



# Business World User Guide

Title	Payment without an invoice (PWI)
Summary	<p>A payment without invoice transaction is used to create a payment to a supplier, individual or organization where the standard invoicing process is not applicable, or an invoice cannot be produced.</p> <p>You should create a PWI transaction to make payments to companies or individuals for payment types such as grants, compensation payments and refunds.</p> <p>This guide will show you how to enter a payment without an invoice directly on Business World, including how to add an attachment and coding the transaction so it routes to the Accounts Payable team for checking and then onto the Cost Centre approver.</p> <p>Before you begin you will need to know the account code and cost centre associated with this payment. If you are unsure you should check with the budget holder or your manager to identify the correct codes.</p> <p>The workflow routing is driven by the transaction type of PW which is chosen at the start of the process. This ensures that the transaction is routed correctly in the workflow.</p> <p>When the transaction arrives with the Accounts Payable team, they can do the following:</p> <ul style="list-style-type: none"> <li>• Approve it and it will then route to the Cost Centre approver.</li> <li>• Reject it and it will then return to you for amendment.</li> <li>• Make amendments to the transaction themselves e.g. updating the payment terms if the payment is urgent. It will then move on to the Cost Centre approver.</li> </ul> <p>When the transaction arrives with the Cost Centre approver, they can do the following:</p> <ul style="list-style-type: none"> <li>• Approve the transaction and it will then be posted and ready for payment when it is due.</li> <li>• Reject it and it will then return to you for amendment.</li> </ul> <p>Any rejected payments will return to your Tasks for action and once you have completed the actions required and resaved the transaction it will start again in workflow and return to Accounts Payable team and then the Cost Centre approver in turn.</p>

	<p>You will be able to search for and choose an existing supplier.</p> <p>You will also be able to enter a payment to a supplier we don't usually use and this is done via the sundry creditor ID of 999999. The payment method for this ID is a cheque. You can choose to have the cheque sent directly to the supplier or to collect the cheque from the Accounts Payable team.</p> <p>If a payment is urgent, you can let the Accounts Payable team know this by entering a workflow comment and then they can update the payment terms as a one off for your transaction.</p> <p>Note: This process replaces the online "payment without an invoice form" which used to be sent to the creditors' team. This is no longer required. The payment is entered directly into Business World which will streamline the process.</p>
Audience	All users who need to make a payment without an invoice.
Content	<ol style="list-style-type: none"> <li>1. <a href="#">Completing the PWI</a></li> <li>2. <a href="#">Dealing with Rejected PWI's</a></li> <li>3. <a href="#">Further Information</a></li> </ol>

1. COMPLETING THE PWI

1.1. From the Business World WEB menu select **Procurement**→**Procurement invoices**→**Registration of incoming invoices**.

Select the following transaction type of PW

Posting cycles				
Please select a posting cycle				
TT	Period	Description	Next TransNo	
RU	202005	Canc Chqs/Bacs Credit Note...	3179647	
RO	202005	Direct Debit Registration	3179647	
FR	202005	Education Funding Registration	3179647	
IC	202005	IM Petty Cash Reimbursement	3179647	
IR	202005	Incoming Invoices Registration	3179647	
OR	202005	Opted Out Invoice Registration	3179647	
PW	202005	Payment Without Invoice Regi...	3179647	
P1	202005	Proforma Invoice Registration	3179647	
RD	202005	Refund Debtors Registration	3179647	

Leave as today's date

Registration of incoming invoices x

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### Registration of incoming invoices

