Recording Purchase Credit Notes

Overview

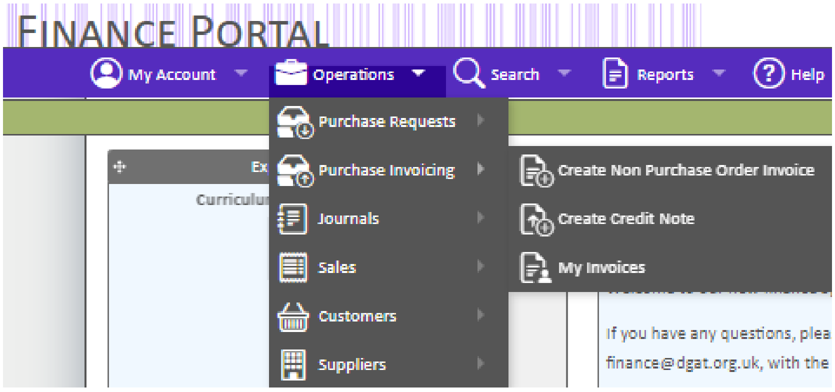
Purchase credit notes are entered through the finance portal (Hoge).

Purchase credit notes can be entered by the school or the central team, so please enter the credit note number exactly as stated on the document.

If the credit note is entered at the school, please do not send it to the centre, there is no need as a copy of the document will already be held on the system.

1.1. Menu

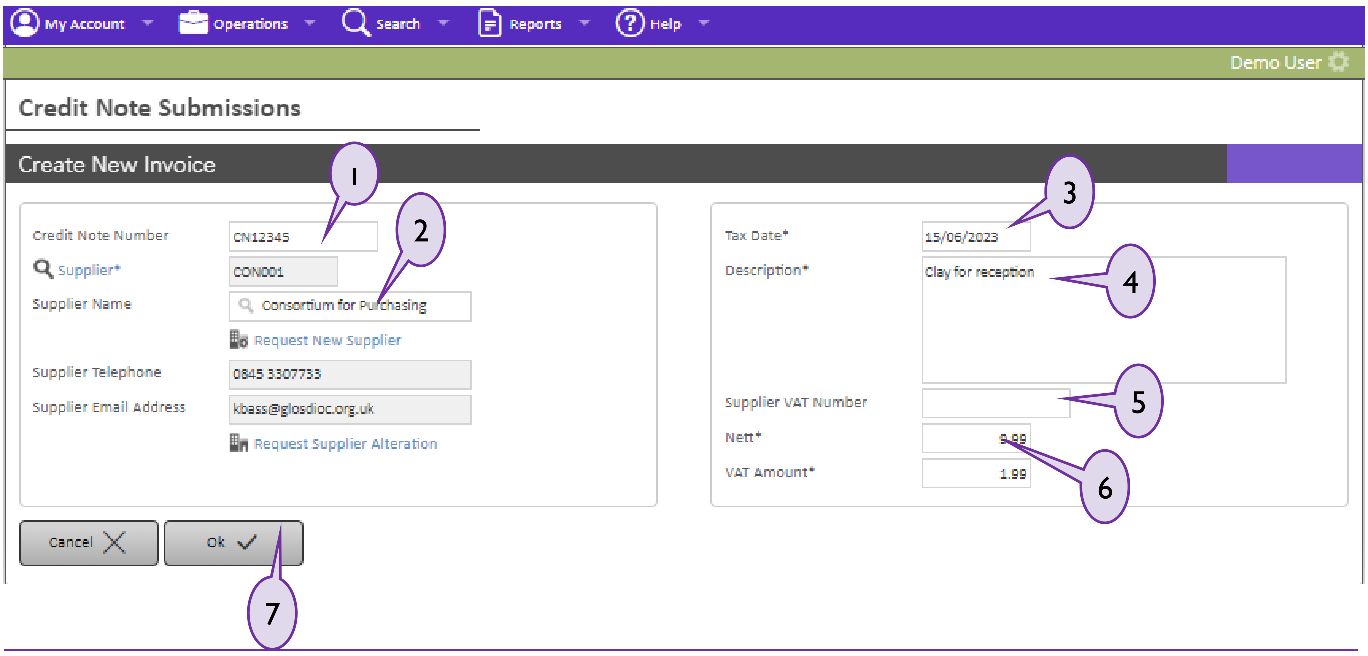
Operations – Purchase Invoicing – Create Credit Notes

