Month End: Review Supplier Statements

It is best practice to do this every month to ensure that departments have recorded all invoices for at least their top 20 suppliers. This process should be run in the 3 working days after month end before AP module closes.

Step 1 Review the invoices

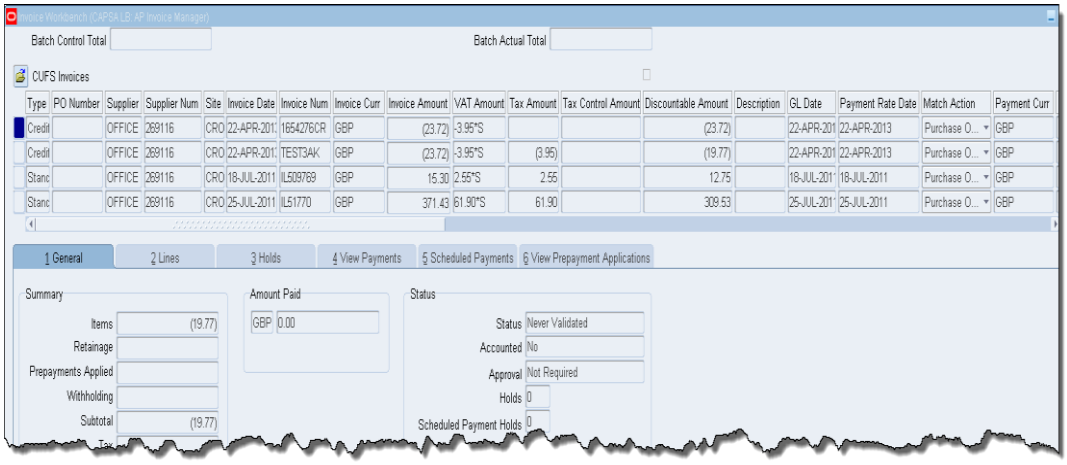
a) Statement arrives from supplier.

b) To make it easier to cross check and determine whether there are any outstanding invoices, it is best to run a query and then export to excel.

c) Navigate to the **Enquiry > Invoices** to display the **Find Invoices** screen.

d) Complete the **supplier** name field and enter in a **date range**

e) Click on **Find** and a list of transactions for the criteria you entered will display.



f) Once you have this list it is best to export to excel so that you can then manipulate the list.

g) Navigate to **File > Export** and the system will start to export the list into excel.

h) When the file download message displays click **Open.** The information then should display in an excel spreadsheet.

i) Ensure that invoice dates can be seen in all columns, if not just double click on the right hand side of the column separator to expand and all dates should then show.

j) Click in the **Invoice Date** column then click on **Sort & Filter** and select **Oldest to Newest.**

k) Click **Sort** ensuring that **Expand the Selection** is selected. The invoices should now be in date order

Step 2: Ensuring the invoice is paid

l) Review the list of invoices and by using CUFS ensure the invoices have been paid. Make sure that everything on the statement relates to your own department.

Ensure that debits and credits on the statement matches those on CUFS

Step 3: Take necessary action

If not paid, then:

m) Check that the invoice has not already been entered onto CUFS; does it simply require approval? **Or** are there any **HOLDS** that need to be resolved.
n) If you do not believe that the invoice is valid or you believe that the invoice does not belong to your department, then query the invoice with your supplier.
o) Process the invoice if everything seems to be in order.

If a copy of the invoice(s) cannot be found, then chase your supplier for a copy. (**Do not pay on the basis of the statement alone)**

If paid, but the supplier has recorded it on the statement as outstanding, then contact the supplier with the cheque number so that it can be taken off next month's statement.

Note: You can find out from the Central AP team:

- if the cheque has been cashed,
- when it was cashed
- how much the total cheque amount was

Do not treat the statement as an invoice