



Checking iProc orders via the Accounts Payable module

Within AP Invoice Manager and U.F.S AP Shared Services responsibilities, there is a link to the Buyers Work Centre in the iProcurement module. This is to assist AP users with those responsibilities and whose department is using Shared Services to carry out initial checks of suppliers' invoices before they are sent to Shared Services for loading.

The personalised view is recommended, however you can use any of the tabs in the Buyers Work Centre to view the original purchase order that the suppliers invoice relates to. Separate guidance on the [Buyers Work Centre](#) is available.

Responsibility: U.F.S XX AP Shared Services/AP Invoice Manager
Navigate to: Buyers Work Centre > Orders > Distributions Tab

1. From the **Distributions** tab, click on **Save Search**.

The screenshot shows the 'Orders' interface with the 'Distributions' tab selected. The search criteria are set to 'Supplier', 'Buyer', 'Item', and 'Deliver-To Location'. The 'Save Search' button is visible in the top right corner.

2. Complete the **View Name** field. This can be anything of your choice as it will be used to select from a pick list at a later point.

The screenshot shows the 'Shared Services Checking Screen' configuration page. It includes sections for 'General Properties', 'Attribute Properties', 'Columns Shown and Column Order', 'Sort Settings', and 'Search Query to Filter Data in your Table'. A callout box highlights the 'Columns Shown and Column Order' section, showing the process of moving 'Order Date' from the 'Available Columns' list to the 'Columns Displayed' list. Another callout box points to the 'Search Query' section, specifically the 'Order Date' field.

3. Ensure the **Column Displayed** list matches this screen shot. Highlight and use the **Move** and **Remove** buttons accordingly

4. **Add in Order Date.** Order date is to be the first of the previous month your dept goes live with Shared Services

5. Complete the **Deliver-To Location** field.

5. Click **Apply and View Results** and a screen of Purchase Orders meeting the criteria will display.

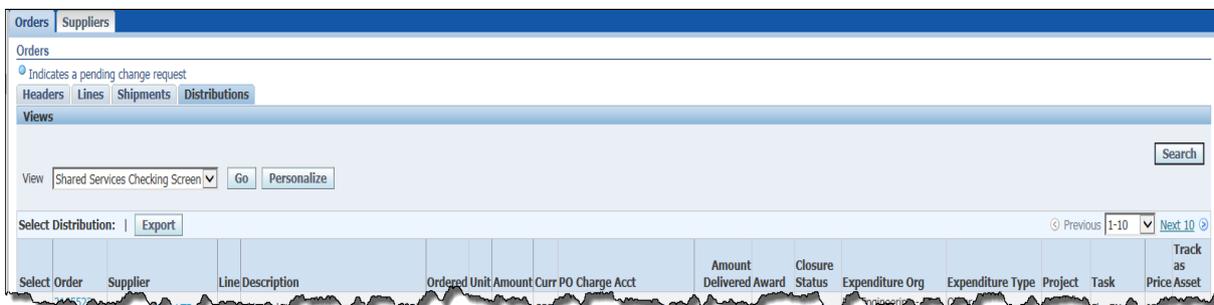
The next time you log into CUFS, and the relevant AP responsibility, Buyers Work Centre, Orders, Distributions tab, click on the **drop down list for View** and select the view name you created and click **Go** to display the list of PO's.

This screenshot shows the 'Views' dropdown menu in the CUFS interface. The 'Shared Services Checking Screen' view is selected. The interface also shows tabs for 'Headers', 'Lines', 'Shipments', and 'Distributions', and a 'Select Distribution' dropdown menu.

Carrying out the iProc checks

Once the list of PO's display as per your personalised view, it is straight forward to carry out the following checks as the majority of the column headers should be self-explanatory.

Check to make	Field to refer to	How to correct
Have the goods/services been receipted?	<i>Quantity Delivered</i>	liaise with a colleague in the department to receipt in UFS, iProcurement
Was the correct code entered?	<i>PO Charge Acct</i> <i>Project fields</i>	If incorrect, annotate the invoice with the correct coding information
Are the quantities and prices correct?	<i>Ordered, Amount and Price field</i>	If incorrect, annotate the invoice with the correct information
Has the item been tracked as an asset?	<i>Track as Asset</i>	If incorrect, annotate the invoice with the correct information



VAT information cannot be viewed from this screen. However, if there is a discrepancy between the VAT on the order and the invoice, it can easily be rectified once the invoice and order have been matched by Shared Services.