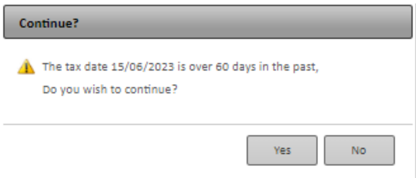
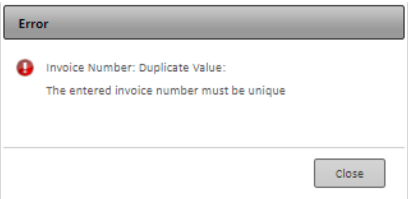


Access the purchase credit note menu in the finance portal (Hoge). Core purchase credit note details will need to be entered before the line details.

1.2. Enter the Credit Note details

Details relating to the whole credit note are entered in the header area.

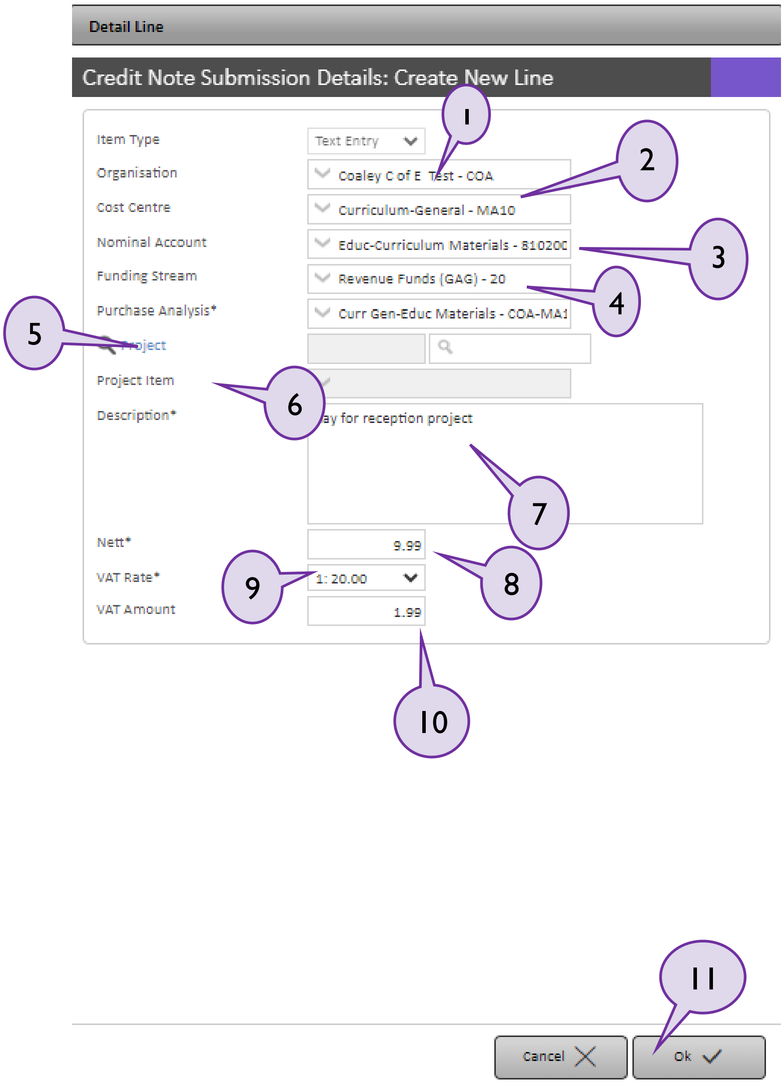


Step	Description
1	Enter the credit note number. If it is an amazon credit note, please remove all "-", i.e. "dashes" and any blank spaces from the entry, regardless of the length of the credit note number. For example: DS-ABE-INV-2023-1245789 becomes DSABEINV20231245789.
2	Enter the supplier. The supplier can be selected by starting to type the suppliers name in the field, the available options will then be shortlisted. Please check that it is the correct supplier, otherwise credits could be taken against the incorrect supplier.
3	Enter the credit note date. This is the date on the credit note not the date of entry to the system, which is automatically recorded.
4	Enter a brief description that relates to the whole credit note.
5	If the credit relates to an amazon invoice, enter the suppliers VAT number. Please do not include the "GB" that prefixes the VAT number. If "GB" does not prefix the VAT number on the invoice, then it is unlikely to be UK VAT so please treat as no VAT can be claimed. If in doubt please ask a member of the central finance team.
6	Enter the net and VAT amounts. The Gross will calculate itself.
7	Click on [OK] when complete. If the credit note that is being entered is old, the system may prompt you to check that it is entered correctly, as below. If correct then [Yes], if not then [No} to go back to amend it. 
8	If the credit note number entered is one that is already recorded on the system for that supplier a duplicate message will be displayed as below.  Do not continue entering the credit note. Do not "change" the credit note number in any way to enter the document. The system checks for the unique reference so it is very likely to be correct. An invoice enquiry on existing invoices and credit notes can be performed to check this is the case. If in doubt please contact the central finance team.

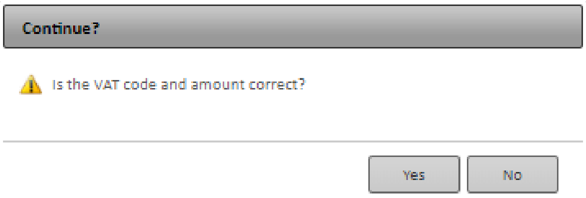
1.3. Enter the credit note line details

Details relating to the individual cost lines are entered as line details.

Multiple lines can be entered if more than one items has been purchased and/or more than one combination of cost centres are to be recorded, (i.e. where the goods have been purchased from).

