Any sales invoices completed within the Accounted Receivable module by 5.30pm to another department are automatically transferred overnight by UFS to the AP module of the department they were addressed to.

Each day a PDF copy of any of these transferred invoice(s) addressed to your department will be emailed to a generic accounts email for your department. You will receive a separate email for each invoice.

Therefore, Internal AP Invoices are already on the system -**do not manually re-enter** them; you just need to locate them and specify which of your departmental accounts you wish to charge the items to (or which purchase order to match against)

NB. This process should not occur if the Sales department is an Associated Body. Any invoice from an associated body should be processed in the same way as external supplier invoice, as these are separate entities to the University.

Locate the Internal invoice within your AP module that corresponds with the hard copy that you have just received in the post.

- a. Navigate: **Entry > Invoices** Enter the invoice number without the two letter department code.
- b. Click on **Find**. This will take you into the relevant invoice. *If you cannot locate it, please contact the Accounts Payable Helpdesk for further assistance on (7)66888.*



Review the Invoice and specify to which of your departmental accounts you would like it charged to.

- c. Review the invoice on the screen Please leave the Invoice Type as Standard even when matching it to a Purchase Order.
- d. **VAT Control Amount** Enter **0**
- f. Invoice **Description** Update to something more meaningful as it will appear on department reports.
- g. Click on the **Lines** tab The AP Invoice will have automatically allocated the charge to a default clearing account code within your department. This charge will need to be coded to another account. *NB, There should never be an outstanding balance on this code.*



- h. Ensure that the cursor is in line 1, click on the **Discard Line1** button even if you are matching to an order. This will automatically zero value item line 1.

Num	Type	Net Amount	Tax Name	Charge Account	Track As Ass.
1	Item	0.00	INTERNAL	U.PD.PDAA.AZZY.FKAA.0000	<input type="checkbox"/>
2	Tax	0.00			<input type="checkbox"/>

Total Gross: 0.00

- i. If this invoice does not relate to a PO... Manually enter a new line, allocating the payment to the GL account code or project of your choice.

As there is no VAT attributed to internal invoices there is no need to click Calculate Tax in the distributions screen, however, if you wish to do so, the system will generate the tax lines for you but with a zero value.

- If this invoice relates to a PO...

Click on **Match** and match as normal.

Your account code will pull through from your Purchase Order to the distribution screen and will not need to be amended unless you wish to use a different code.



- Is it an asset?

On the **Lines** tab, tick the **Track as Asset** tick box and complete the additional Fixed Asset fields

- j. **Actions 1, Validate** and **SIA** the invoice as normal

NB. This process will also apply to Credit Notes raised by internal departments.

Unprocessed Internal Invoices

These invoices will appear on your Invoices on Hold report. Departments should run the report frequently to avoid any invoices being missed. They will also appear on the AP Holds and Unaccounted Transactions report which is distributed to key contacts by the Finance Division. At year end this report will be sent out weekly.

Procedure for disputed items

Where disputes regarding price, quantity or quality cannot be resolved between the purchasing department and the supplying department, arbitration will take place by the Central Accounting section of the Finance Division. The disputing department has the ability to place an AP invoice on hold. The Hold Name 'Internal Dispute' should be chosen from the List of Values.

- In a situation where a sales invoice is in dispute, an additional hold can be put on the Accounts Payable invoice. Selecting the Holds button in the Invoices window can do this.
- In the 'Invoice Holds' window an additional hold to the 'Secondary Approval' hold can be selected in the Hold Name field (i.e., Internal Dispute). The Hold Reason field will automatically be entered.
- Monitoring will be performed by the Finance Division to ensure invoices are validly placed in dispute. This would form part of their arbitration role and include the use of a central report highlighting all unapproved purchase invoices which are on a dispute hold and are over 14 days old.