Purchase Order coding in Basware

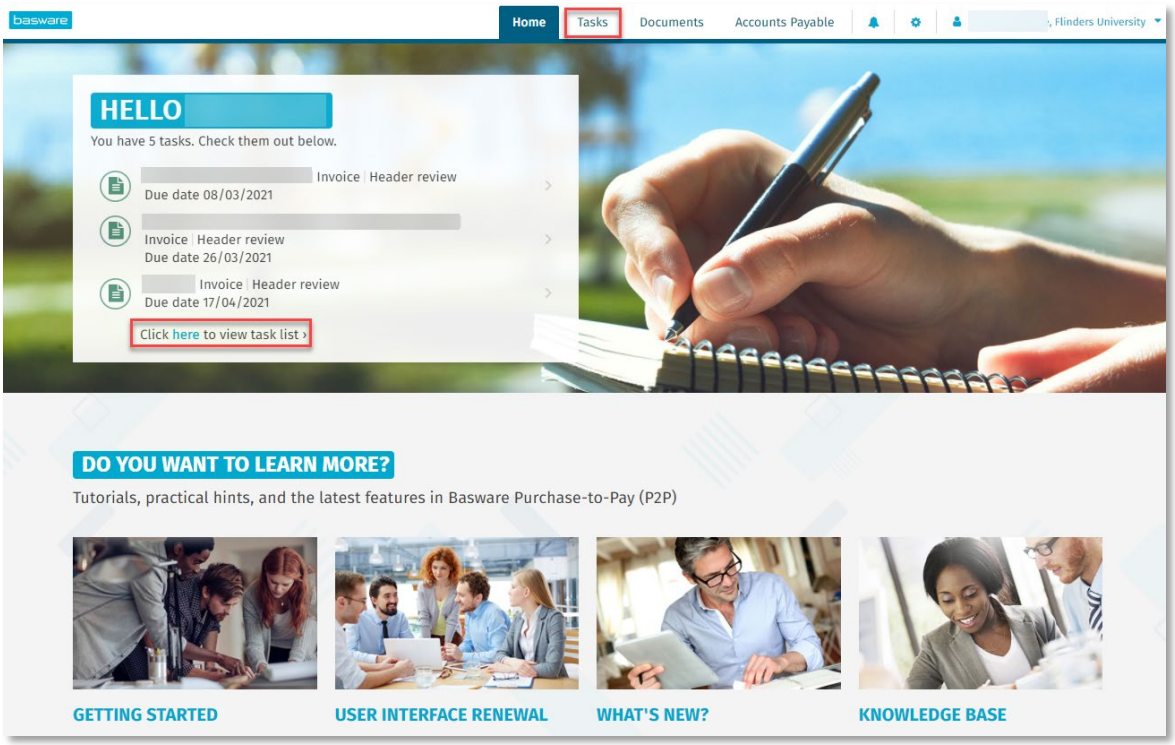
Purchase orders will be created in Tech One and related invoices processed in Basware in all instances. This is to aid in the matching of a purchase order to an invoice to then flow through to the TechOne system.

There are two different types of processes for Purchase Orders in Basware. The first is full matching for review only and the second is partial matching which then requires some additional coding.