**Transaction**

Period\*  Transaction date\*  Registration number

Invoice | Purchase order details | Accounting

**Supplier**

Purchase order number  Final invoice  Bypass goods receipt

Supplier\*  Name\*

Sundry Suppliers

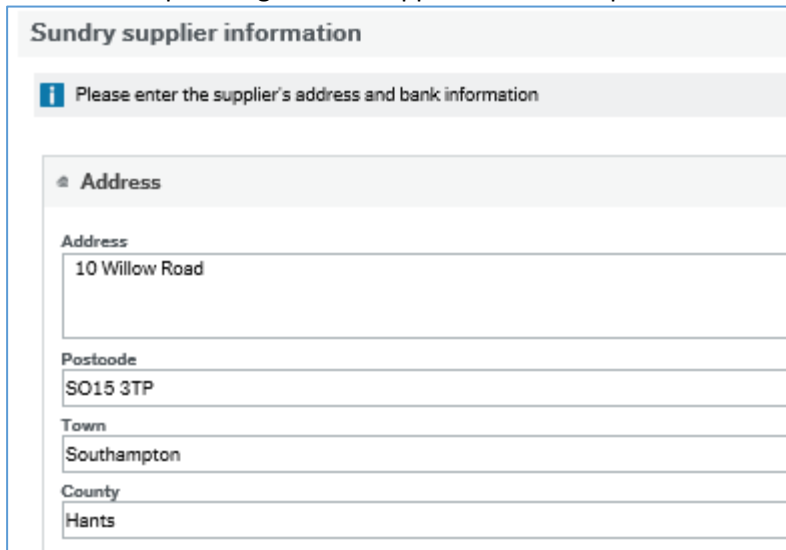
Add the supplier ID here if known. If it's a company SCC uses, and you don't know the supplier ID then you can search for it - see section 1.2 for how. If this is a one-off payment, then enter the sundry supplier ID of 999999. **Only use 999999 however if you wish to pay by cheque to individuals or companies we do not normally engage with.**

If you have used 999999 and the cheque is to be sent to the supplier, then enter the address for the payment and once complete click **OK** as shown in the screenshot below.

If the cheque is to be collected then enter the words ON HOLD, your name and your extension or contact number in the address field e.g. ON HOLD CHOWELLS X 3876. You will also need to enter the town as this is a mandatory field.

**(Note: You will only need to enter the address when selecting supplier 999999)**

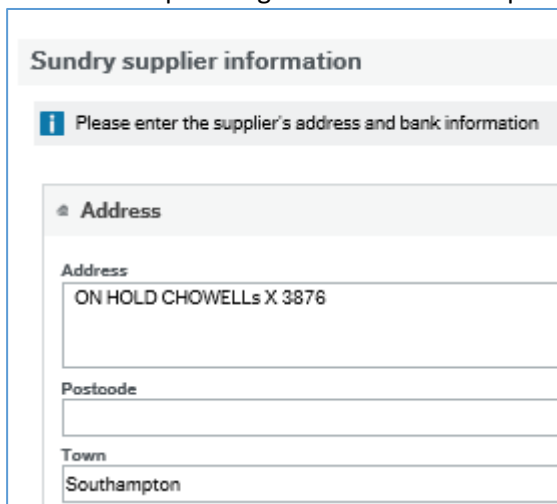
- Example using 999999 supplier where cheque to be sent out in the post.



The screenshot shows a form titled "Sundry supplier information" with a sub-header "Address". A message icon indicates "Please enter the supplier's address and bank information". The form fields are filled with the following information:

Field	Value
Address	10 Willow Road
Postcode	SO15 3TP
Town	Southampton
County	Hants

- Example using 999999 where cheque to be collected

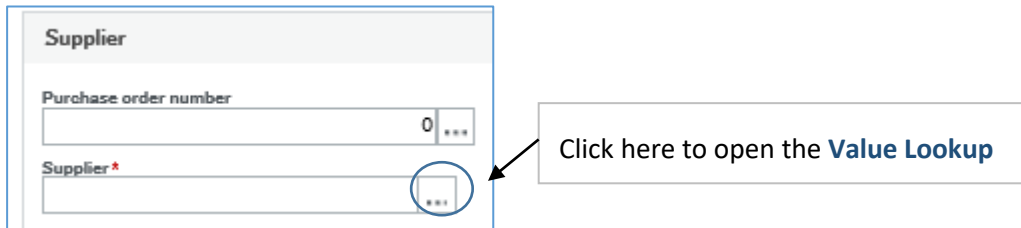


The screenshot shows the same "Sundry supplier information" form. The "Address" field is filled with "ON HOLD CHOWELLS X 3876". The "Town" field is filled with "Southampton". The "Postcode" field is empty.

