

Once an invoice has entered Basware a coding task will appear in the reviewers Basware task list. It is the responsibility of the reviewer to enter in the correct coding for each invoice prior to sending the invoices off for approval.

## 1. Coding an invoice

**1.1** Open Basware. From your homepage select the **Tasks** tab or *Click here to view task list* option.

The screenshot shows the Basware homepage. At the top, there is a navigation bar with 'Home', 'Tasks', 'Documents', and 'Invoicing' tabs. The 'Tasks' tab is highlighted with a red box. Below the navigation bar, there is a 'HELLO' section with the text 'You have 4 tasks. Check them out below.' and a list of three tasks, each with a due date and the text 'Invoice: Header review'. A red box highlights a link that says 'Click here to view task list >'. Below this, there is a 'DO YOU WANT TO LEARN MORE?' section with four columns: 'GETTING STARTED', 'USER INTERFACE RENEWAL', 'WHAT'S NEW?', and 'KNOWLEDGE BASE'. Each column has a small image and a brief description. A red box highlights the 'WHAT'S NEW?' column, and an arrow points from a note box to it.

Note: In system training options are available for your use from the home page

## 1.2 Open the invoice from the list, or click **Add coding**.

The screenshot shows a list of four invoices from Flinders University. The first invoice is highlighted with a red box. The 'Add coding' button for this invoice is also highlighted with a red box. The invoice details are as follows:

Invoice ID	Organization	Date	Status	Amount	Action
[Redacted]	Flinders University	02/03/2021	Header review	165.00 AUD GROSS	Add coding
[Redacted]	Flinders University	04/03/2021	Header review	110.00 AUD GROSS	Add coding
[Redacted]	Flinders University	04/03/2021	Header review	165.00 AUD GROSS	Add coding
[Redacted]	Flinders University	05/03/2021	Header review	165.00 AUD GROSS	Add coding

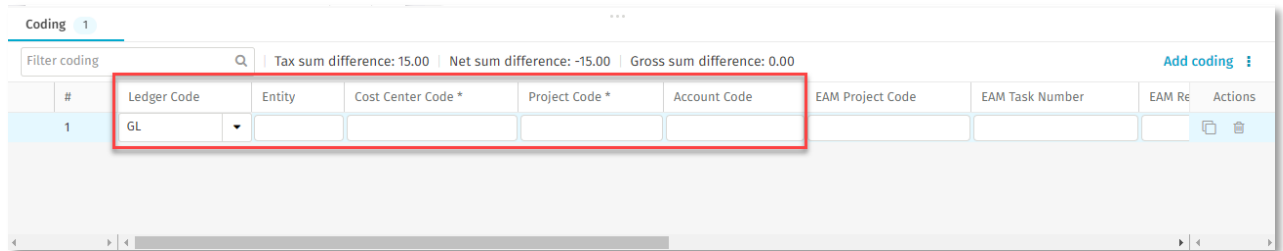
## 1.3 Select **Add coding manually**.

The screenshot shows the detail page for an invoice. The 'Add coding manually' button is highlighted with a red box. The invoice details are as follows:

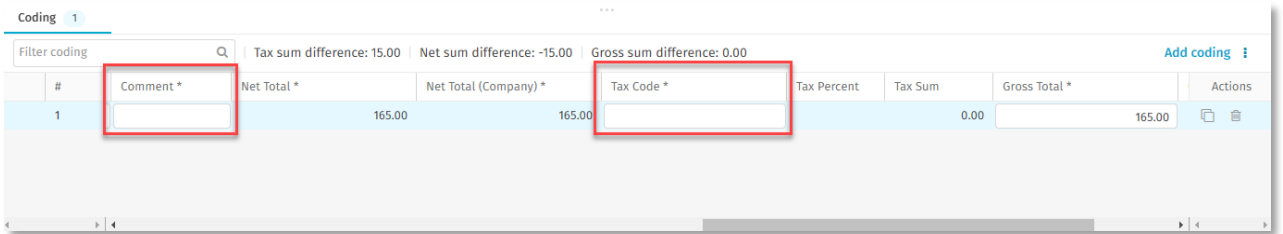
Field	Value
Organization	Flinders University
Invoice type	Expense Invoice
Supplier ABN	[Redacted]
Currency code *	AUD
Invoice date *	24/03/2021
Payment term code *	7, Seven Days
Net total *	150.00
Due date	31/03/2021
Gross total *	165.00
Net total (company) *	150.00
Tax sum	15.00
Gross total (company)	165.00

At the bottom of the page, the 'Smart coding' section is visible. The 'Add coding manually' button is highlighted with a red box.

