

Sales Invoice Process

Overview

Amazon invoices, which are under the required limit (exclusive of VAT), may be entered directly to the finance system.

There is no budget check using this entry route as it is deemed the purchase has already been made.

If entering Amazon invoices using this route, there are some key things to remember, which are outlined in this section.

Step	School	Approver(s)	System	Central Team
1	Identify the need to raise a sales invoice.			
2	Raise the sales invoice on the finance system.			
3	Send the sales invoice to the customer.			
4			The system can email the sales invoice to the customer. Alternatively the invoice can be printed out and handed to the customer.	