



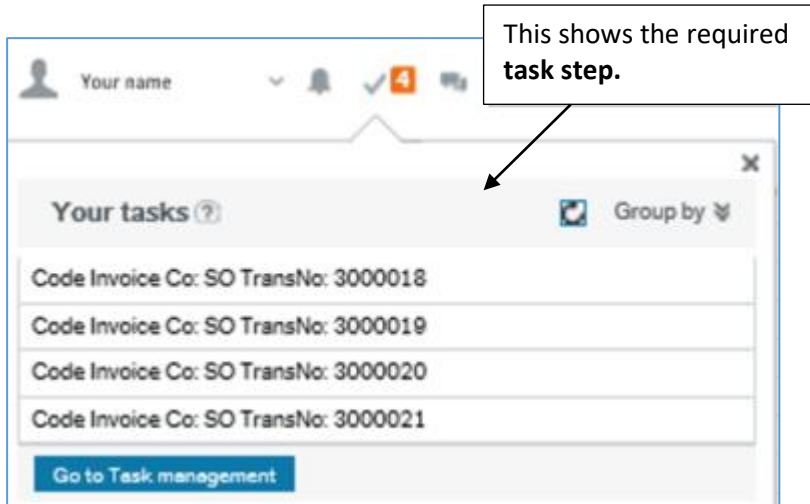
Business World User Guide

| | |
|----------|---|
| Title | Supplier Invoice |
| Summary | <p>When an invoice is received from a supplier requesting payment for goods or services but is not against a Business World requisition (purchase order), it must contain the user ID of the person responsible for coding the invoice in the system. The invoice is sent to the Creditors department PO Box number for scanning and is then exported to Business World and will be routed via workflow to the Tasks of the person responsible for coding the invoice (I.e. the person who's user ID is on the invoice) for coding.</p> <p>This guide will show you how to complete the coding in order to progress the invoice for payment.</p> |
| Audience | Purchase to Pay users. |
| Content | <ol style="list-style-type: none"> 1. Coding The Invoice 2. Adding/Splitting The Coding 3. Further information |

1. CODING THE INVOICE

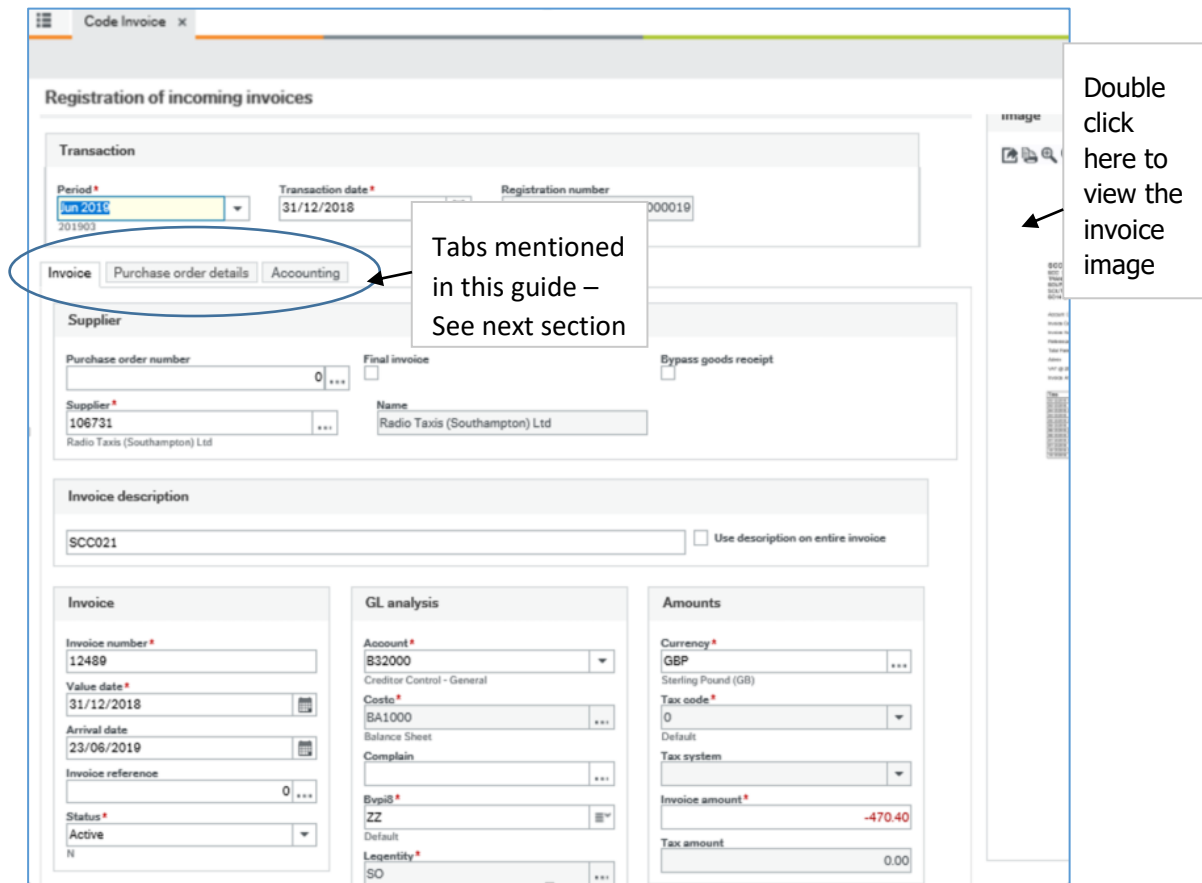
Workflow tasks that you are required to do are found in the **Tasks** button in the top right of your screen. They will show a number in orange if there is something to do.

