

Looking at Purchase Invoices

Overview

This section explains how to look at purchase invoices. A reminder of the purchasing process is provided to outline the stages involved and when the invoice is available to view.

I. Balance Sheet Report

The purchasing process starts at the requirement or request for a purchase.

Purchase Request

The purchase request goes to the cost centre approver for agreement to purchase the items.

Each purchase request has a unique number.

Purchase Order

Once approved, the purchase request turns into a purchase order. This has its own unique number which may be different to the purchase request number as not all purchase requests become purchase orders.

Purchase orders can be emailed or given as a hard copy to a supplier.

Goods Receipts

Goods are recorded as being received before an invoice can be paid.

Purchase Invoice

Purchase invoices are matched to purchase orders on receipt of the invoice. A copy of the invoice is attached to the purchase order.

The invoice must match to the purchase order within the agreed tolerance, otherwise the budget holder will need to approve the variation.

If you know any of the reference numbers you are able to trace the transaction in the system.

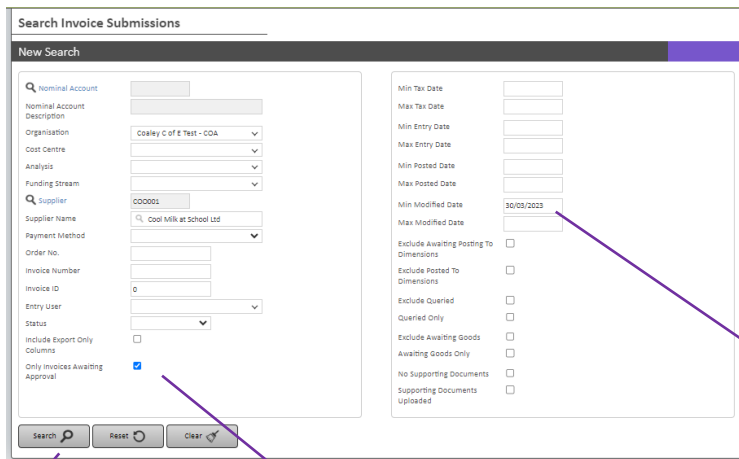
2. Enquires – Invoice Submissions

2.1. Menu

Search – Purchase Invoices – Invoice Submissions

This enquiry displays invoices that have been logged on the system.

2.2. Invoice Submissions



There are lots of options to select from.

At the simplest level use the school and supplier name (using type ahead).

If you know the purchase order

1. Change the date to an older date if the invoice is before the date given. The date can be removed completely.

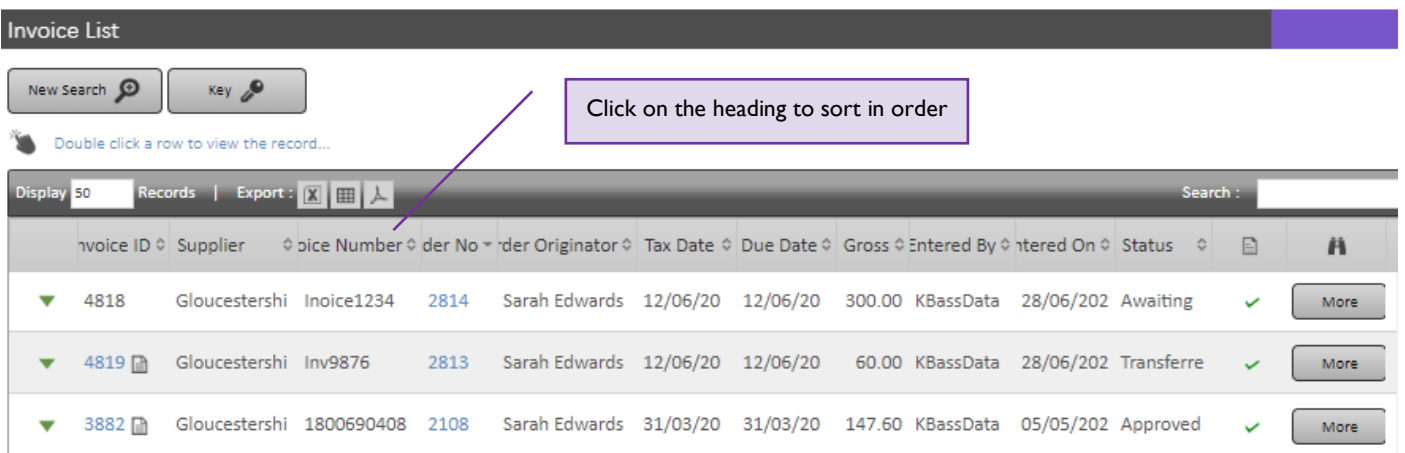
3. Search for the results

2. Uncheck the 'Only invoices awaiting approval' option to retrieve all invoices for the selection

2.3. Results

If you get no results try changing your criteria. Failing that look back at the purchase order to see if there is an invoice attached yet.