**1.4** Enter the details of the coding, scroll along to complete the required fields: **Ledger Code, Entity, Cost Centre Code, Project Code, Account Code, Comment, Tax Code**. Note: if the invoice is being coded for Capital Works, choose 'CW' in the **Ledger Code** field and then use the EAM fields.

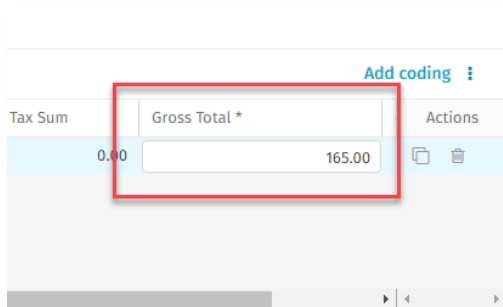


#	Ledger Code	Entity	Cost Center Code *	Project Code *	Account Code	EAM Project Code	EAM Task Number	EAM Re	Actions
1	GL								



#	Comment *	Net Total *	Net Total (Company) *	Tax Code *	Tax Percent	Tax Sum	Gross Total *	Actions
1		165.00	165.00			0.00	165.00	

**1.5** If the invoice is to be coded across multiple cost centres or account numbers, change the Gross Total from the full value to the actual value for the first coding line. If single line coding only applies, do not amend the gross total, complete the next step then skip to step 1.8.



Tax Sum	Gross Total *	Actions
0.00	165.00	

**1.6** For multiple coding lines, click **Add Coding** to enter a new line of coding. Or, click the copy icon to copy over the previous line and make the change to the required field/s. Note the invoice has not balanced.

Coding 1

Filter coding  Tax sum difference: 5.91 | Net sum difference: 59.09 | Gross sum difference: 65.00 Add coding

#	al *	Net Total (Company) *	Tax Code *	Tax Percent	Tax Sum	Gross Total *	Gross Total (Company) *	Actions
1	90.91	90.91	C	10	9.09	100.00	100.00	

**1.7** Complete the coding for the remaining coding lines, ensuring the **Gross Total** has been amended to the correct value. Note: the remaining balance will prepopulate for each additional coding line. Any previous coding lines will appear at the bottom of the coding fields..

Coding 2

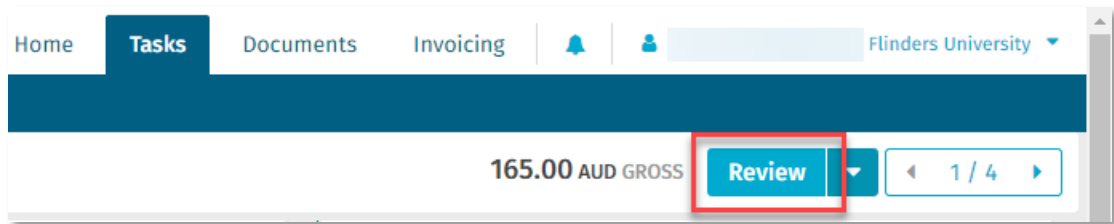
Filter coding  Tax sum difference: 0.00 | Net sum difference: 0.00 | Gross sum difference: 0.00 Add coding

#	al *	Net Total (Company) *	Tax Code *	Tax Percent	Tax Sum	Gross Total *	Gross Total (Company) *	Actions
1	59.09	59.09	C	10	5.91	65.00	65.00	
2	90.91	90.91	C	10	9.09	100.00	100.00	

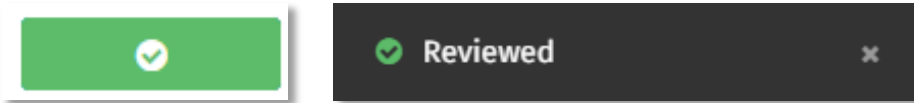
**1.8** Once all coding lines have been entered, check the coding you have entered is correct and click **Save**.