Field	Value
Address	ON HOLD CHOWELLS X 3876
Postcode	
Town	Southampton

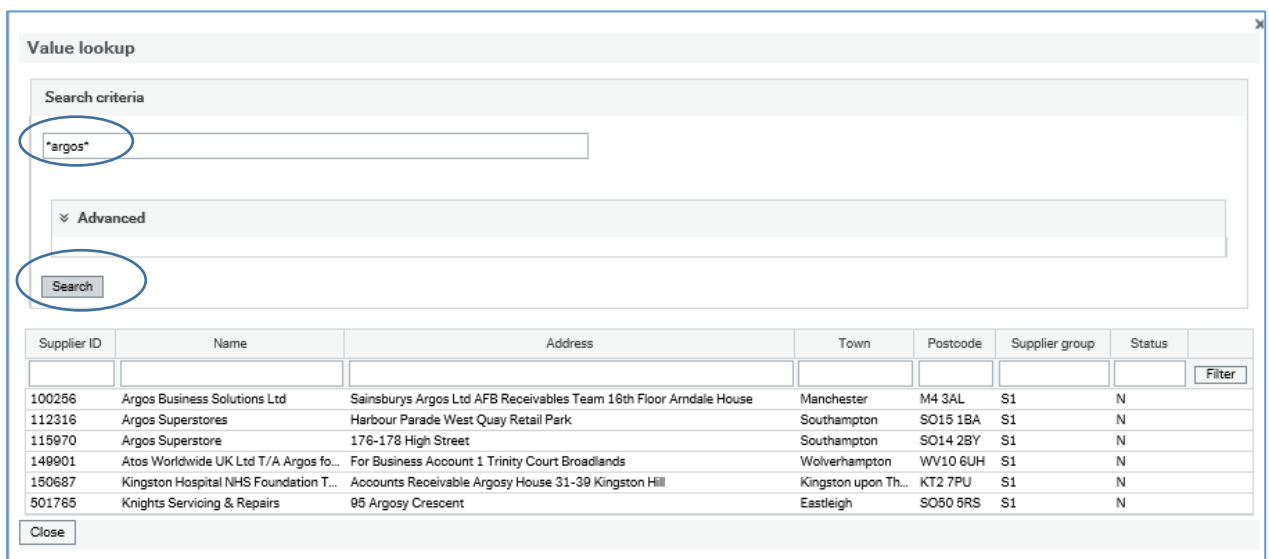
Note: When requesting a cheque to be collected you must start with the words **ON HOLD** followed by your name and extension

1.2. To search for an existing supplier where the supplier is a company SCC uses and is therefore set up in the system (in the supplier master file) follow the steps below;



The screenshot shows a form titled "Supplier". It has two input fields: "Purchase order number" and "Supplier\*". The "Supplier\*" field has a dropdown arrow icon. A callout box with an arrow points to this icon, containing the text "Click here to open the Value Lookup".

Enter the name of your supplier using the wildcards \* as shown below then click the Search button



The screenshot shows a "Value lookup" dialog box. It has a "Search criteria" field containing "\*argos\*" and a "Search" button. Below the search area is a table of results.

Supplier ID	Name	Address	Town	Postcode	Supplier group	Status	
100256	Argos Business Solutions Ltd	Sainsburys Argos Ltd AFB Receivables Team 16th Floor Arndale House	Manchester	M4 3AL	S1	N	
112316	Argos Superstores	Harbour Parade West Quay Retail Park	Southampton	SO15 1BA	S1	N	
115970	Argos Superstore	176-178 High Street	Southampton	SO14 2BY	S1	N	
149901	Atos Worldwide UK Ltd T/A Argos fo...	For Business Account 1 Trinity Court Broadlands	Wolverhampton	WV10 6UH	S1	N	
150687	Kingston Hospital NHS Foundation T...	Accounts Receivable Argosy House 31-39 Kingston Hill	Kingston upon Th...	KT2 7PU	S1	N	
501765	Knights Servicing & Repairs	95 Argosy Crescent	Eastleigh	SO50 5RS	S1	N	

If the supplier exists, it will give you a list as shown in the example above, and you will then need to make your selection by checking the address and postcode and then double clicking on the line you wish to select. The supplier ID and supplier name will then be populated. If there are multiple selections for this supplier and/or you are unsure which one to use, please contact the Accounts Payable Team for advice on the supplier ID to use at [creditor.paymentsteam@southampton.gov.uk](mailto:creditor.paymentsteam@southampton.gov.uk)



The screenshot shows the "Supplier" form with the "Supplier\*" field populated with "112316" and the "Name" field populated with "Argos Superstores".

