

Recording Amazon Invoices

Overview

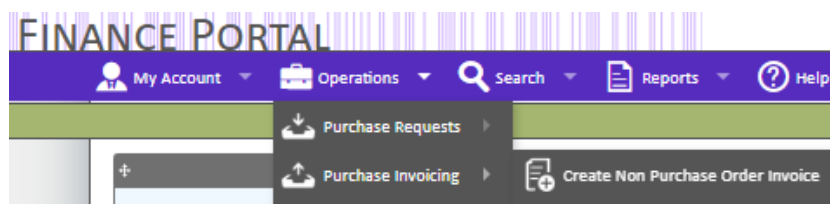
Amazon invoices, which are under the required limit (exclusive of VAT), may be entered directly to the finance system.

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.

1.1. Menu

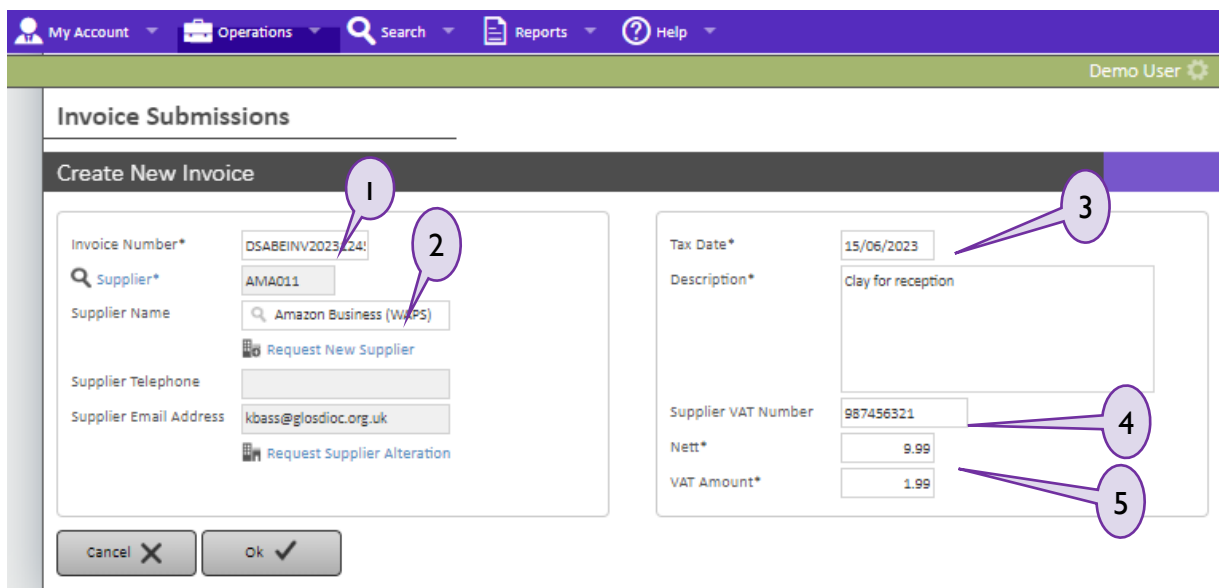
Operations – Purchase Invoicing – Create Non Purchase Order Invoice



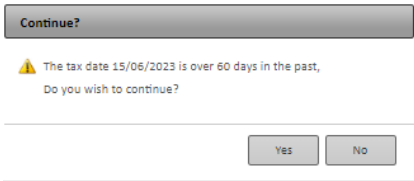
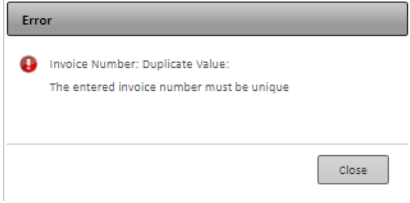
Access the non-purchase order invoice menu in the finance portal (Hoge). Core invoice details will need to be entered before the line details. i.e. what has been purchased can be entered.

1.2. Enter the header invoice details

Details relating to the whole invoice are entered in the header area.



Step	Description
1	Enter the Amazon invoice number. Please remove all “-”, i.e. “dashes” and any blank spaces from the entry, regardless of the length of the invoice number.

