

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 <u>Buyers Work Centre</u> 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**.

Orders	
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Indicates a pending change request	Save Search
Headers Lines Shipments Distributions	
Search	V
Show table data when all conditions are met. Show table data when any condition is met. Supplier s s s uper s lem s lem s lem s s	
Go Add Another Accounting Period End V Add	
Export Schedule / Pau	
Select Order Supplier Line Item Description Distribution Requester	
No search conducted.	

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.

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Orders Suppliers	
Update View: Shared Services Checking Screen Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your table. * Indicates required field	Cancel Revert Apply and View Results Apply
General Properties	
View Name Shared Services Checking Screen Number of Rows Displayed I0 Rows □ Description	
Attribute Properties	
Update the appropriate column attributes as desired. Columns Shown and Column Order Available Columns Payment Terms Production Line Quantity Requestion Description Image: Column Status Quantity Requestion Description Image: Column Status Quantity Requestion Description Image: Column Status Requestion Description Image: Column Status Resource Code Remove: All Project Tak Project Column Name Sort Order No sort order Scond Sort No sort order Initic Sort No sort order Description Description Orderes<	3. Ensure the Column Displayed list matches this screen shot. Highlight and use the <i>Move</i> and <i>Remove</i> buttons accordingly
Search Query to Filter Data in your Table	L
Specify parameters and values to filter the data that is displayed in your table up can only display as the Show table data when any condition is met. Order Date is Deliver-To Location is Add Another Accounting Period End Add	4. Add in Order Date . Order date is to be the first of the previous month your dept goes live with Shared Services
Orders S Privacy Statement	5. Complete the Deliver-To

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.

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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	If incorrect, annotate the invoice with the correct
	Project fields	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



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Orders				
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Views				
View Shared Services Checking Screen 🗸 Go Personalize				
Select Distribution: Export			S Previous 1-10	✓ <u>Next 10</u> ⊘
Select Order Supplier Line Description	Ordered Unit Amount Curr PO Charge Acct	Amount Closure Delivered Award Status Expenditure Org	Expenditure Type Project Task	Track as Price Asset
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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.