The address is also added although this is not visible from this window but will be selected from the supplier file automatically when the payment is made.

1.3. Now you need to enter the payment details.

Enter the payment description here and tick this box. The description should assist you and the finance team to identify what the payment relates to, for example Disabled Facilities (Grant) Payment in relation to works carried out at 7 Willow Road

Enter the invoice number here – as this is not an official invoice you will need make up a relevant invoice number for example a reference number that relates to the payment

Enter the gross amount of the payment here as a minus figure

1.4. In this next section you will need to enter some accounting information like account code, cost centre and the relevant VAT codes.

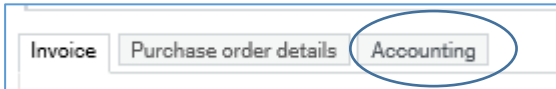
Account codes are the detail of your expenditure e.g. stationery codes and the cost centre is the department/area making the payment e.g. Housing. Your department may also use analysis codes, workorders or SScient reference numbers. If you are unsure of the codes that you need to use, then please contact your Budget Holder who should be able to advise you of the correct codes. Alternatively, you can speak to your Finance Business Partnering Team who should be able to help.

The Tax Code will need to be selected too. The choices for the tax code are:

P1	VAT Purchases (Standard Rate NET) -	20%
P2	VAT Purchases No Vat	0%
P4	VAT Purchases (Reduced Rate)	5%

If you are unsure which tax code to use, then please contact the VAT team [VAT@southampton.gov.uk](mailto:VAT@southampton.gov.uk) who will be able help.

Now select the **Accounting** tab (which is found near the top of the window.)



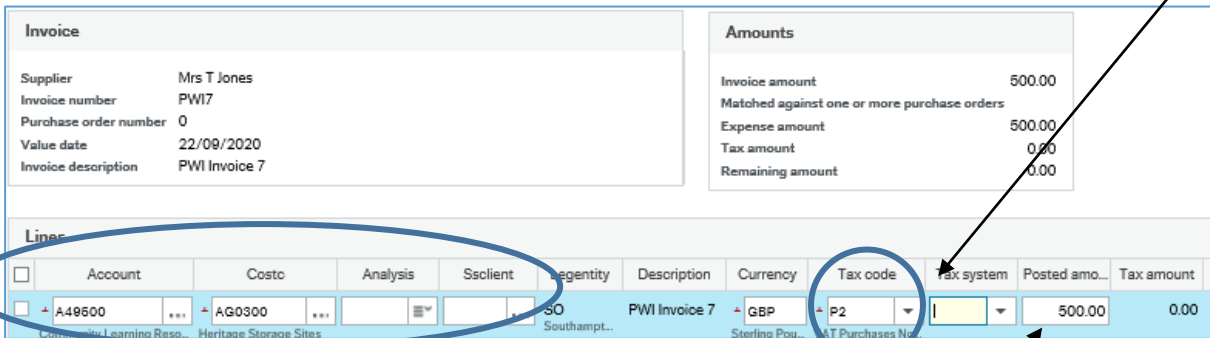
Type the account code required for this payment along this row. Tab through and enter the **cost centre** or **workorder** number if a workorder is applicable. You can also enter an **analysis** code or **Ssclient** if required (the fields available will depend on the account code chosen) – See **Screenshot 1** below.

If you receive a message at the bottom of the window saying “value ‘A\*\*\*\* ‘does not exist, or you are not authorised to use it. Please enter another value” Please type in the Account code field **XCODE1** and in the Adminteam field enter **CRED1**. This will divert to Accounts Payable to complete the correct codes. Please put the codes you require in the **Workflow log** section See **Screenshot 2** below.

Note if you use PWIs regularly you should contact [BW.help@southampton.gov.uk](mailto:BW.help@southampton.gov.uk) to request code access.

