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Author	KAILAN MOODLEY
Approver	KUMARAN GOVENDER



MACROCOMM GROUP (PTY) LTD FINANCE PROCEDURE

GENERIC SUPPLIER INVOICE LOADING PROCESS

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Document Sign-Off / Approval

This is the formal sign-off for the Generic Supplier Invoice Loading procedure.

Name	Designation	Date	Signature

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1 Procedure Description and Purpose

The purpose of this Generic Supplier Invoice Loading procedure is to enable the Finance department in effectively capturing supplier invoice information on the Sage system so that they ensure they upload the correct information and have it backed up on MG Company (soft copy)

1.1 Description

This is the standard procedure for the Finance department to follow so that there is consistency in capturing supplier invoice information.

1.2 Benefits

The benefit of this procedure is that it will serve as a reference for the Finance Administrator/Accountant (s) and Finance Head to continuously improve the process of capturing supplier invoice information.

1.3 Areas of Responsibility

The Finance Administrator/Accountant (s) are responsible for ensuring that the correct information from the supplier invoice is accurately recorded on the Sage system.

This will ensure that there are no mistakes regarding what is captured on the system.

1.4 Relationship between this Procedure and other Procedures/Processes

This procedure has a direct relationship with the Procurement and Sales procedures

2 Generic Supplier Invoice Loading Procedure Management

2.1 Procedure Objectives and Metrics

2.1.1 Procedure Objectives:

- Capture supplier invoice information on the Sage system

2.1.2 Procedure Metrics:

Each objective of this procedure is measured according to the:

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- information on the supplier invoice matches information on the supplier statement.

2.2 Procedure Owner(s) and Key Stakeholder(s)

2.2.1 Procedure Owner

The procedure owner is the Finance Head to ensure that procedures are adhered to and that the metrics are set as well as met.

2.2.2 Key Stakeholders

The key stakeholders for this procedure are the Finance team and Head, and the Procurement team and Head.

3 Typical Procedure Inputs

The typical procedure inputs are:

3.1 Information or Documents Needed

The following information or documents are necessary for effective measuring and enabling of the Generic Supplier Invoice Loading procedure:

- Supplier Invoice (hard or soft copy)
- Supplier Statement

3.2 Resources Needed

The following resources are needed to support this procedure:

- None

3.3 Personnel Needed

The Finance Administrator/Accountant (s) with access to the Sage system to effectively capture supplier invoice data.

3.4 Preceding Processes/Procedures

Purchase Order Generation process, Generic Ordering process, Generic Stock-in process, Generic Stock-out process, Delivery Upliftment process, Customer Returns (and replacements) process to the Manufacturer.

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4 Typical Procedure Outputs

The following outputs:

4.1 Typical outputs are

- The supplier invoice captured on Sage

4.2 Technical or System

- Sage

4.3 Documents

- Printed supplier invoice with Sage invoice code, supplier code, date processed, and stamp

4.4 Enablement or Operationalisation of Another Process

The Finance Administrator/Accountant (s) to record correct information of supplier invoice to enable payment scheduling and processing.

5 The Generic Supplier Invoice Loading process

5.1 Invoice Receipt

- The Finance Administrator/Accountant receives a copy of the supplier's invoice via email and prints it for processing.

5.2 Invoice Capture in Pastel

- The Finance Administrator/Accountant logs into Pastel and selects the "Process Supplier Invoice" option.
- the relevant supplier is selected from the system.
- in the reference field, the supplier's invoice number is entered for accurate record-keeping.
- the products and/or services listed on the supplier invoice are captured, including the corresponding quantities and amounts.

5.3 Verification

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- Once all line items have been entered, the details are cross-checked against the physical invoice to ensure accuracy and completeness.

5.4 Finalization and Backup

- After verification, the invoice is captured in the system, and the Pastel file is backed up.

6 Risks and Opportunities

6.1 Risks

The following risks have been identified:

RISK	BUSINESS IMPACT	MITIGATION ACTIONS
Allocating the wrong invoice to the wrong supplier.	Subledger balance on Sage will not match supplier statement balance	Ensure that you double check whether you have allocated the correct invoice to the correct supplier subledger.

6.2 Opportunities

The following opportunities table will be used to help improve the procedure and processes to for greater finance efficacies.

OPPORTUNITY	BUSINESS IMPACT	PROCESS/PROCEDURE AMENDMENT, TRAINING REQUIREMENT

7 Support

If there are any queries or problems regarding the Generic Supplier Invoice Loading procedure, contact the Finance Head or Finance Administrator/Accountant (s).