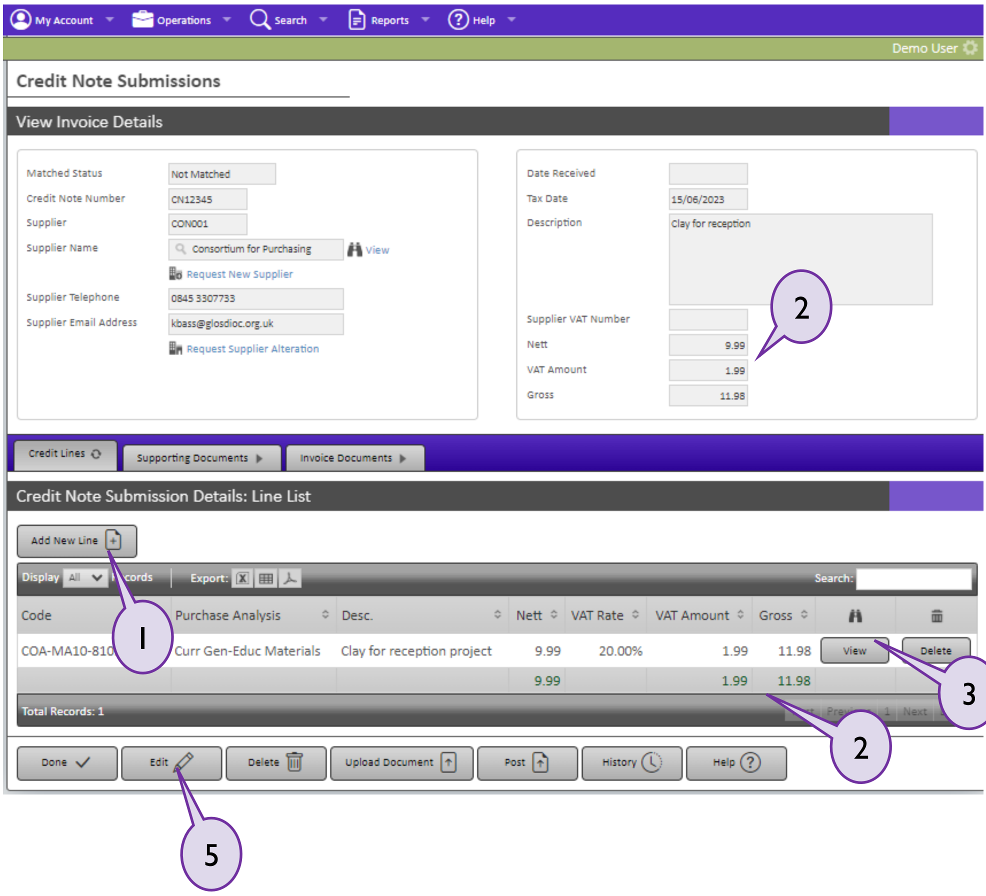


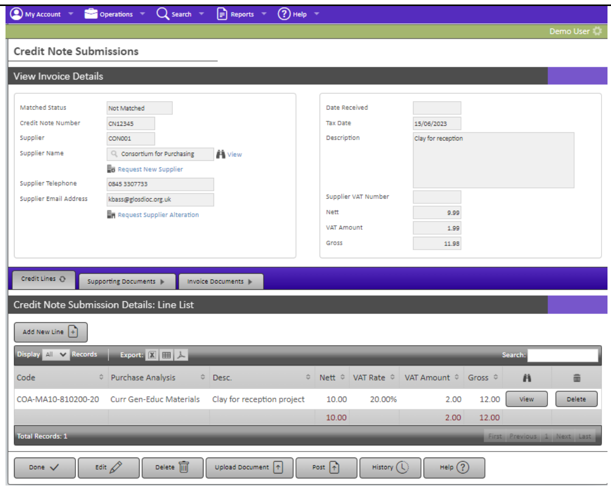
Step	Description
1	The organisation will default to the user's school. Should the individual work in multiple schools the school will need to be selected from the drop down list. If the name of the school is keyed in, the list of available schools will shorten.
2	Enter the cost centre that the goods related to and where the original invoice charge was allocated. If the name of the cost centre is known, then the code or description can be keyed in to shorten the list of those available. For example entering Curriculum will shorten the list to all the curriculum related cost centres.
3	Select the code which represents what was purchased and where the original invoice charge was allocated. For example under curriculum books, materials, educational consultancy etc. may be used.
4	Select the funding stream that the goods were purchased from and where the original invoice charge was allocated. Most goods will be purchased from GAG (fund 20), unless you are advised otherwise.

