OFFICE OF FINANCIAL SERVICES

invoices@mq.edu.au
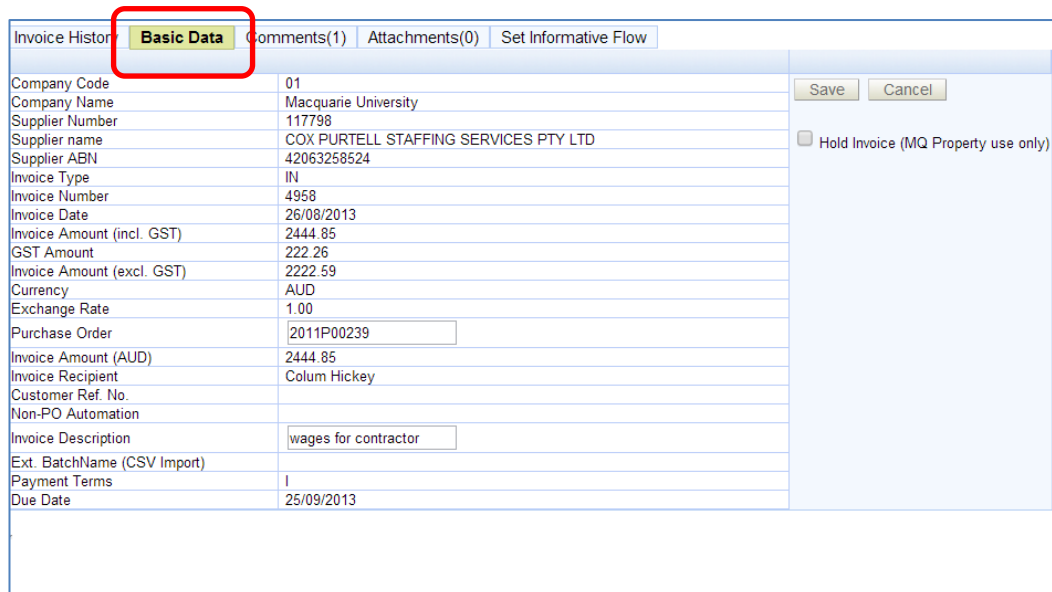**Tips and Traps**

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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.
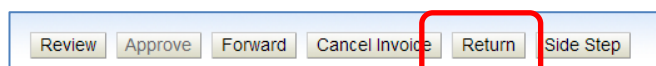

'Basic Data' tab in Invoices

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.

Action icons in Invoices.mq.edu.au

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.

Comments box in Invoices

Selecting confirm and send

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