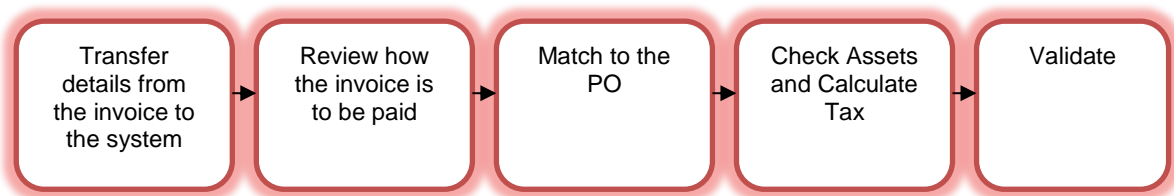# Matching an Invoice to a Purchase Order

When you enter a supplier invoice for which a CUFS purchase order was raised, you should match it to the order to remove the commitment from your departmental accounts.

Copies of certain invoices relating to grants will need to be sent on a weekly basis to the departments contact in the Research Operations Office with the RG number clearly marked on the invoice. Departments will be advised as to which invoices they require copies off.

Pre-requisites:
- Your purchase order must have been generated on CUFS;
- The purchase order must be approved and open;
- The invoice must be for the same supplier and currency as the purchase order.

Transfer details from the invoice to the system	→	Review how the invoice is to be paid	→	Match to the PO	→	Check Assets and Calculate Tax	→	Validate

Step 1   Transfer invoice details to the system

a.   Create a batch using the standard batch naming convention

b.   In the invoices window, the invoice type stays as **Standard.**

c.   Complete the **PO number**   The system will insert the details of the relevant supplier from the purchase order.

d.   Enter the following information from the invoice:
~ **invoice date**
~ **invoice number**
~ total **invoice amount**
~ total **VAT Control Amount**
~ **description**

e.   Leave the **Match Action** field as the default   Purchase Order

Step 2 Review how the invoice will be paid

a. Review how the invoice will be paid:

~**Payment terms**
~**Payment methods**
~**Pay Groups**
~**Pay Alone** check box

Step 3 Match to the Purchase Order

a. Click on the **Match** button

b. Ensure that the PO number appears in the **Num** field.

c. Click on **Find**

d. The matching window will open.

This displays the item lines from the purchase order.

e. **Tick** the **Match** box for **each order line** that you wish to match to the invoice.

f. Compare against the invoice and amend if necessary:

~**Qty invoiced**
~**Unit price**

The default values are from the order.

To match correctly, the quantities and amounts must reflect what appears on the invoice; therefore you may need to overtype some of the fields here.

Note:

If Freight was missed off the original purchase order then you can tick the Freight/Misc box, but only for one of the lines it relates to. You can then prorate the freight once you have completed the match process, which is covered later in the manual.

g.   Click the **Match** button.   You will return to the invoice window ready for the next step.

Step 4   Review Lines, Check Assets and Calculate Tax

a.   Click on the **Lines** tab, and the system will have automatically created the item/s for you, based upon what was entered on the purchase order, with the relevant tax code and description.

It will **not** have calculated VAT.

Tick the **Track As Asset** box if an item is a fixed asset.

b.   If the item is a fixed asset, scroll along to complete the relevant fixed asset fields.

c. **Save** then click **Calculate Tax**. If you want to see the account codes for the item line/s, click on the **All Distributions** button.

If you fail to remember to click the Calculate Tax button your totals will not equal.

d. Click on the **General** tab and check that the total figure isn't in red!

If you have Calculated Tax and the totals still don't agree then this could be due to:

~the invoice relates to more than one order;
~there is an item on the invoice that wasn't on the order e.g. a delivery charge
~there is a tax-rounding error
~the wrong VAT rate was used on the order
~some other mistake

e. Close the distributions window and **validate** the invoice in the normal way via **Actions … 1.**