Enter the VAT code required, either P2 for no VAT or P1 for 20% or P4 for 5% VAT from the dropdown

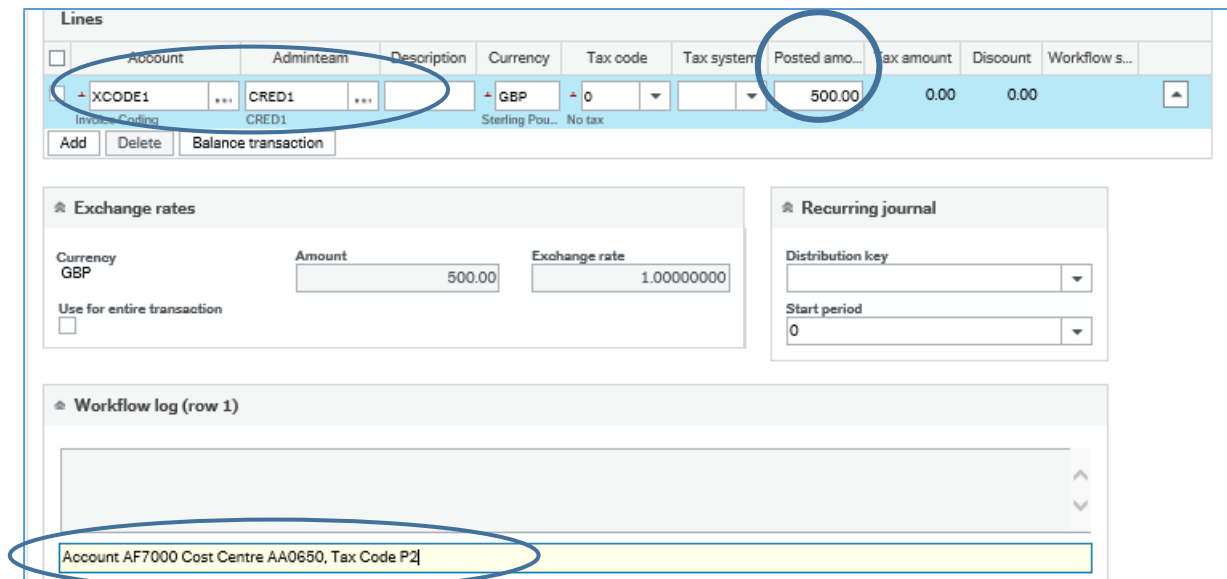
### Screenshot 1



The gross amount will be shown here but you will need to change it to the relevant **Net** amount if the VAT code entered was P1 (20%) or P4 (5%)

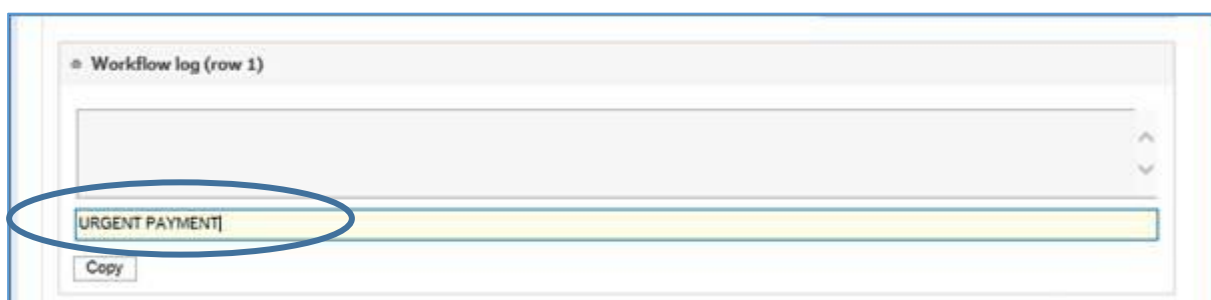
### Screenshot 2

Example shown below is where you are unable to enter the codes as you don't currently have the cost centre access:



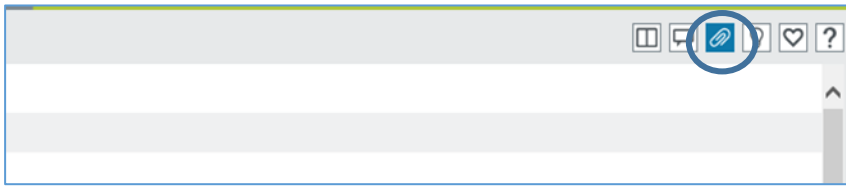
Note: If you use XCODE1 and CRED1 it is important you enter the codes in the Workflow log otherwise the Accounts Payable team will not know how to code up your transaction.