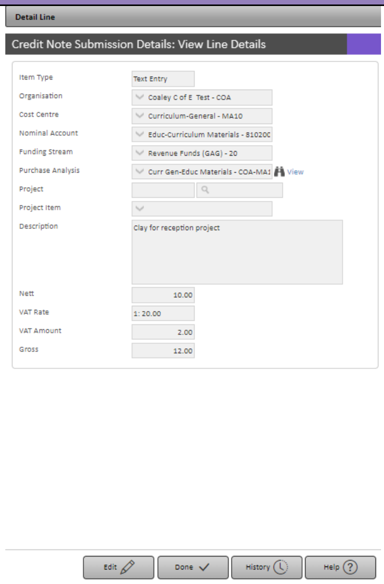
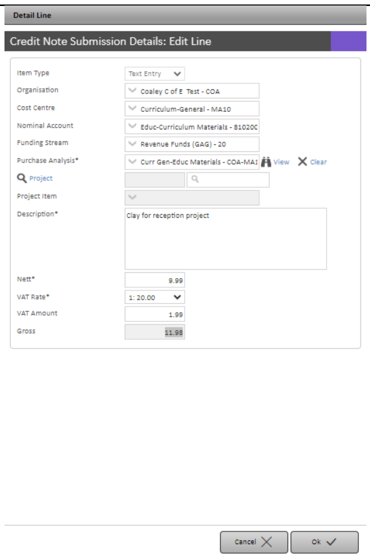
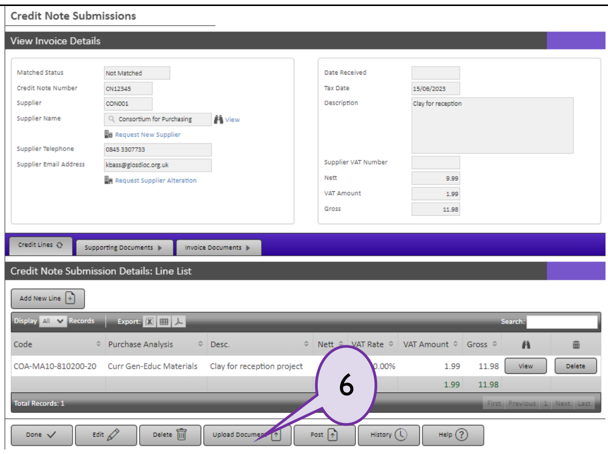
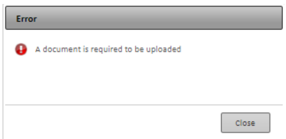
Step	Description
	If this is the only option available it will default in.
5	If the credit note relates to a trip, select the trip.
6	If the credit note relates to a trip select "EXP" from the project tem drop down box.
7	Enter a description of the goods. Please do not type in the credit note or invoice number as the description of the item(s) credited. Please use a helpful description so your headteacher will know what it is, without the need to drill down to look at the credit note.
