

Direct Debit Purchase Invoices

Overview

All purchases should be pre authorised on the finance system using the purchase request/purchase order route. This means that the commitment against the budget can be held. This includes direct debit invoices, which do need to be posted in a timely manner in order that any VAT can be recovered.

Where the costs are high, then please add an annual purchase commitment to the system such that the direct debit invoices can be drawn down from there, i.e. follow the purchase to pay process.

If the value involved is low, then please record the invoice as a direct purchase invoice as soon as the invoice is received.

Direct Purchase Invoice Process Route

Step	School	Approver(s)	System	Central Team
1	Receive the invoice relating to the direct debit.			
2	Confirm that the goods were in order (or query with the supplier).			
3	Enter the purchase invoice directly on the finance system. Please "label" the invoice as relating to a direct debit.			
4			The system sends the invoice to the budget holder. The invoice may be sent to multiple people depending on the value and whether there is a proposed over spend.	
5		The approver reviews the invoice and either accepts it (approves it) or queries it. Queries will need resolution before the claim is released to be matched to the direct debit payment.		
6			Following approval the invoice is shown on the supplier account to match to the direct debit payment.	
7				Match direct debit payment to invoice.