1.5. If you have chosen a supplier that already exists, and your payment is urgent you will need to let the Accounts Payable team know. Move down the page to the Workflow log and enter the words **“URGENT PAYMENT”** in the box as shown in the example below:

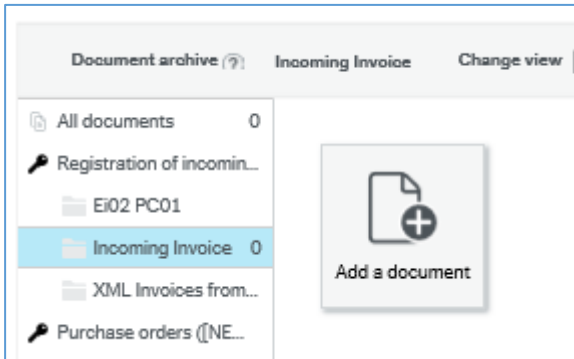


1.6. Now you will need to add any relevant documentation to the transaction. You should upload documents that provide the audit trail for why the payment is being made such as a grant agreement or email authorising a payment needs to be made. Click on the paperclip icon in the top right corner of the window (you will need to have saved your documentation to a folder on your network drive beforehand).

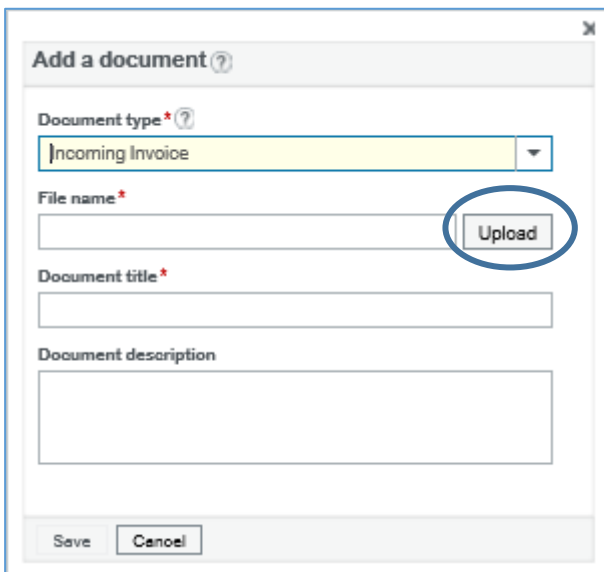


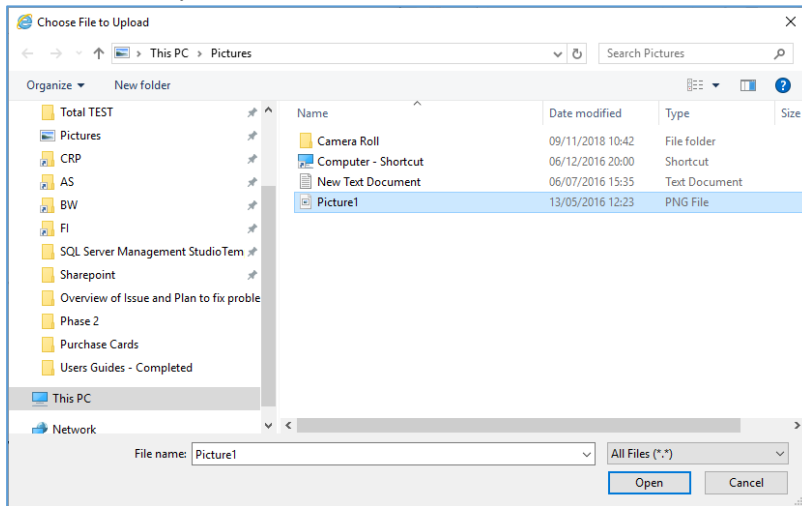


Choose the Document Type **P2P\_PWI** and click on the **Add a Document** Icon



At the following window click on **Upload** to browse to find the documentation you wish to upload onto the system:

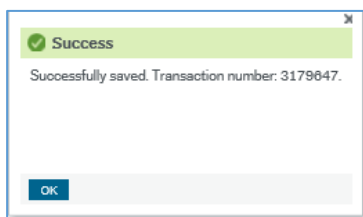




Once you have chosen the documentation, this will show in the **File Name** section. At this point click on the **Open** button.