165.00 GROSS | 150.00 NET Cancel Save

- 1.9** When all coding lines are completed. Click **Review** to automatically send the invoice to the approver for payment. In some instances, there may be a need to manually select a different Basware user to code an invoice. See step 2.1 – 2.3 to manually select a different Basware user.,

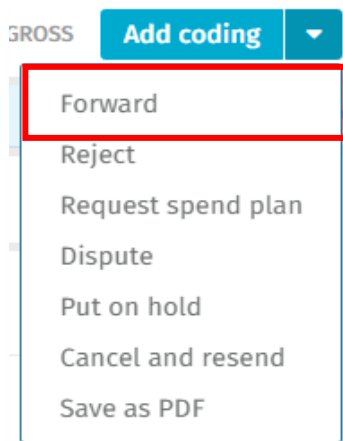


- 1.10** Once review has been selected, if your invoice automatically goes for approval you will see the below green tick and reviewed icons appear. In some instances, there may be a need to manually select a Basware user to approve an invoice. See step 3.1 – 3.3 to manually select a different Basware user. .

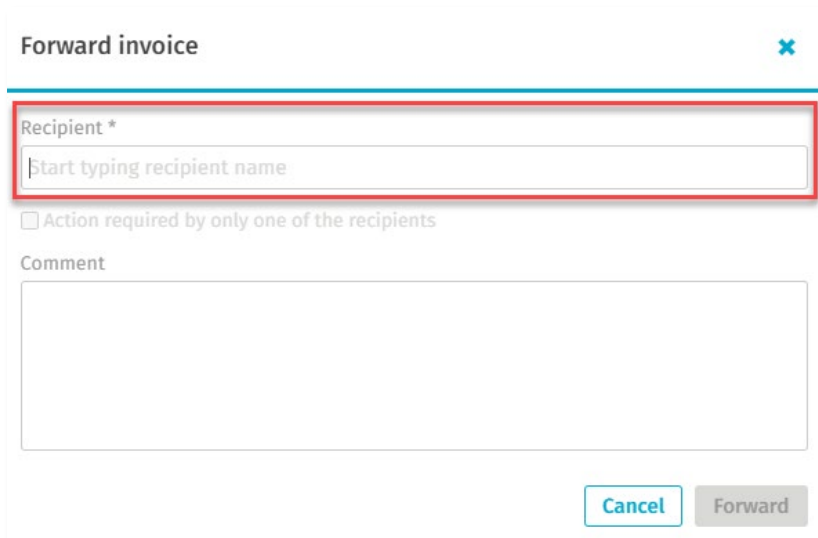


## 2. Forward coding task to a different Basware user

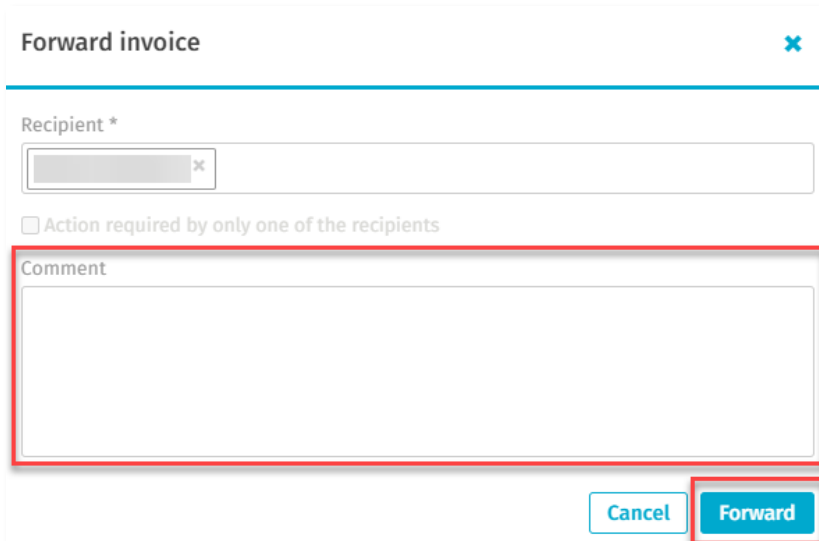
- 2.1** In this instance you are required to forward the **coding task** to a specific person manually, on the actual invoice click on the down arrow next to review and select **Forward**.