Search Invoice Submissions



Invoice ID	Supplier	Invoice Number	Order No	Order Originator	Tax Date	Due Date	Gross	Entered By	Entered On	Status	More
4818	Gloucestershi	Invoice1234	2814	Sarah Edwards	12/06/20	12/06/20	300.00	KBassData	28/06/202	Awaiting	More
4819	Gloucestershi	Inv9876	2813	Sarah Edwards	12/06/20	12/06/20	60.00	KBassData	28/06/202	Transfere	More
3882	Gloucestershi	1800690408	2108	Sarah Edwards	31/03/20	31/03/20	147.60	KBassData	05/05/202	Approved	More

The status of the invoice is important as it tells the user where the invoice is and at what stage in the process.

Awaiting goods = you need to receive the goods/services if you have had them and are happy with them

Transferred = the invoice is logged as a registered invoice but has not gone through for payment as there is a variation on price to the original request that is outside of tolerance. The invoice has therefore gone for approval back to the budget holder.

Approved = the invoice has been passed through for payment. The invoice will be paid based on the due date. When payment runs are run, the “up to due date” that is selected is at least 5 working days in the future, to allow for the time banks take to process at the bank.

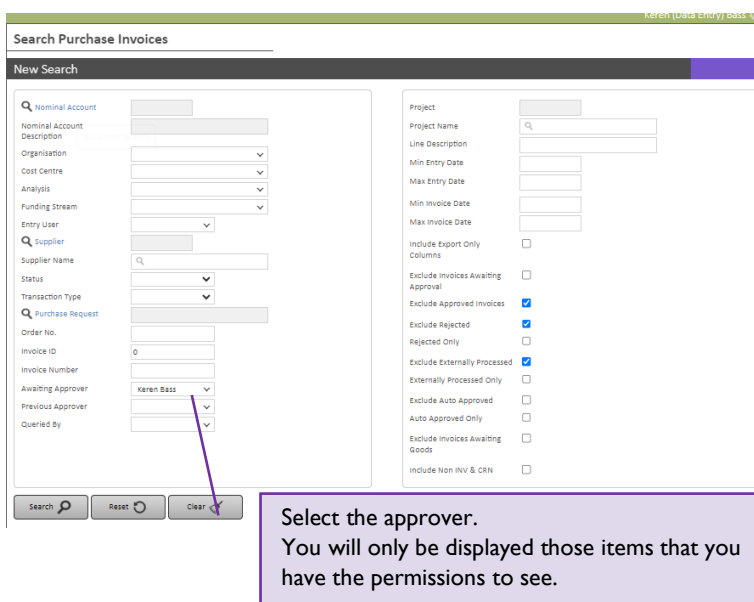
3. Enquires – Invoices

3.1. Menu

Search – Purchase Invoices – Invoices

This enquiry displays invoices that have been logged on the system. Invoices can be searched for by school and/or who the person is still to approve the invoice, for example if there is a price variation to the order or if it is a directly entered invoice.

3.2. Invoices



Select the approver.
You will only be displayed those items that you have the permissions to see.

This is an alternative enquiry for invoice information.

A useful feature here is that you are able to search to see what invoices are awaiting a budget holder’s approval.

The status of the invoice is important as it tells the user where the invoice is and at what stage in the process.

Transferred = the invoice is logged as a registered invoice but has not gone through for payment as there is either a variation on price to the original request that is outside of tolerance or the goods have not yet been received. If the invoice is outside of tolerance, it will have been directed to the budget holder to approve.

Approved = the invoice has been passed through for payment. The invoice will be paid based on the due date. When payment runs are run, the “up to due date” that is selected is at least 5 working days in the future, to allow for the time bacs take to process at the bank.