8	Enter the net amount of the credit note.
9	Select the vat rate from the drop down list.
10	The VAT amount is calculated based on the vat rate selected in the previous step. If the amount needs to be amended, then please amend it.
11	When completed, select [OK].  If you have amended the VAT amount you will be prompted to confirm that the entries are correct. If they are not, select [No] and go back and amend them. Select [Yes} if they are correct.

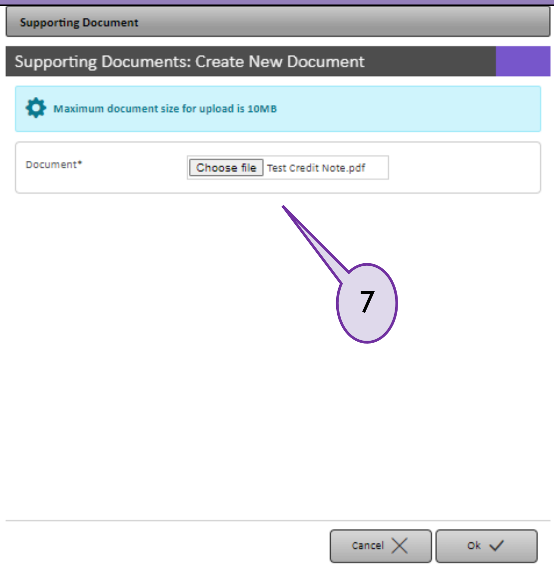
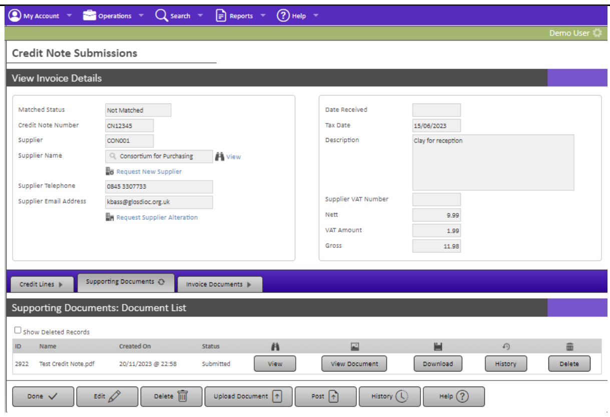
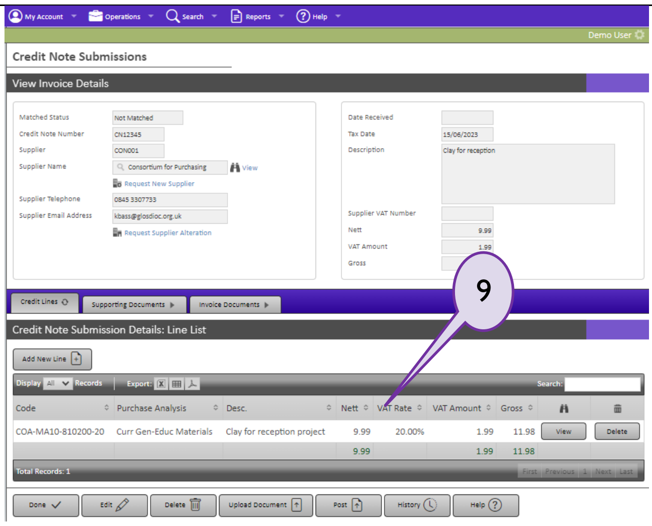
1.4. Review the credit note entry and complete the posting