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 **Code Invoice** in the **Your tasks** pop-up.

The window will open the **Code Invoice** task:



You will see three tabs on this window as shown above, **Invoice** and **Accounting** which you will need to use and **Purchase order details** which you won't as it is not applicable for a supplier invoice (invoice without a purchase order).

- 1.3. The **Invoice** tab shows details which have been captured from the scanned invoice. The first thing to do is view the invoice by double clicking on it (as shown above) and if ok to pay you should 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

- 1.4. Next click on the **Accounting** tab. This tab will hold the accounting entries (once the invoice has been processed) but will default in with a code of **XCODE1** and an **Adminteam** code of your UserID like the example below:

| Lines | | | | | | | | |
|---|---------|-------------------------------------|-------------|----------|----------|------------|---------------|------------|
| <input type="checkbox"/> | Account | Adminteam | Description | Currency | Tax code | Tax system | Posted amo... | Tax amount |
| <input type="checkbox"/> | XCODE1 | NAME01 | | GBP | P1 | | 462.00 | 8.40 |
| Invoice Coding | | Sterling Pou... VAT Purchases (S... | | | | | | |
| <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Balance transaction"/> | | | | | | | | |

Towards the top right of this window you will see the **Amounts** section.

| Amounts | |
|---|--------|
| Invoice amount | 470.40 |
| Matched against one or more purchase orders | |
| Expense amount | 462.00 |
| Tax amount | 8.40 |
| Remaining amount | 0.00 |

This shows the net, gross and any tax amount (vat) value

- 1.5. In the **Lines** section overtype the **XCODE1** with the account code required and press tab and you will notice the **Adminteam** field will disappear and be replaced with the **CostC** field like the example below:

| Lines | | | |
|---|---------|-------|----------|
| <input type="checkbox"/> | Account | Costc | Analysis |
| <input type="checkbox"/> | A32300 | | |
| Public Transport non staff | | | |
| <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Balance transaction"/> | | | |

- 1.6. Enter the required cost centre in the **CostC** field and press tab. You can enter additional coding in the **Analysis** field if required (there may be other fields available depending on the account code you chose e.g. **work order** or **social services ref**) or tab through to **Description**. If you ticked the box shown overleaf "use description on entire invoice" then your text will show in

the **Description** field. If not you will need to either add some text or go back to the **Invoice** tab and tick this box.

