

## **Quick Guide 4: Invoices and Payments**

iSupplier Portal

### **Invoices**

#### **Notes:**

- VAT cannot be included on the invoice unless you are VAT registered and the authority holds your VAT Registration Number on the system.
- You can only raise an invoice against items for which the PO is held on the Portal.
- If any changes to the order are required, these must be completed prior to creating the invoice.

## Create an Invoice or Credit Memo – Step 1

- Click the 'Finance' tab:
- Click 'Create Invoice with a PO' then click the 'Go' button;
- Enter the search criteria, or leave blank to see all uninvoiced items and click 'Go';

The screenshot shows the 'Create Invoice' interface. At the top, there are tabs for 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. Below these are sub-tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. A progress bar indicates the current step is 'Purchase Orders', with other steps being 'Details', 'Manage Tax', and 'Review and Submit'. The main area is titled 'Create Invoice: Purchase Orders' and includes a 'Cancel' button and 'Step 1 of 4' with a 'Next' button. A search section contains a note that the search is case insensitive and an 'Advanced Search' button. Search criteria include 'Purchase Order Number' (with a hint to enter the first 9 digits), 'Purchase Order Date' (with an example of 20-Feb-2013), and 'Organization' (set to Lancashire County Council OU). There are 'Go' and 'Clear' buttons. Below the search is a 'Select Items:' section with an 'Add to Invoice' button and navigation for 'Previous 10' and 'Next 10'. A table of items is displayed with columns for 'Select', 'PO Number', 'Line', 'Shipment', 'Description', 'Supplier Item Number', 'Ordered', 'Received', 'Invoiced', 'UOM', 'Price', 'Curr', 'Ship To', 'Organization', 'Packing Slip', and 'Waybill'. Two items are listed: one for 'TEA TOWELS - GREEN' (PO 321000191) and one for 'TEAPOT - LARGE' (PO 321000173).

Select	PO Number	Line	Shipment	Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	321000191	1	1	TEA TOWELS - GREEN		10	10	5	Each	3	GBP	PR1 0LD PRES CH	Lancashire County Council OU		
<input type="checkbox"/>	321000173	1	1	TEAPOT - LARGE		1	0	0	Each	12	GBP	PR1 0LD PRES CH	Lancashire County Council OU		

- Details of the amount of the order and receipt will be displayed;
- Click in the tick box against the item(s) to be invoiced and click 'Add to Invoice';
  - Add as many items as you wish to include in this invoice. However, payment will not be made on any item until the receipt, purchase order and invoice match for all;
- You can add items from different purchase orders and delivered to different addresses for the authority;
  - **For suppliers with multiple addresses only:** You must not include invoices which have different payment addresses.
- Once all items to be included have been added, click the 'Next' button;

## Create an Invoice or Credit Memo – Step 2

- Ensure the 'Remit To' and the 'Remit To Bank Account' fields are displayed and correct;
  - If not displayed, use the magnifying glass to search for and select the correct details;
- Enter an invoice number unique to your organisation and confirm the invoice date;
- Use the drop down list to select if this is an 'Invoice' or 'Credit Memo';
- It is essential you attach an unalterable image of the invoice which matches the portal entry in one of the following formats; pdf, jpeg, gif, tif.
  - Attachments of invoice images are required as part of standard accounting practices and for HMRC purposes.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Tax Classification Code
321000191	1	1	TEA TOWELS - GREEN		PR1 OLD 5 PRES CH			53	Each	15	

If the rate is not STANDARD RATE enter one of the following: EXEMPT, OUTSIDE SCOPE, REDUCED RATE, ZERO RATED.

✓TIP If you are registered for CIS tax, please ensure that separate lines are shown, from the PO, for taxable and non taxable elements ie labour, materials.

- Amend or confirm the individual line details;
- If this is a credit memo, ensure the Quantity are preceded by a '-' (minus);
- You cannot invoice for a higher quantity than displayed;
- You can invoice for a lower quantity; the invoice remains open until fully invoiced;

- For Construction Industry Scheme invoices where tax is deducted at source, ensure taxable and non taxable elements are shown on separate lines;
- Enter the 'Tax Classification' in uppercase as shown in the hints and tips, e.g. STANDARD RATE;
- Once details are complete, click the 'Next' button;

### Create an Invoice or Credit Memo – Step 3

- Confirm the details on this screen;

Summary Tax Lines - Please click on the 'Calculate' button if you amend the tax amounts.