Click on the **Save** icon and the document will now be saved against your transaction. The paperclip icon will now be shaded blue.

Then click on the **Save** button in the bottom left-hand corner of the window and **Ok** to the message.



The transaction will now be routed to the Accounts Payable team for a PWI check. Once they have approved it, it will be routed to the Cost Centre approver. Once approved by the Cost Centre approver it will then be ready to be paid when it is due. If you are collecting a cheque, you will be notified by the Accounts Payable team when it is ready for collection.

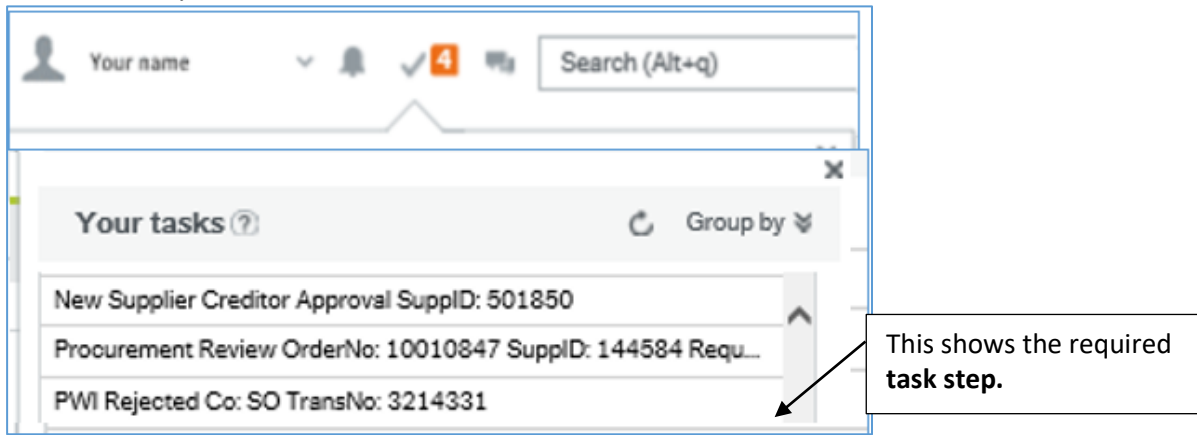
Any rejected transactions will return to you and will be found in your Business World Tasks - see next section for how to deal with rejected transactions.

## 2. DEALING WITH REJECTED PWI'S

As mentioned in the introduction, some transactions might be returned to you from the Accounts Payable team or by the Cost Centre approver requesting more information, documentation or to amend the transaction and in both cases the transaction will return to you to complete the necessary actions.