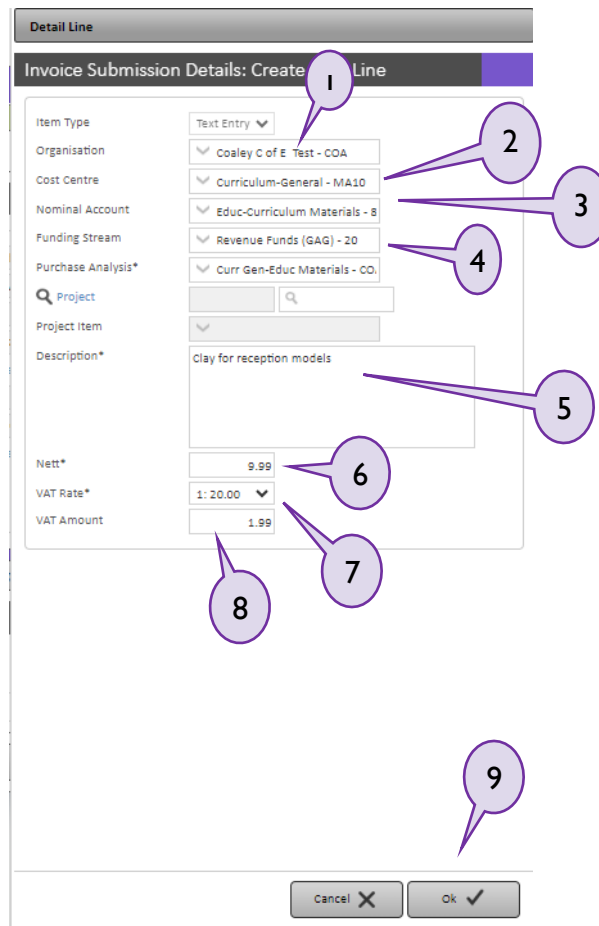
Step	Description
	For example: DS-ABE-INV-2023-1245789 becomes DSABEINV20231245789.
2	<p>Enter the Amazon supplier.</p> <p>The supplier can be selected by starting to type the suppliers name in the field, the available options will then be shortlisted.</p> <p>Please check that it is the correct amazon supplier, otherwise payments could be made to the incorrect amazon bank details.</p> <p>All schools have their own Amazon supplier account that related to their schools Amazon business accounts and related payment details.</p>
3	<p>Enter the invoice date. This is the date on the invoice not the date of entry to the system, which is automatically recorded.</p> <p>Payment is calculated based on the invoice date, so it is important to enter the correct date.</p>
4	<p>Enter the Suppliers VAT number.</p> <p>This is required for all Amazon invoices as the VAT number changes for each purchase.</p> <p>Please do not include the “GB” that prefixes the VAT number.</p> <p>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.</p>
5	Enter the net and VAT amounts. The Gross will calculate itself.
6	Click on [OK] when complete.
7	<p>If the invoice 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.</p> 
8	<p>If the invoice number entered is one that is already recorded on the system for that supplier a duplicate message will be displayed as below.</p>  <p>Do not continue entering the invoice. Do not “change” the invoice number in any way to enter the document. The system checks for the unique reference so it is very likely to be correct.</p> <p>An invoice enquiry on existing invoices can be performed to check this is the case. If in doubt please contact the central finance team.</p>

1.3. Enter the invoice line details

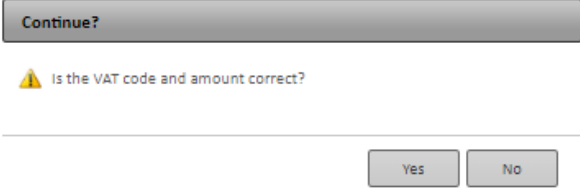
Details relating to the individual cost lines are entered as line details.

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).

There is no budget entry check for direct invoices as it is simply recording what has been spent.