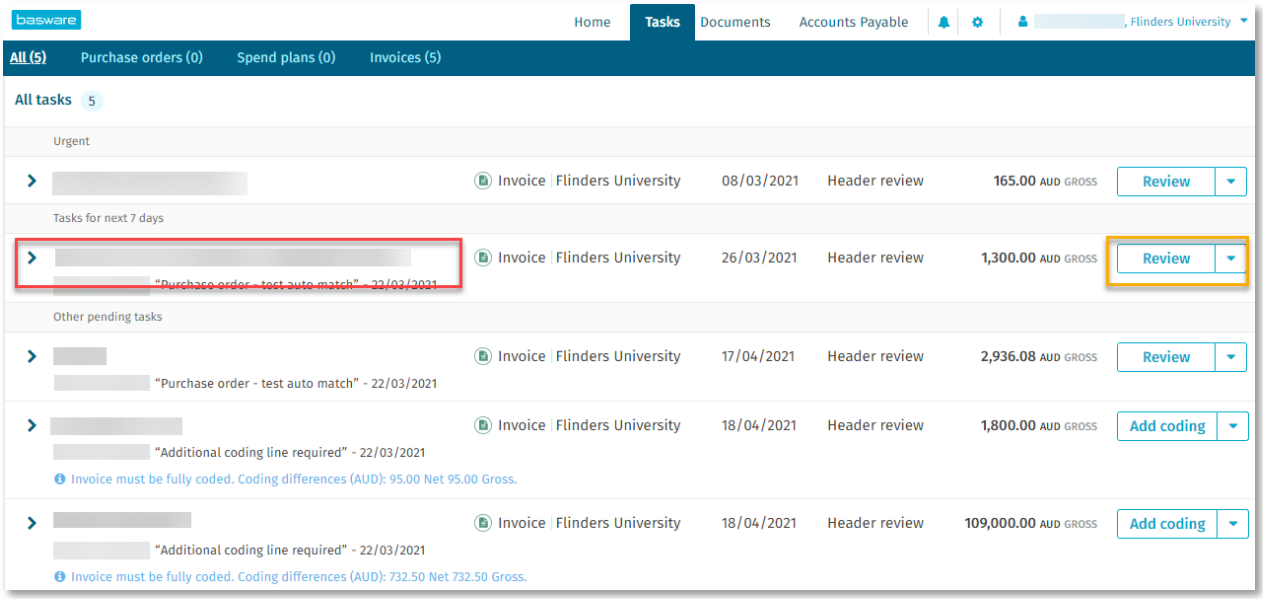
1. Coding Purchase Order invoices – Full matching

When a purchase order or related invoice arrives in your task list in Basware to code, complete the following.

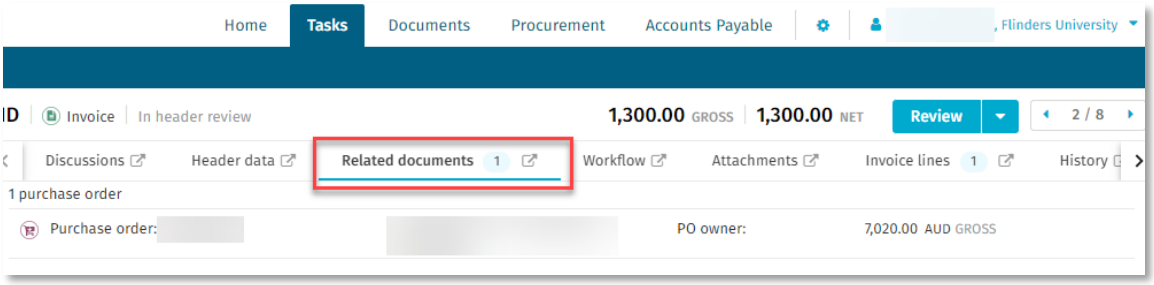
1.1 Open your ***Tasks*** from either the tab at the top of the screen of by clicking under the items listed under “Hello”



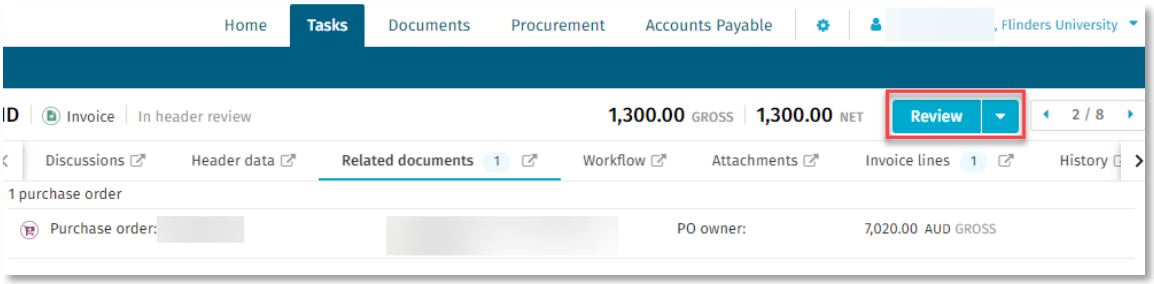
1.2 When a purchase order invoice comes into your tasks list, the status will automatically be in 'review'. Click on the ***Invoice***.



