Overview of Matching an External Invoice

Navigate: **Entry > Invoice Batches**

Enter **control totals** and the **batch name** using the standard naming convention.

**Click on Invoices**

**Standard** remains as invoice type, enter the **PO Number** and **Tab**. This would default in Supplier. Supplier Number and Site

1. Enter the **Invoice details**: date, number, invoice amount, VAT amount and Description
2. The Match Action should be defaulted to Purchase Order
3. Review how payment will be made.

4. Click on Match
5. Ensure the PO number appears in the Find Purchase Order window. If it doesn’t, enter it manually into the Number field
6. Click on Find
7. **Tick** the **Match box** for each line you wish to match.
8. If necessary, overtype the **Qty** and **Unit Price** fields to reflect what appears on the invoice
9. Click the **Match** button and the Lines tab will display
10. Click on **Lines** tab again.

12. If the item is over **£5,000**, tick the **Track as Asset** box if it hasn’t populated and complete the Serial Number, Tag No, Model and Warranty Number
13. Click **Calculate Tax**
14. Check that the figures agree by clicking on the **General** tab (there should be no red figures!)

**Validate the invoice by clicking Actions …1, tick the Validate box and click OK.**