



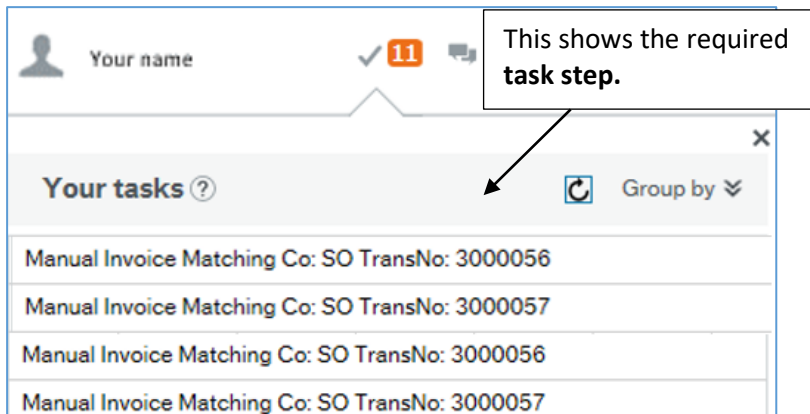
## Business World User Guide

Title	Purchase Invoice
Summary	<p>When an invoice is received from a supplier requesting payment for goods or services which were ordered via a Business World requisition (purchase order), it is sent to the Creditors department PO Box number for scanning. It is then exported to Business World and will be routed via workflow to the <b>Tasks</b> of the Requesting officer (the person who raised the purchase order) for action, if the order quantity and/or price do not match the purchase order.</p> <p>This guide will show you how to complete the invoice details in order to progress the invoice for payment.</p>
Audience	Purchase to Pay users.
Content	<ol style="list-style-type: none"> <li>1. <a href="#">Matching The Invoice To The Purchase Order</a></li> <li>2. <a href="#">Adding Carriage, Packing, Postage or Discount etc.</a></li> <li>3. <a href="#">Amending VAT Rounding</a></li> <li>4. <a href="#">Further information</a></li> </ol>

1. MATCHING THE INVOICE TO THE PURCHASE ORDER

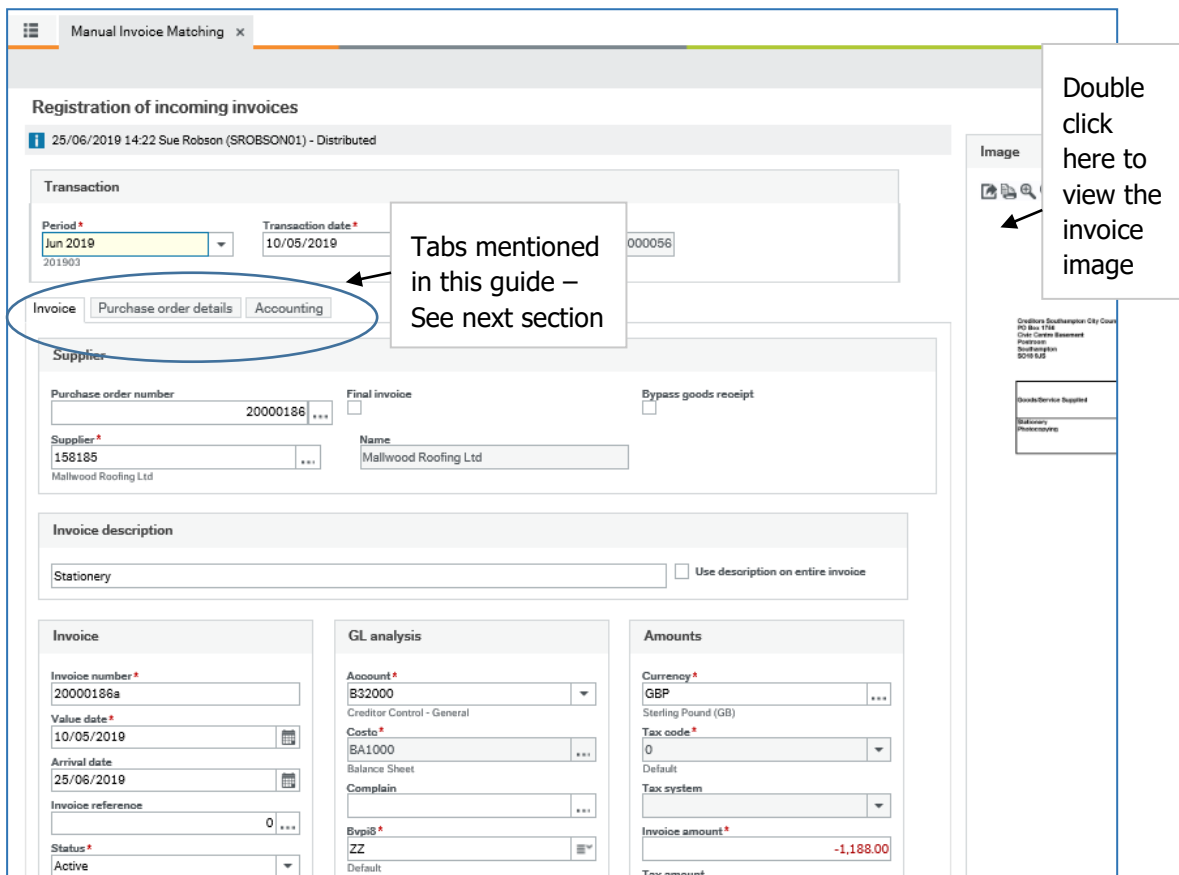
Workflow tasks that you are required to do are found in the **Tasks** button in the top right of your screen. The will show a number in orange if there is something to do.