1.3 Open the ***Related Documents*** tab. Ensure you check the Purchase Order information is true and correct against the invoice.



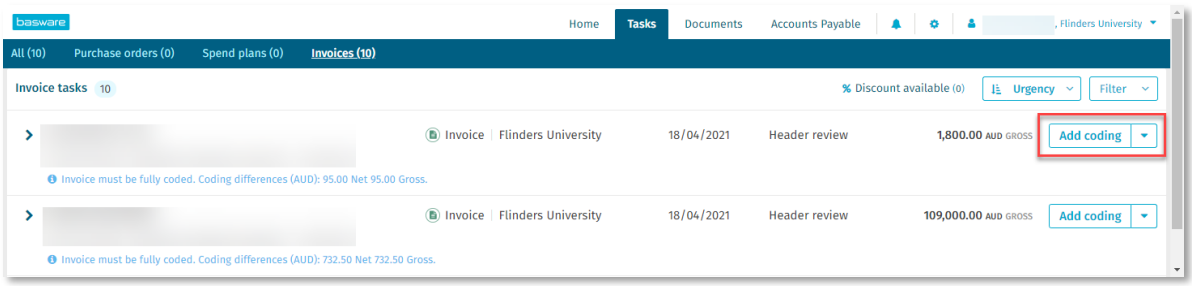
1.4 Click ***Review*** to send for payment. Note: there is no approval step on Purchase Orders in Basware as this has already occurred in TechOne.



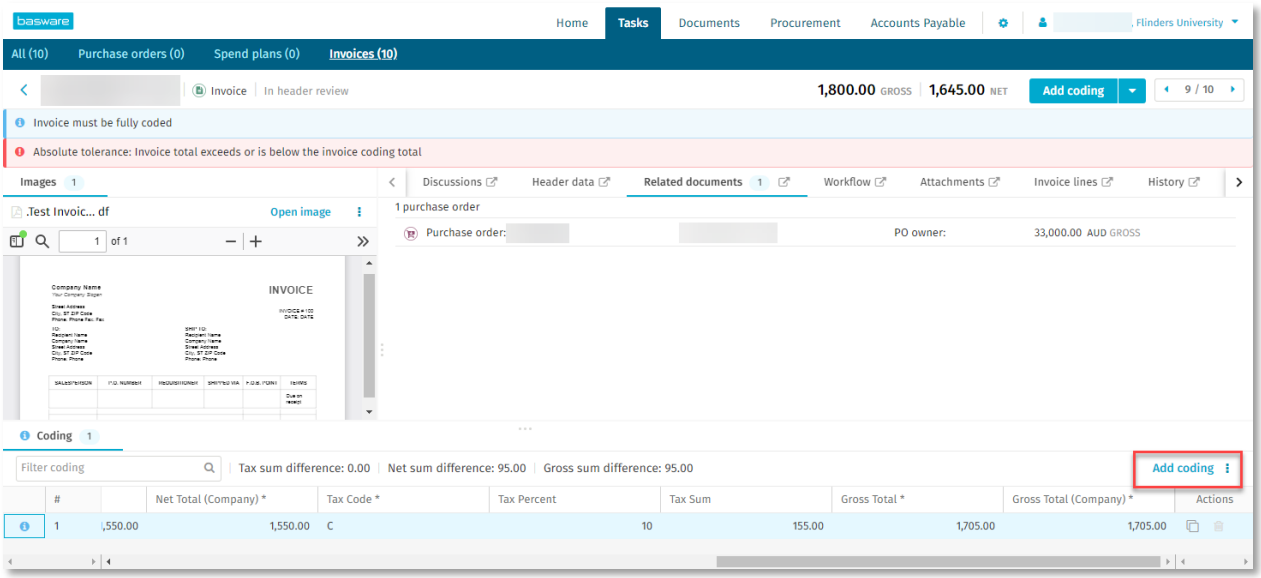
1.5 The invoice ***Reviewed*** pop up success window will appear. The next invoice in your task list will then show.