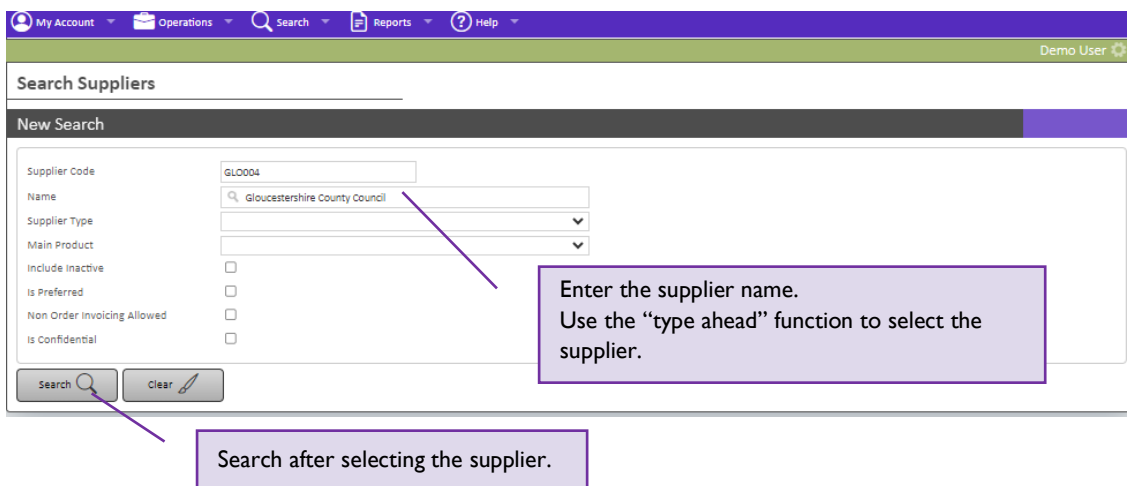
4. Supplier Transactions

4.1. Menu

Search – Customer/Suppliers – Available Suppliers

This enquiry lists supplier invoice and the payment details.

4.2. Selecting the Supplier



Search Suppliers

New Search

Supplier Code: GLO004

Name: Gloucestershire County Council

Supplier Type: [Dropdown]

Main Product: [Dropdown]

Include Inactive:

Is Preferred:

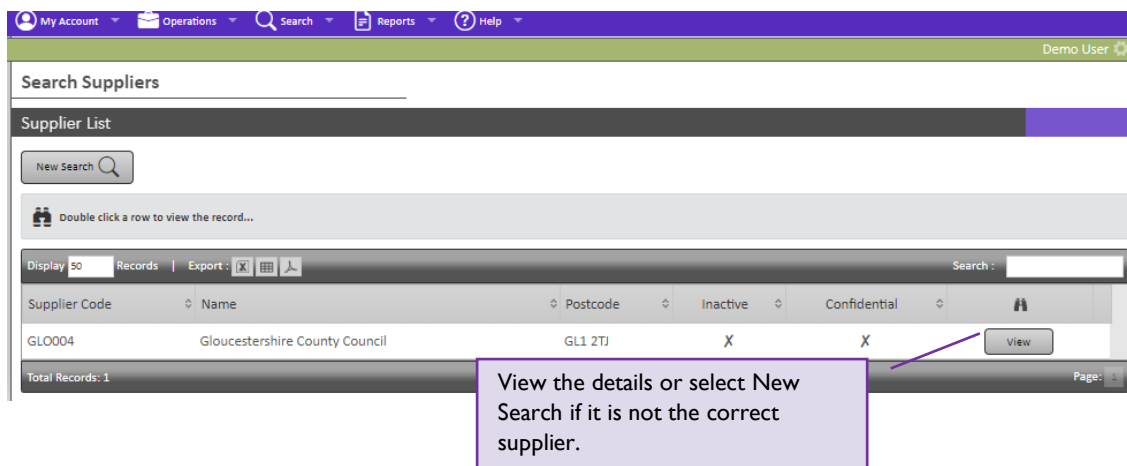
Non Order Invoicing Allowed:

Is Confidential:

Search [Magnifying Glass] Clear [Eraser]

Enter the supplier name. Use the “type ahead” function to select the supplier.

Search after selecting the supplier.



Search Suppliers

Supplier List

New Search [Magnifying Glass]

Double click a row to view the record...