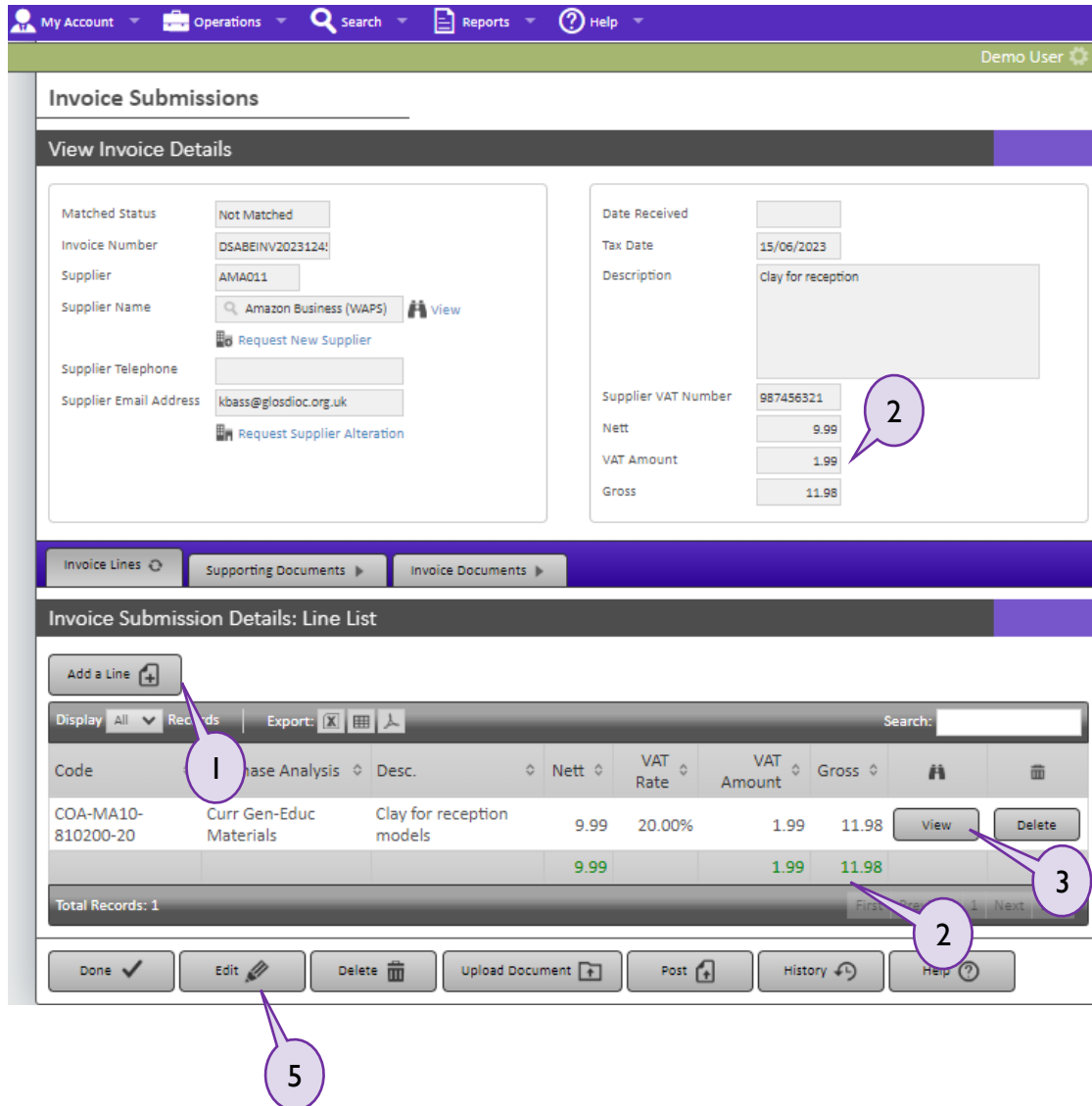


Step	Description
1	The organisation will default to the user's school. Should the individual work in multiple schools the school will need to be selected from the drop down list. If the name of the school is keyed in, the list of available schools will shorten.
2	Enter the cost centre that the goods are to be purchased from. 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 is being purchased. For example under curriculum books, materials, educational consultancy etc. may be used.
4	Select the funding stream that the goods are to be purchased from. Most goods will be purchased from GAG (fund 20), unless you are advised otherwise. If this is the only option available it will default in.
5	Enter a description of the goods. Please do not type in the invoice number as the description of the item(s) purchased. Please use a helpful description so your headteacher will know what it is, without the need to drill down to look at the invoice.

Step	Description
6	Enter the net amount of the invoice.
7	Select the vat rate from the drop down list.
8	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.
9	<p>When completed, select [OK].</p>  <p>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.</p>

1.4. Review the invoice 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 invoice will need to be added before you can submit the invoice.