2. Coding Purchase Order invoices – Partial matching

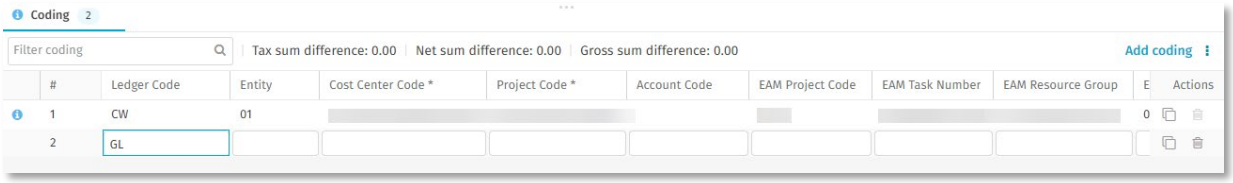
2.1 Where a Purchase Order invoice requires additional coding, select the invoice or ***Add coding*** from your task list. ***Note:*** Where an invoice requires additional coding, further financial approval for the whole value of the invoice is required.



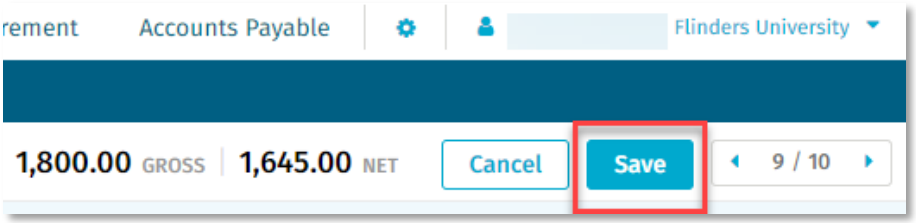
2.2 An error will appear advising the invoice total exceeds, or is below the invoice coding total. Click ***Add coding***.



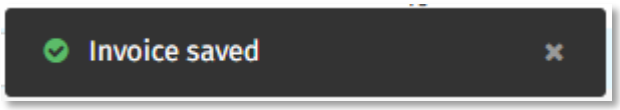
2.3 Complete the coding requirements ensuring the following fields are entered: ***Ledger Code, Entity, Cost Centre Code, Project Code, Account Code, Comment, Tax Code***. Note: if the invoice is being coded for Capital Works, choose 'CW' in the ***Ledger Code*** field and then use the EAM fields.



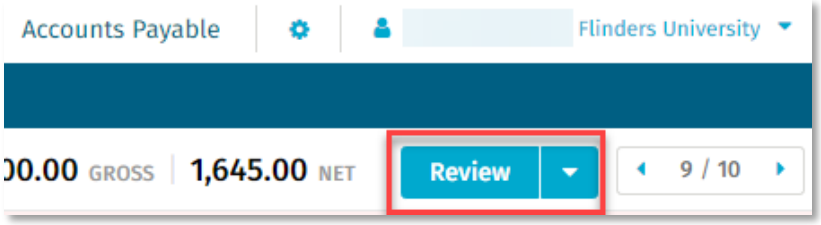
2.4 Click ***Save***.



2.5 The ***Invoice saved*** pop up window will appear.



2.6 Click ***Review*** to send for approval***. Note:*** if no supervisory delegation is set, you will need to forward to the relevant delegate for approval.



This ends the process, your next invoice will appear from your task list.