**Calculate**

Summary Tax Line Number	Tax Regime Code	Tax	Tax Jurisdiction Code	Tax Rate	Tax Amount	Line Status
1	GB VAT	GB VAT	GB VAT	20	3	Active

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
321000191	1	1	TEA TOWELS - GREEN		PR1 0LD PRES CH	5	5.00	Each	3.00	15.00

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

Invoice summary - Please click on the 'Recalculate Total' button if you have amended the tax amount

Items	15.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	3.00
<b>Recalculate Total</b>	<b>Total (GBP) 18.00</b>

- You can amend the amount of VAT if this does not match the invoice, e.g. due to rounding up or down to the nearest 1p. If the amount on your invoice is correct and does not match the portal entry:
  - Change the VAT amount in the portal;
  - Click the 'Calculate' button to change the VAT amount for the line;
  - Click the 'Recalculate Total' button to change the amount in the invoice summary.
- Once details are complete, click the 'Next' button;

## Create an Invoice or Credit Memo – Step 4

- Confirm the details on this screen and then click the 'Submit' button;
- Check for confirmation the invoice has been submitted, or correct any errors identified.

## Payments

### View payment details

- Click the 'Finance' tab and then the 'View Payments' link:
- Use the simple or advanced search to find payment details and click the 'Go' button:
  - E.g. search by invoice number or payment date ranges;
- Payments matching the search criteria are displayed.
  - Payment date, invoices and purchase orders included in the payments are displayed;

The screenshot shows the 'View Payments' interface. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Admin. Below these are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Payments' section includes an 'Export' button and a 'Simple Search' area. The search area contains fields for 'Payment Number', 'Invoice Number', 'PO Number', 'Release Number', 'Payment Amount From', 'Payment Date From', and 'To'. There are also 'Go' and 'Clear' buttons. Below the search area is a table with the following data:

Payment	Payment Date	Currency	Amount Method	Bank Account	Invoice	PO Number
200001	16-Dec-2012	GBP	80.22 UK BACS	Dummy CC GCF	01_SUPP_001	Multiple

- View associated purchase order(s) or invoice(s) by clicking on their links.

Create Invoices   <b>View Invoices</b>   View Payments													
Finance: View Payments >													
Standard Invoice: 01 SUPP 001 (Total GBP 80.22)													
Currency=GBP <span style="float: right;">Export</span>													
General				Amount Summary				Payment Information					
Invoice Date <b>15-Dec-2012</b> Status <b>Approved</b> Batch Attachments <a href="#">View</a> Supplier <b>01 SUPPLIER</b> Supplier Site <b>LA8 2UQ</b> Address <b>95 WHATLINGTON ROAD COTES LANCASTER, LA8 2UQ</b>				Item <b>66.85</b> Freight <b>0.00</b> Miscellaneous <b>0.00</b> Tax <b>13.37</b> ⓘ Prepayment <b>0.00</b> Retainage <b>0.00</b> Withholding Tax <b>0.00</b> Total <b>80.22</b>				Paid <b>80.22</b> Discount Taken <b>0.00</b> Due <b>0.00</b> Status <b>Paid</b> Payment Date <b>16-DEC-2012</b> Payment <b>200001</b>					
Invoice Lines   Scheduled Payments													
Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Receipt
2	Item	TEA TOWELS - GREEN	5	Each	3.00		15.00	0.00	Approved	<a href="#">321000191</a>	1	1	
3	Item	WOODEN SAND PIT	1	Each	45.00		45.00	0.00	Approved	<a href="#">321000143</a>	1	1	
4	Item	BX100 GLOSSY PHOTOPAPER A4 HP FSC1	1	Each	6.85		6.85	0.00	Approved	<a href="#">321000058</a>	1	1	
5	Tax	GB VAT - GB VAT					13.37	0.00	Approved				

- If an invoice is created but payment is outstanding, check the purchase order summary;
- Have all the items on the invoice been receipted and match the invoice?
  - Payment cannot be made unless all items on the invoice have been receipted;
  - Requisitioners receive regular reminders to receipt outstanding item(s);
- Are there changes to the Tax Classification or VAT amount?
  - All these invoices will be checked manually by the Accounts Payable team;
  - This process is completed on a daily basis;
  - The invoice may be rejected or you may be contacted if this cannot be completed, e.g. VAT change which cannot be verified.

If you need further assistance please email the following address with your query:

[isupplierqueries@lancashire.gov.uk](mailto:isupplierqueries@lancashire.gov.uk).