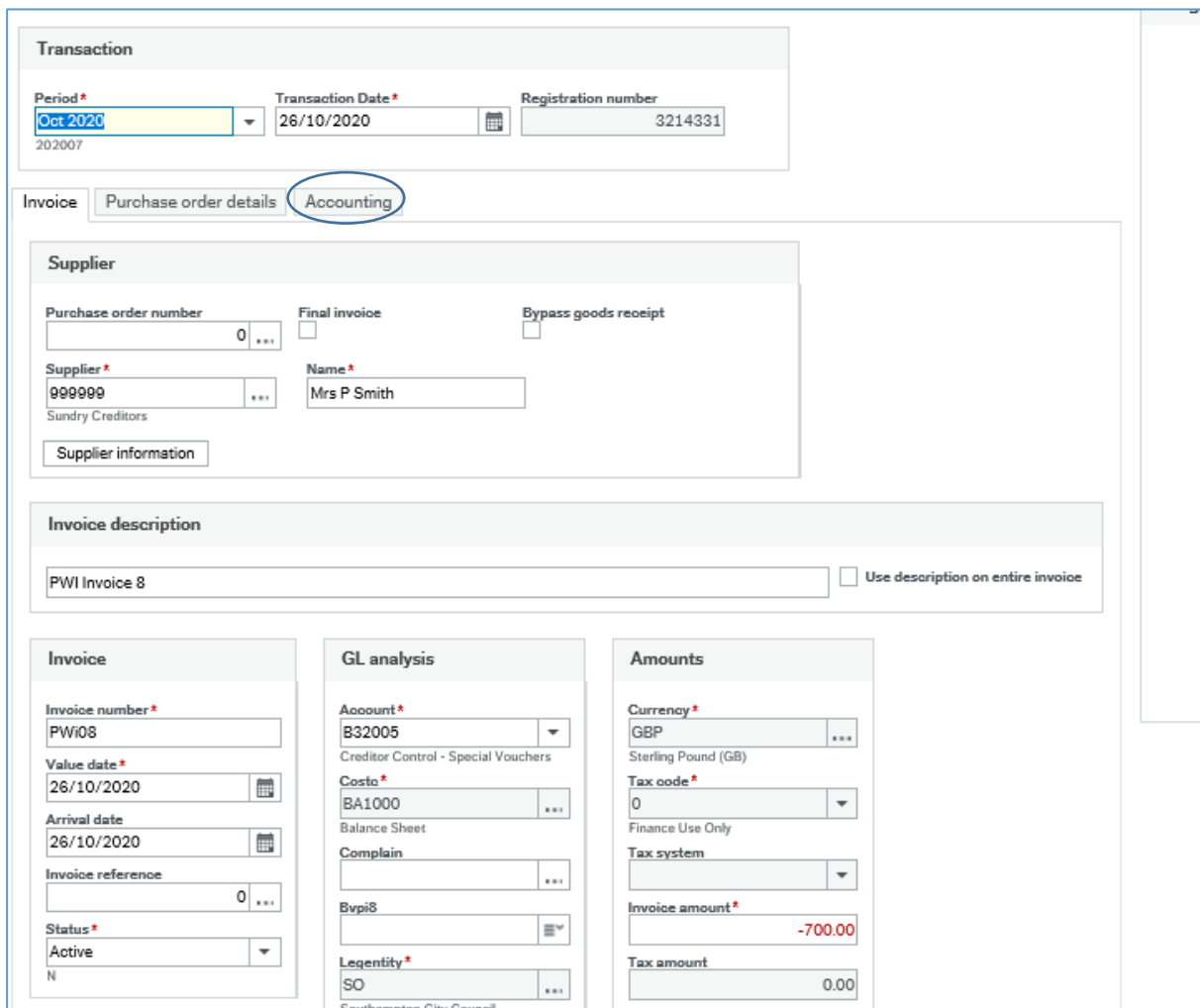
Any rejected workflow tasks that you are required to do are found in the **Tasks** button in the top right of your screen. This will show a number in orange if there is something to do.

To look at your tasks, click on the orange box – a '**Your tasks**' pop-up will appear



You can now either click on **Go to Task management** or just click on the **PWI Rejected** task in the **Your tasks** pop-up.

The window will open the **Registration of Incoming Invoices window** (the same window where you set up the payment in the first place). Click on the **Accounting** tab.



You will now need to view the workflow log to check the reason the transaction was rejected (if you cannot see the workflow log on your screen you may need to use the scroll button on the right to move down the page).

The screenshot displays an accounting system interface with the following sections:

- Accounting Tab:** Selected and highlighted with a blue box.
- Invoice Summary:**
  - Supplier: Mrs P Smith
  - Invoice number: PWi08
  - Purchase order number: 0
  - Value date: 26/10/2020
  - Invoice description: PWI Invoice 8
- Amounts Summary:**
  - Invoice amount: 700.00
  - Matched against one or more purchase orders
  - Expense amount: 700.00
  - Tax amount: 0.00
  - Remaining amount: 0.00
- Lines Table:**

Account	Costc	Analysis	Ssclient	Legentity	Description	Currency	Tax
A.49600	AG0300			SO	Provision of Courses - Non... Heritage Storage Sites	GBP	P2
- Exchange rates:**
  - Currency: GBP
  - Amount: 700.00
  - Exchange rate: 1.00000000
  - Use for entire transaction:
- Recurring journal:**
  - Distribution key: [Dropdown]
  - Start period: 0
- Workflow log (Circled in blue):**
  - 26/10/2020 07:13: - Rejected - "Please add documentation"
  - 26/10/2020 07:10: - Distributed

Now make the required changes and once completed click the **Save** button at the bottom of the page. The transaction will route back to the Accounts Payable team and then to the Cost Centre Authoriser for financial approval. Once approved the payment will be ready to be paid when it is due.

### 3. FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at [BW.help@southampton.gov.uk](mailto:BW.help@southampton.gov.uk)