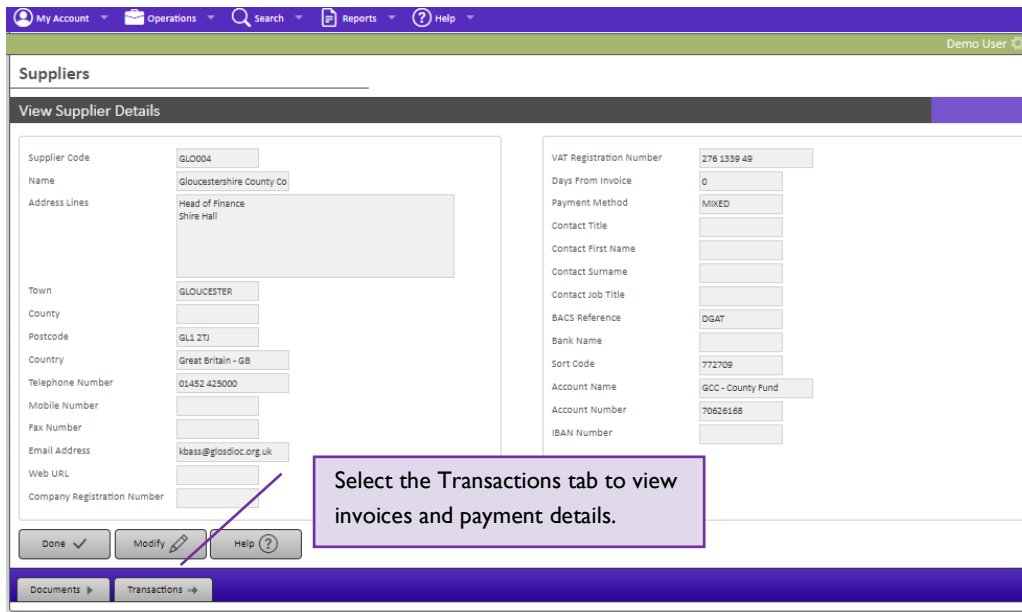
Display 50 Records | Export: [X] [Table Icon] [Print Icon] | Search: [Input]

Supplier Code	Name	Postcode	Inactive	Confidential	
GLO004	Gloucestershire County Council	GL1 2TJ	X	X	View

Total Records: 1 | Page: [Dropdown]

View the details or select New Search if it is not the correct supplier.

4.3. Viewing the Transactions



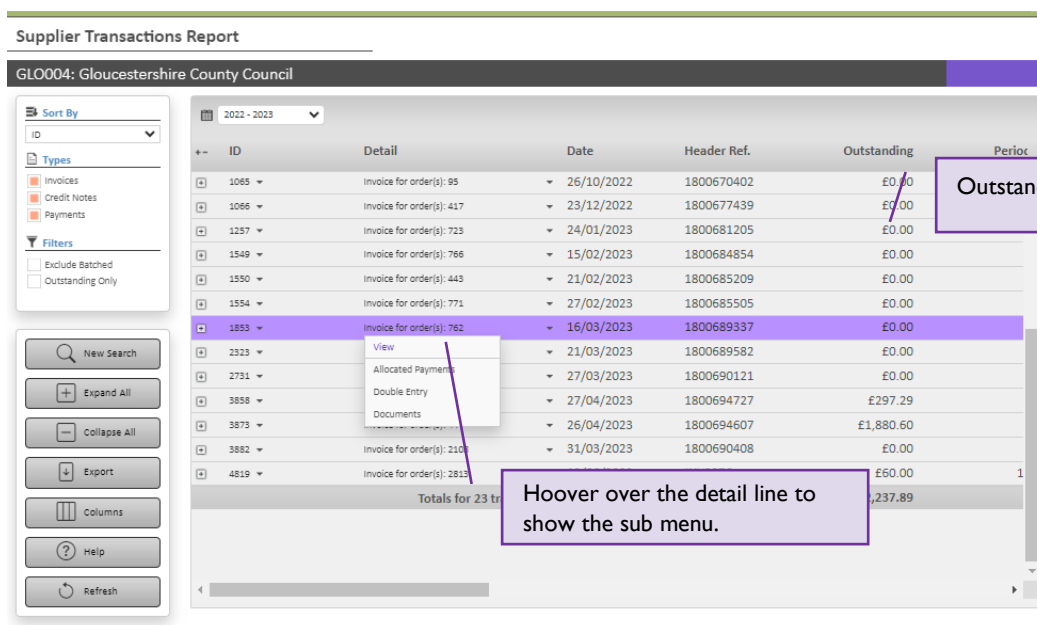
Suppliers

View Supplier Details

Supplier Code: GLO004
 Name: Gloucestershire County Co
 Address Lines: Head of Finance, Shire Hall
 Town: GLOUCESTER
 County:
 Postcode: GL1 2TJ
 Country: Great Britain - GB
 Telephone Number: 01452 425000
 Mobile Number:
 Fax Number:
 Email Address: kbass@gosdioc.org.uk
 Web URL:
 Company Registration Number:
 VAT Registration Number: 276 1339 49
 Days From Invoice: 0
 Payment Method: MIXED
 Contact Title:
 Contact First Name:
 Contact Surname:
 Contact Job Title:
 BACS Reference: DGAT
 Bank Name:
 Sort Code: 772709
 Account Name: GCC - County Fund
 Account Number: 70626168
 IBAN Number:
 Done ✓ | Modify | Help ?

