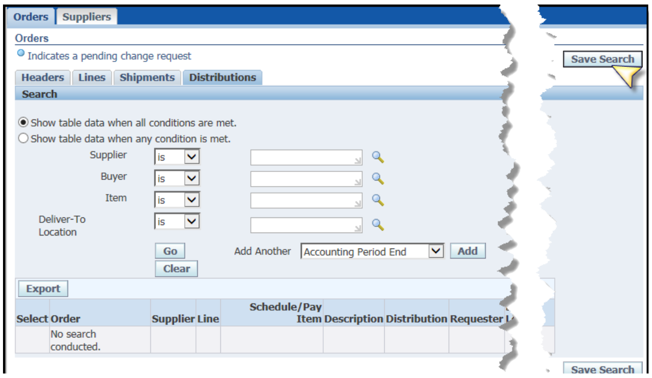
Checking iProc orders via the Accounts Payable module

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.

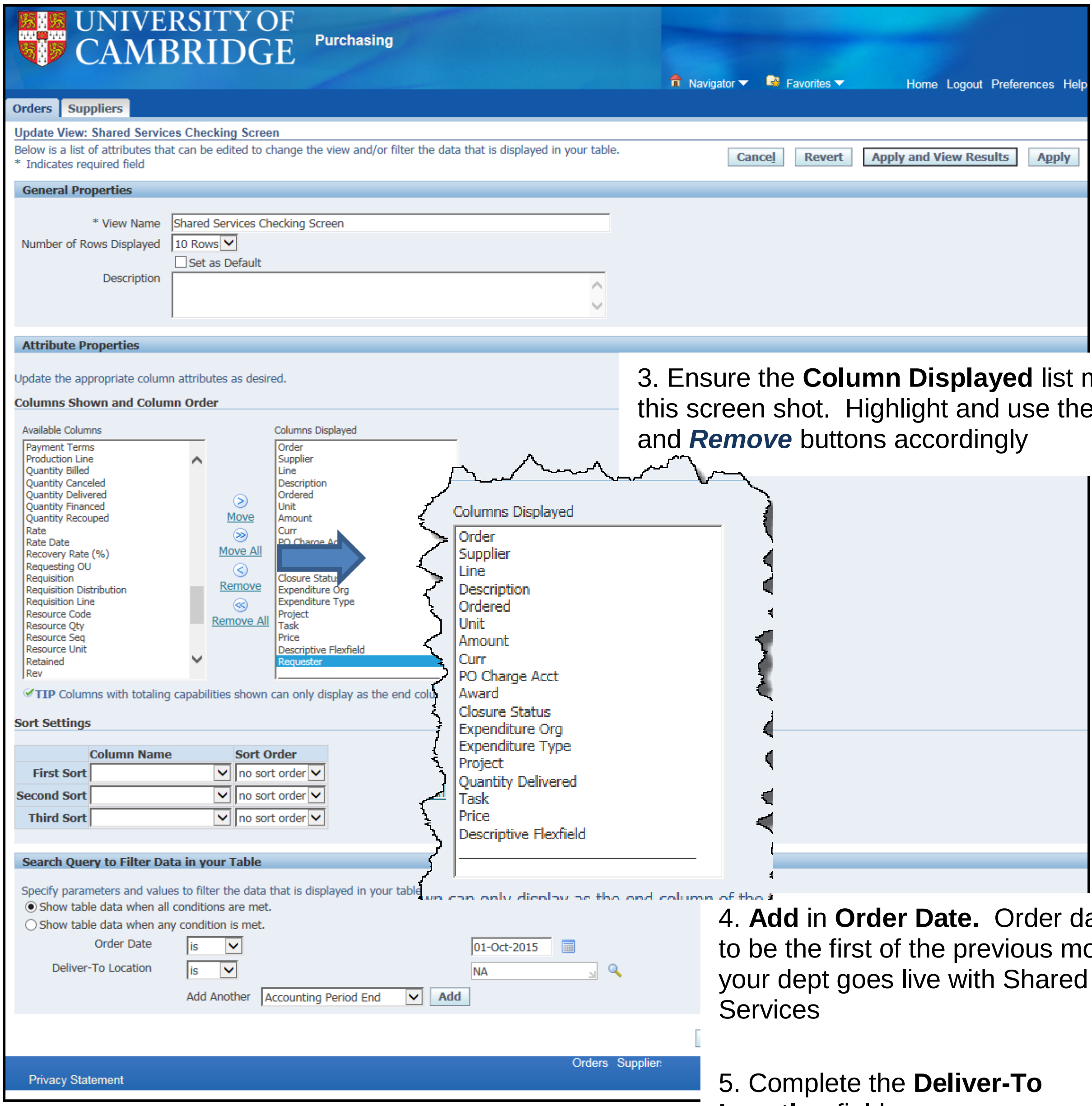
The personalised view is recommended, however you can use any of the tabs in the Buyers Work Centre to view the original purchase order that the suppliers invoice relates to. Separate guidance on the Buyers Work Centre is available.

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.**



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.



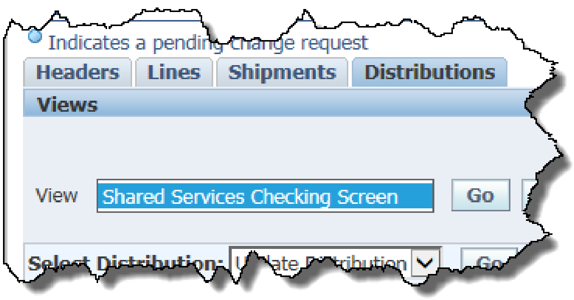
3. Ensure the **Column Displayed** list matches this screen shot. Highlight and use the ***Move*** and ***Remove*** buttons accordingly

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.

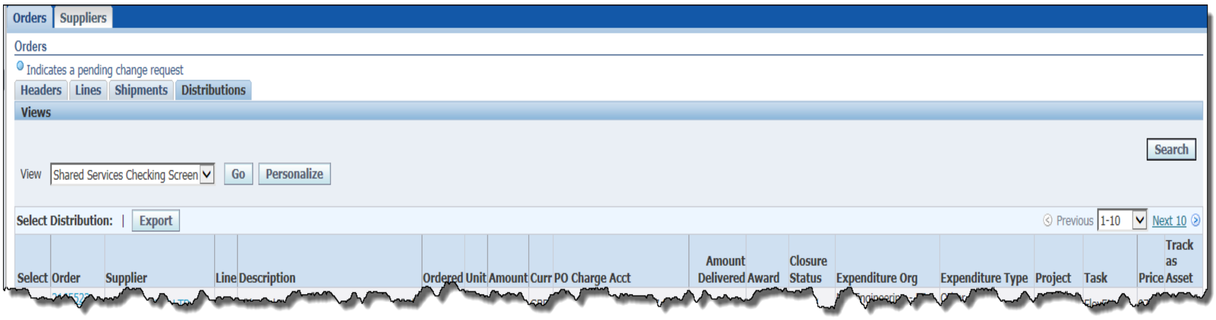
The next time you log into CUFS, and the relevant AP responsibility, Buyers Work Centre, Orders, Distributions tab, click on the **drop down list** for **View** and select the view name you created and click **Go** to display the list of PO's.



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?	*Quantity Delivered*	liaise with a colleague in the department to receipt in UFS, iProcurement
Was the correct code entered?	*PO Charge Acct* *Project fields*	If incorrect, annotate the invoice with the correct coding information
Are the quantities and prices correct?	*Ordered, Amount and Price field*	If incorrect, annotate the invoice with the correct information
Has the item been tracked as an asset?	*Track as Asset*	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.