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



1.2. You can now either click on **Go to Task management** or **Manual Invoice Matching** in the **Your tasks** pop-up.

The window will open the **Manual Invoice Matching** task:



You will see three tabs on this window as shown above, **Invoice**, **Purchase order details** and **Accounting** which you will need to use.

1.3. The **Invoice** tab shows details which have been captured from the scanned invoice. The first thing to do is view the invoice (as shown above) to find the difference between the purchase order and the invoice e.g. has the price increased, is the quantity different?

1.4. The next thing to do is to enter some text for the invoice in the following field (if either the text is not already populated or is not what is required):

**Invoice description**

Roof Repairs on Civic Building  Use description on entire invoice

Tick this box if you want to copy the description to all accounting lines

1.5. Next click on the **Accounting** tab. This tab will hold the accounting entries (once the invoice has been processed). Tick the line with account code E99997 and click the **Delete** button. (Don't delete any other codes).

Account	Costo	Project	Posno	Workord	Cat 5	Cat 6	Legentity	Description	Currency	Tax code	Tax system	Posted amo...
A20000	AH0800					MAT	SO	QUANTITY B	GBP	P1	SM	500.00
E99997									GBP	0		588.00

1.6. Now click the **Purchase order details** tab. This tab is used to match the order lines and check the goods receipt notes (GRN). On this screen you will be able to match the invoice to the relevant lines of the order and update the quantity and price if required.

If you have completed a GRN already for the invoice follow from Step 1.7.

If you have not yet completed a GRN then then follow from Step 1.8.

1.7. If you have completed a GRN already (prior to this invoice being scanned) you will see details of your GRN's in the **Matched lines** section like the example below (note the GRN number is shown in the **Receipt No** field). Check the price of the goods against the invoice and amend the **Invoice price** field if required. The **Invoice Quantity** field should be correct as you have already updated the quantity when you completed the GRN.

Order number	Receipt No.	Order line	Product	Product description	Invoice quantity	Invoice price	Invoice amount	Amount delivere...	Quantity deliver...
20000186	30000019	1	QA20000	QUANTITY BASE...	1.00	495.00	495.00	500.00	1.00
20000186	30000019	2	QA20000	QUANTITY BASE...	1.00	495.00	495.00	500.00	1.00

Now move to step 1.9

- 1.8. If you haven't already completed a GRN the above section will be empty so open the **Purchase order details** (just above the **Matched lines** section if it's not already open) by clicking on the arrows as shown below. You will see details of the lines on the original purchase order.

Click this chevron to open here

Mark lines relevant to the invoice by ticking the boxes here

Once lines are marked click here

Product desc...	Order qty	Order price	Ordered Pri...	Qty. receive...	Amt. receiv...
QUANTITY B...	1.00	500.00	500.00	1.00	500.00
QUANTITY B...	1.00	500.00	500.00	1.00	500.00


Looking at these order lines and the image of the invoice, tick the relevant order lines that you wish to pay (don't worry if the **Order price** field is not correct at this stage as we will complete this next). Click **Match to invoice**. This moves the relevant lines further down into the **Matched lines** section. When you have worked out the discrepancy you can update the **Invoice quantity** field with the quantity on the invoice and the **Invoice price** field with the invoice price for each line.

- 1.9. Now check the following section which should be further up the window.

**Amounts**

Invoice amount	1,188.00
Matched against one or more purchase orders	990.00
Expense amount	990.00
Tax amount	198.00
Remaining amount	0.00

In the **Amounts box**, top right of your window, the **Remaining amount** should show as 0 when the invoice balances

If it balances to zero then click . The payment will now be routed to the Cost centre approver and once authorised will be paid when it is due.

2. ADDING CARRIAGE, PACKING, POSTAGE OR DISCOUNT ETC.

2.1. If there is still a discrepancy because something has been added to the invoice that was not on the original purchase order click back on the **Accounting** tab.

Lines	Account	Costc	Cat 2	Cat 3	Cat 4	Analysis	Labmat	Legentity	Description	Currency	Tax code	Tax system	Value	Number	Posted at
<input type="checkbox"/>	A20000	AH0600					MAT	SO	QUANTITY B...	GBP	P1	SM	0.00	0	49%
<input type="checkbox"/>	A20000	AH0600					LAB	SO	QUANTITY B...	GBP	P1	SC	0.00	0	49%

Click here to add a new line

Type the **Account** code required along this row and then the **Costc**.

Tab through and enter any other relevant coding if required.

Enter the relevant **Tax code** for this line.

Enter the **Posted amount** field (net if VAT applicable)

Now follow from step 1.9.

3. AMENDING VAT ROUNDING

If the system has rounded the VAT and shows a difference of pence in the **Remaining amount**.

Amounts	
Invoice amount	9.99
Matched against one or more purchase orders	
Expense amount	8.32
Tax amount	1.66
Remaining amount	0.01

VAT Rounding

3.1. Click back onto the **Accounting** tab and then scroll down to **Tax information**

Account	Currency	Tax code	Tax system	Base amount	Tax amount	Amend tax
V052	GBP	S		8.32	1.66	<input type="checkbox"/>

Now follow from step 1.9

Note: Only complete this process for VAT rounding issues.

#### FURTHER INFORMATION

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

Please also find a link to the Business World FAQs on Staff Stuff [here](#).