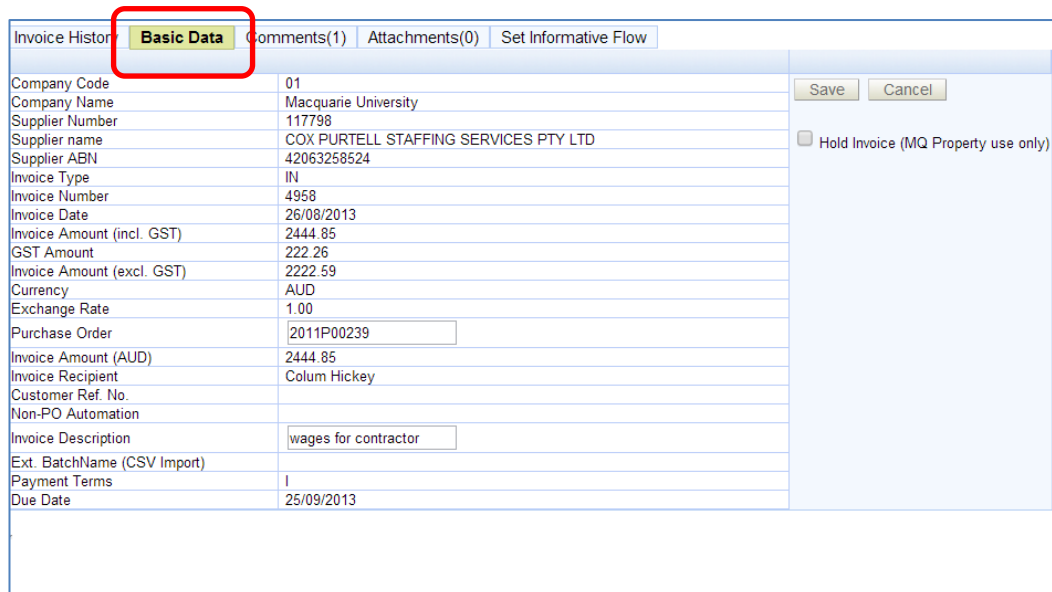


Basic Data Header Alterations

Users of the invoices@mq.edu.au application have minimal capabilities to change header information. All header information about an invoice is located in the **Basic Data** Tab.



Invoice History	Basic Data	Comments(1)	Attachments(0)	Set Informative Flow
Company Code	01			
Company Name	Macquarie University			
Supplier Number	117798			
Supplier name	COX PURTELL STAFFING SERVICES PTY LTD			
Supplier ABN	42063258524			
Invoice Type	IN			
Invoice Number	4958			
Invoice Date	26/08/2013			
Invoice Amount (incl. GST)	2444.85			
GST Amount	222.26			
Invoice Amount (excl. GST)	2222.59			
Currency	AUD			
Exchange Rate	1.00			
Purchase Order	<input type="text" value="2011P00239"/>			
Invoice Amount (AUD)	2444.85			
Invoice Recipient	Colum Hickey			
Customer Ref. No.				
Non-PO Automation				
Invoice Description	<input type="text" value="wages for contractor"/>			
Ext. BatchName (CSV Import)				
Payment Terms	I			
Due Date	25/09/2013			

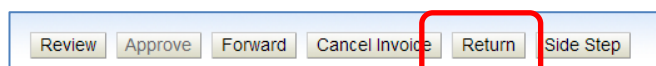
'Basic Data' tab in Invoices

The user is **only** able to enter/change the Purchase Order and the Invoice Description.

Other Changes will need to be completed by the Accounts Payable Team.

Changes that require adjustment of any of the Company Codes, Supplier, Invoice Type, Invoice Date, Invoice Number, Invoice Amount (incl. GST), GST Amount, Invoice Amount (excl. GST) and Payment terms can only be corrected by an Accounts Payable Team member.

The user should select the **Return** icon from the collection of icons at the top of the screen to return the Invoice to Accounts Payable.



Review Approve Forward Cancel Invoice **Return** Side Step

Action icons in Invoices.mq.edu.au

On the Return Screen the user should make sure that **1**, **Send to Master user** (Accounts Payable User) is selected, and they **2**, instruct the Accounts Payable User in the comments section.

Add Comment

250

Comments box in Invoices

User	Date	Description	Comments
Colum Hickey	02/10/2013 14:15:18	Invoice reviewed	->Zoltan Szentirmay
Colum Hickey	02/10/2013 14:15:17	Comment added	Please approve this invoice.
Colum Hickey	02/10/2013 14:13:28	Basic data changed	
Colum Hickey	02/10/2013 14:11:19	Basic data changed	
Colum Hickey	26/09/2013 10:52:24	Order transaction log event	Manually matched
Colum Hickey	26/09/2013 10:50:38	Basic data changed	
Basware Matching	26/09/2013 10:42:05	Invoice has been processed by Matching Service.	Basware Matching
Basware Matching	26/09/2013 10:42:05	Order matching started	Basware Matching
Basware Matching	26/09/2013 10:42:05	Header level order matching failed.	Invoice does not match the rules
Automatic Matching	26/09/2013 10:42:05	Invoice sent to regular flow.	->Colum Hickey
Basware Matching	26/09/2013 10:42:05	Invoice sent to manual processing.	Basware Matching
Basware Matching Service	26/09/2013 10:42:05	Order transaction log event	(2011P00239) Matching the invoice to an order failed [Invoice number: 4958]. Invoice does not match the rules
Basware Matching	26/09/2013 10:42:05	The validation of an order category rule failed.	Invoice field [Invoice Amount (incl. GST), INVOICE_SUM] (2444.85) != 0 Order field [PO Amount, ODA_SUM]
Basware Matching	26/09/2013 10:42:05	Invoice matching status changed by user.	Basware Matching
anyERP Adapter	26/09/2013 10:32:06	Readsoft invoice import	Invoice imported from Readsoft

Selecting confirm and send

Upon completing 1 & 2 the user will select the **Confirm & Send** button.

Contact us

Office of Financial Services
Macquarie University NSW 2109
Building E11A

CRI/COS Provider Number 0000zj