The screenshot shows the 'View Invoice Details' section with the following information:

- Matched Status: Not Matched
- Invoice Number: DSABEINV2023124
- Supplier: AMA011
- Supplier Name: Amazon Business (WAPS)
- Supplier Telephone: [Empty]
- Supplier Email Address: kbass@glosdioc.org.uk
- Date Received: [Empty]
- Tax Date: 15/06/2023
- Description: Clay for reception
- Supplier VAT Number: 987456321
- Nett: 9.99
- VAT Amount: 1.99
- Gross: 11.98

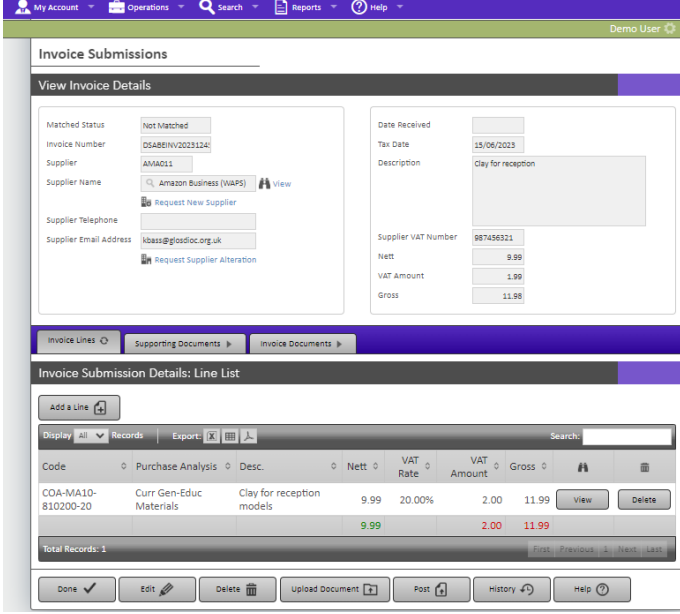
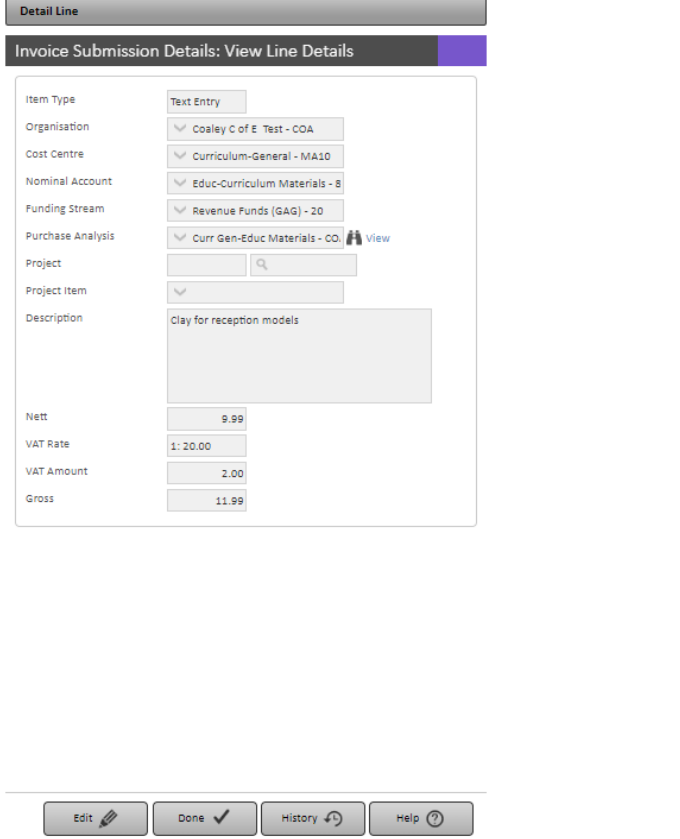
The 'Invoice Submission Details: Line List' section shows a table with one line item:

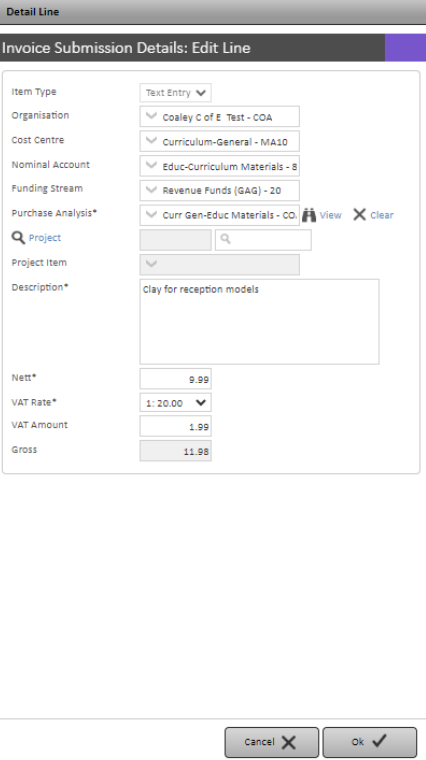
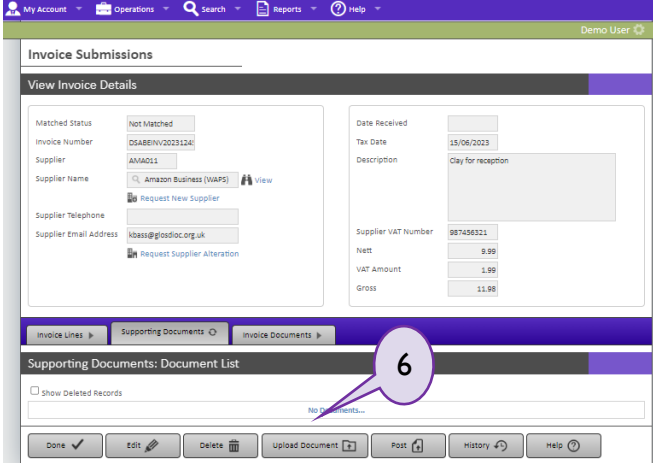
Code	Base Analysis	Desc.	Nett	VAT Rate	VAT Amount	Gross	View	Delete
COA-MA10-810200-20	Curr Gen-Educ Materials	Clay for reception models	9.99	20.00%	1.99	11.98	[View]	[Delete]

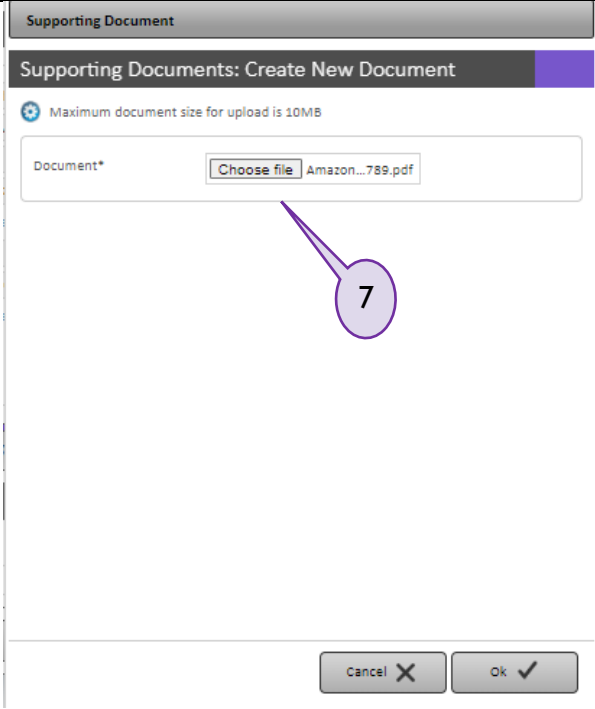
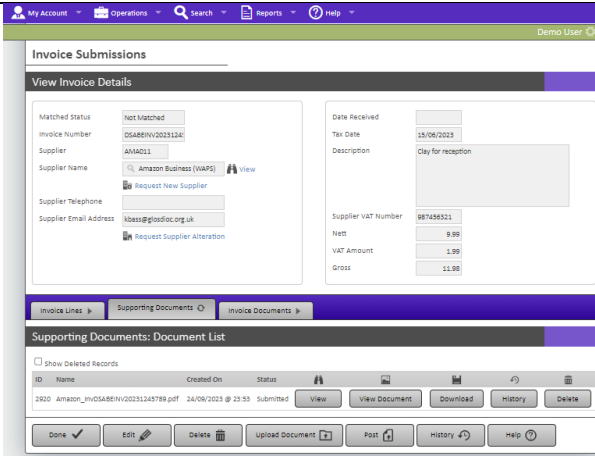
Callouts in the image indicate the following actions:

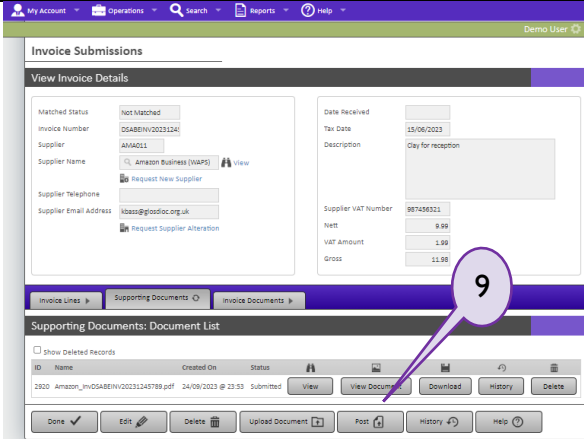
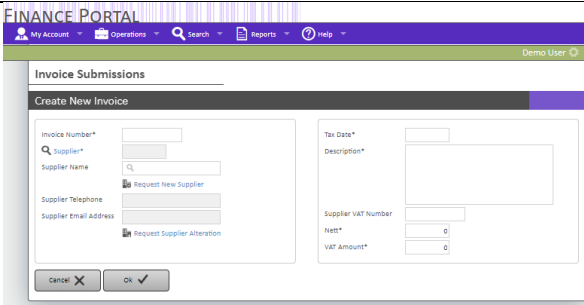
- 1: Click 'Add a Line' button.
- 2: Click 'Supplier VAT Number' field.
- 3: Click 'View' button for the line item.
- 4: Click 'Next' button in the pagination controls.
- 5: Click 'Edit' button in the bottom toolbar.

Step	Description
1	If further line detail is required, for example to split the coding, then [Add a line] and repeat the steps above.

Step	Description	
2		<p>Make sure that the line values agree to the total values in the header.</p> <p>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 invoice values.</p> <p>If the lines values are green, then the header and line details agree with each other.</p>
3		<p>If the line details need altering, then select [View] and [Edit] on the line detail screen that is displayed.</p>

Step	Description	
4	 <p>The screenshot shows a form titled 'Invoice Submission Details: Edit Line'. It contains several dropdown menus for 'Item Type', 'Organisation', 'Cost Centre', 'Nominal Account', 'Funding Stream', and 'Purchase Analysis*'. There are also search fields for 'Project' and 'Project Item', and a 'Description*' text area. At the bottom, there are 'Nett*', 'VAT Rate*', 'VAT Amount', and 'Gross' fields with values: 9.99, 1: 20.00, 1.99, and 11.98 respectively. 'Cancel' and 'Ok' buttons are at the bottom.</p>	<p>[Edit] the line details and click [OK] when complete.</p> <p>If the coding is completely inaccurate click on the [Clear} to start again.</p> <p>If trip details are needed, then please enter the trip ID in the 'Project' field and 'EXP in the 'Project item' field.</p>
5	<p>The [Edit] button takes the cursor to the header information so changes can be made to the data that relates to the whole invoice, for example the VAT details.</p>	
6	 <p>The screenshot shows the 'Invoice Submissions' interface. It has a top navigation bar with 'My Account', 'Operations', 'Search', 'Reports', and 'Help'. Below is a 'View Invoice Details' section with fields for 'Matched Status', 'Invoice Number', 'Supplier', 'Supplier Name', 'Supplier Telephone', and 'Supplier Email Address'. To the right, there are 'Date Received', 'Tax Date', 'Description', 'Supplier VAT Number', 'Nett', 'VAT Amount', and 'Gross' fields. Below this is a 'Supporting Documents: Document List' section with a search bar and buttons for 'Done', 'Edit', 'Delete', 'Upload Document', 'Post', 'History', and 'Help'. A purple callout bubble with the number '6' points to the 'Upload Document' button. An 'Error' dialog box is overlaid on the screen, stating 'A document is required to be uploaded'.</p>	<p>A copy of the invoice will need to be attached to the transaction. Trying to post the details prior to loading the invoice will give the error messages.</p> <p>Wherever possible please attach a pdf document as this is the easiest way to view on screen.</p> <p>Select [Upload Document].</p>

Step	Description
7	 <p>[Choose file] i.e. browse to select the document to be attached.</p> <p>Please make sure that this is an invoice and not a delivery note or statement.</p> <p>There are a number of requirement for a VAT invoice, which include:</p> <ul style="list-style-type: none"> ▪ Invoice date ▪ Unique invoice number ▪ Supplier VAT number <p>Click [OK} when complete.</p>
8	 <p>The document details are displayed on the screen after uploading it.</p> <p>[View Document] can be used to check the document is the right one.</p> <p>If incorrect [Delete] the document and add the correct one.</p>

Step	Description	
9		<p>Provided you are happy the details have been entered correctly, [Post] the invoice.</p> <p>Copies of the submitted invoice do not need to be sent to the supplier invoices mailbox.</p>
10		<p>On posting the invoice the screen is refreshed ready for the next one to be added.</p>