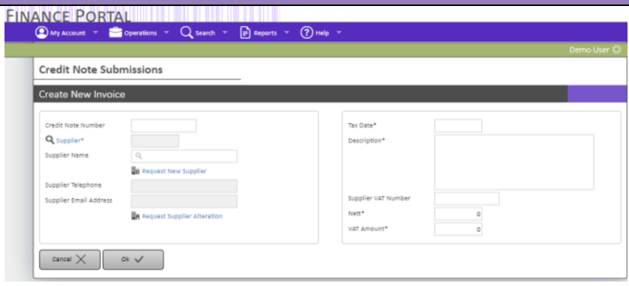
If further line detail is required, for example to split the coding, then [Add a line] and repeat the steps above. A copy of the credit note will need to be added before you can submit the credit note.



Step	Description
1	If further line detail is required, for example to split the coding, then [Add a line] and repeat the steps above.
2	 Make sure that the line values agree to the total values in the header. If there is a variation, then either select [View} to access the line details and edit or [Edit] to access the header area to amend the total credit note values. If the lines values are green, then the header and line details agree with each other.

Step	Description
3	 If the line details need altering, then select [View] and [Edit] on the line detail screen that is displayed.
4	 [Edit] the line details and click [OK] when complete. If the coding is completely inaccurate click on the [Clear} to start again. If trip details are needed, then please enter the trip ID in the 'Project' field and 'EXP in the 'Project item' field.
5	The [Edit] button takes the cursor to the header information so changes can be made to the data that relates to the whole credit note, for example the VAT details.
6	 A copy of the credit note will need to be attached to the transaction. Trying to post the details prior to loading the credit note will give the error messages.  Wherever possible please attach a pdf document as this is the easiest way to view on screen. Select [Upload Document].

Step	Description	
7		[Choose file] i.e. browse to select the document to be attached. Please make sure that this is a credit note and not a delivery note or statement. There are a number of requirement for a VAT credit note, which include: ▪ Credit note date ▪ Unique invoice number ▪ Supplier VAT number Click [OK} when complete.
8		The document details are displayed on the screen after uploading it. [View Document] can be used to check the document is the right one. If incorrect [Delete] the document and add the correct one.
9		Provided you are happy the details have been entered correctly, [Post] the credit note. Copies of the submitted credit note do not need to be sent to the supplier invoices mailbox.

Step	Description	
10		On posting the credit note the screen is refreshed ready for the next one to be added.