- 1.7. The **Tax Code** will need to be selected depending on what is shown on the image of the invoice. 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% |

The **Posted amount** field will now default to the gross amount as in the example below:

| Lines | | | | | | | | | | |
|--------------------------|--------------------------------------|------------------------------------|----------|--------------------|-------------|----------|----------|------------|---------------|------------|
| <input type="checkbox"/> | Account | Costo | Analysis | Legentity | Description | Currency | Tax code | Tax system | Posted amo... | Tax amount |
| <input type="checkbox"/> | A32300 Public Transport non staff | AT0030 City Depot and Recycl... | | SO Southampt... | | GBP | P1 | | 470.40 | 94.08 |

If you chose the P2 tax code (VAT Purchases No VAT) then it will be correct.

If you chose the P1 or P4 tax codes you will need to amend the **Posted amount** to the net amount (as the system will calculate the VAT from the VAT code you entered) or the invoice will be out of balance: An example is shown below:

| Amounts | |
|---|--------|
| Invoice amount | 470.40 |
| Matched against one or more purchase orders | |
| Expense amount | 470.40 |
| Tax amount | 94.08 |
| Remaining amount | -94.08 |

Remaining amount should be zero – because it is not the invoice is out of balance

- 1.8. Amend the **Posted amount** to the net amount like the example below:


| Lines | | | | | | | | | | |
|--------------------------|--------------------------------------|------------------------------------|----------|--------------------|-------------|----------|----------|------------|---------------|------------|
| <input type="checkbox"/> | Account | Costo | Analysis | Legentity | Description | Currency | Tax code | Tax system | Posted amo... | Tax amount |
| <input type="checkbox"/> | A32300 Public Transport non staff | AT0030 City Depot and Recycl... | | SO Southampt... | | GBP | P1 | | 392.00 | 78.40 |

| Amounts | |
|---|--------|
| Invoice amount | 470.40 |
| Matched against one or more purchase orders | |
| Expense amount | 392.00 |
| Tax amount | 78.40 |
| Remaining amount | 0.00 |

The **Remaining amount** is now zero so the invoice is now in balance

Note: If you wish to add additional coding lines you will need to change the amount in the **Posted amount** to reflect this.

For example: if the line is for £470.40 net but you wish to split the coding and code £50 net to a different code on a new line, you will need to adjust the original line to £420.40 net. See section?? For how to do this

- 1.9. If you have coded your invoice line(s) you can now click  button in the bottom left of the window. The payment will now be routed to the Cost centre approver and once approved will be paid when it is due.

2. ADDING/SPLITTING THE CODING

2.1. If you wish to add an additional line to split the coding or because you have some items with VAT and some without, follow the steps below.

| Lines | | | | | | | | | | |
|---|---------|--------|----------|-----------|----------------------------|----------|----------|------------|---------------|------------|
| <input type="checkbox"/> | Account | Costc | Analysis | Legentity | Description | Currency | Tax code | Tax system | Posted amo... | Tax amount |
| <input type="checkbox"/> | A32300 | AT0030 | | SO | Public Transport non staff | GBP | P1 | | 392.00 | 78.40 |
| <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Balance transaction"/> | | | | | | | | | | |

Click here to add a new line

| Lines | | | | | | | | | | | |
|-------------------------------------|---------|--------|----------|----------|----------------------------|-------------|----------|----------|------------|---------------|------------|
| <input type="checkbox"/> | Account | Costc | Analysis | Ssclient | Legentity | Description | Currency | Tax code | Tax system | Posted amo... | Tax amount |
| <input checked="" type="checkbox"/> | A32300 | AT0030 | | SO | Public Transport non staff | GBP | P1 | | 377.00 | 75.40 | |
| <input type="checkbox"/> | A93010 | AT0030 | | SO | Admin Charge | GBP | P1 | | 15.00 | 3.00 | |

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

Tab through and enter any other relevant coding if required.

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

Notice how the **Posted amount** field in the first (original line) needs to be adjusted to keep the invoice in balance

| Amounts | |
|---|--------|
| Invoice amount | 470.40 |
| Matched against one or more purchase orders | |
| Expense amount | 392.00 |
| Tax amount | 78.40 |
| Remaining amount | 0.00 |

The **Remaining amount** should still balance to zero

Save

2.2. If you have coded your invoice line(s) you can now click **Save** button in the bottom left of the window. The payment will now be routed to the Cost centre approver and once approved will be paid when it is due.

FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at Business.World@southampton.gov.uk.

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