- 2.2** The Forward invoice pop up window will appear. Enter the **Recipient** (person to forward the invoice to). Note: A group or multiple people can be entered here. If this is the case, you may tick the underlying box 'Action required by only one of the recipients'

A screenshot of a 'Forward invoice' pop-up window. The window has a title bar with 'Forward invoice' and a close button (X). The main content area contains a text input field labeled 'Recipient \*' with a placeholder text 'start typing recipient name'. Below this field is a checkbox labeled 'Action required by only one of the recipients'. There is also a 'Comment' section with a large text area. At the bottom right, there are two buttons: 'Cancel' and 'Forward'.

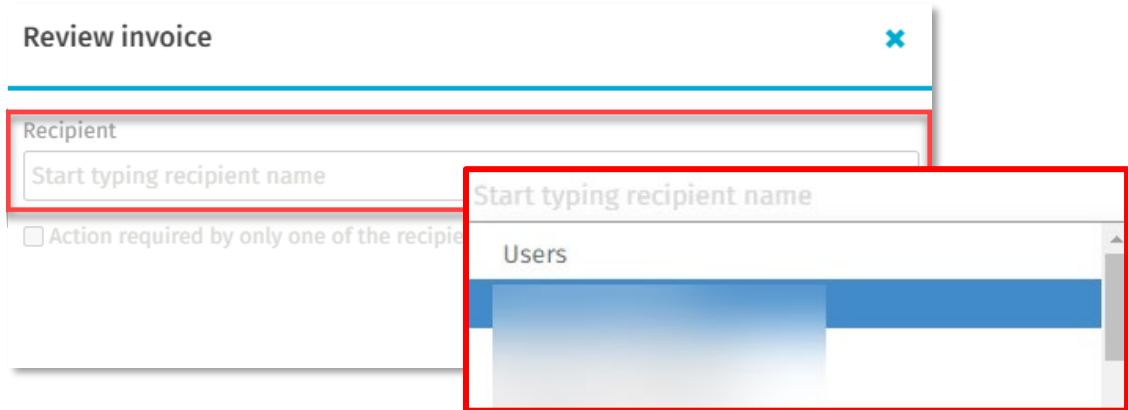
**2.3** Enter a meaningful comment for the next person if required, then select **Forward**.



**2.4** The invoice will then be removed from your task list and the next invoice task will appear. When all tasks are complete, the 'tasks completed, have a nice day' message will appear.

### 3. Forward to a different Approver

- 3.1** In the instance the invoice does not automatically go for approval, you will need to select the **Recipient** for approval. Enter in the approvers name and select from the list produced.



Review invoice

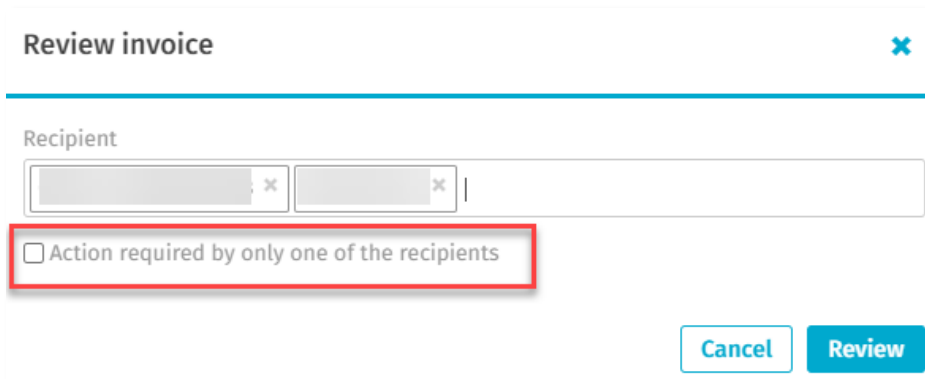
Recipient

Start typing recipient name

Action required by only one of the recipients

Users

- 3.2** If there is more than one requested approver selected, Tick **Action required by only one of the recipients** so only one approver is required.



Review invoice

Recipient

Action required by only one of the recipients

Cancel Review

- 3.3** Select **Review**. This moves the invoice from your task list to the approver's.



Cancel Review

*This ends the process.*