Documents | Transactions →

Select the Transactions tab to view invoices and payment details.



Supplier Transactions Report

GLO004: Gloucestershire County Council

Sort By: ID

Types: Invoices, Credit Notes, Payments

Filters: Exclude Batched, Outstanding Only

ID	Detail	Date	Header Ref.	Outstanding	Period
1065	Invoice for order(s): 85	26/10/2022	1800670402	£0.00	
1066	Invoice for order(s): 417	23/12/2022	1800677439	£0.00	
1257	Invoice for order(s): 723	24/01/2023	1800681205	£0.00	
1549	Invoice for order(s): 766	15/02/2023	1800684854	£0.00	
1550	Invoice for order(s): 443	21/02/2023	1800685209	£0.00	
1554	Invoice for order(s): 771	27/02/2023	1800685505	£0.00	
1853	Invoice for order(s): 762	16/03/2023	1800689337	£0.00	
2323	Allocated Payments	21/03/2023	1800689582	£0.00	
2731	Double Entry	27/03/2023	1800690121	£0.00	
3858	Documents	27/04/2023	1800694727	£297.29	
3873		26/04/2023	1800694607	£1,880.60	
3882	Invoice for order(s): 210	31/03/2023	1800690408	£0.00	
4819	Invoice for order(s): 3813			£60.00	1
Totals for 23 tr				£,237.89	

Outstanding = 0, implies it is paid

Hover over the detail line to show the sub menu.

Allocated payments provides the payment date and total amount paid.

Date	Period	Type	Reference	Allocation Date	Period	Gross	Allocation Value	Allocation Ref.	Allocation User
22/02/2023	N6	PAY		22/02/2023	N6	-£2,134.84	£2,134.84	46	SGreen
23/12/2022	N4	INV	1800677439	22/02/2023	N6	£1,067.42	-£1,067.42	46	SGreen
26/10/2022	N3	INV	1800670402	22/02/2023	N6	£1,067.42	-£1,067.42	46	SGreen

Close

Alternatively you can open the document (invoice).

Scrolling to the right hand side will provide details of the invoice amount and whether it has been placed on hold (in dispute).

The due date is calculated based on the invoice date. Payments are made based on the due date.

Supplier Transactions Report

GLO004: Gloucestershire County Council

2022 - 2023

Nett	VAT	Gross	Audit No.	Due Date	Date Entered	Internal Ref.	Disputed
£889.52	£177.90	£1,067.42	1065	26/10/2022	20/02/2023	712	No
£889.52	£177.90	£1,067.42	1066	23/12/2022	20/02/2023	713	No
£889.52	£177.90	£1,067.42	1257	24/01/2023	02/03/2023	849	No
£245.52	£45.10	£270.62	1549	15/02/2023	10/03/2023	1039	No
1,572.05	£308.55	£1,880.60	1550	21/02/2023	10/03/2023	1040	No
£889.52	£177.90	£1,067.42	1554	27/02/2023	10/03/2023	1044	No
£225.52	£45.10	£270.62	1853	16/03/2023	17/03/2023	1270	No
£973.97	£194.79	£1,168.76	2323	21/03/2023	30/03/2023	1560	No
1,572.05	£308.55	£1,880.60	2731	27/03/2023	14/04/2023	1802	No
£247.74	£49.55	£297.29	3858	27/04/2023	10/05/2023	2574	No
1,572.05	£308.55	£1,880.60	3873	26/04/2023	05/05/2023	2589	No
£123.00	£24.60	£147.60	3882	31/03/2023	05/05/2023	2598	No
£50.00	£10.00	£60.00	4819	12/06/2023	28/06/2023	3211	No
8,281.28	£3,615.19	£21,896.47					

5. Disputed Invoices

5.1. Payment Approvals

It is possible that the invoice could be disputed at payment approval stage. This may occur if the central team spot that the wrong supplier account is used, the invoice number is incorrect or the vat is incorrect etc. If this is the case, the invoice may be put into “dispute” while it is sorted.

If this cannot be resolved at the centre, then someone from the team will contact you to assist with the resolution.

6. Payments

There are two payment runs a week. Invoices are selected for payment based on the calculated due date. The criteria for the selection of the invoices to be paid is based on “due date less 8 working days”, to account for the time for bacs to process at the bank.

Provided the invoices have been approved by the budget holder and subject to the above criteria, the first payment run (Tuesday), includes all:

- Direct entered invoices
- Expenses

The second payment run (Thursday) includes invoices relating to purchase orders. Provided invoices are received by the previous Friday, have goods received and been approved if there are discrepancies, then these should be on the payment run subject to the due date calculations.