

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 or by clicking under the items listed under “Hello”

The screenshot shows the Basware web application interface. At the top, there is a navigation bar with tabs: Home, **Tasks** (highlighted with a red box), Documents, and Accounts Payable. To the right of the navigation bar are icons for notifications, settings, and user profile, along with the text 'Flinders University'. Below the navigation bar is a large banner image of hands writing in a notebook. On the left side of the banner, there is a 'HELLO' notification box that says 'You have 5 tasks. Check them out below.' and lists three tasks: 'Invoice | Header review' with due dates 08/03/2021, 26/03/2021, and 17/04/2021. A red box highlights a link that says 'Click here to view task list >'. Below the banner, there is a section titled 'DO YOU WANT TO LEARN MORE?' with the text 'Tutorials, practical hints, and the latest features in Basware Purchase-to-Pay (P2P)'. This section contains four image-based links: 'GETTING STARTED', 'USER INTERFACE RENEWAL', 'WHAT'S NEW?', and 'KNOWLEDGE BASE'.

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

The screenshot shows the 'Tasks' tab in Basware. The 'All tasks' section displays a list of tasks. The second task, 'Purchase order - test auto match' dated 26/03/2021, is highlighted with a red box. Its 'Review' button is highlighted with a yellow box. Other tasks include 'Purchase order - test auto match' dated 17/04/2021 and 'Additional coding line required' dated 22/03/2021.

Task	Date	Status	Amount	Action
Purchase order - test auto match	08/03/2021	Header review	165.00 AUD GROSS	Review
Purchase order - test auto match	26/03/2021	Header review	1,300.00 AUD GROSS	Review
Purchase order - test auto match	17/04/2021	Header review	2,936.08 AUD GROSS	Review
Additional coding line required	18/04/2021	Header review	1,800.00 AUD GROSS	Add coding
Additional coding line required	18/04/2021	Header review	109,000.00 AUD GROSS	Add coding

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

The screenshot shows the 'Documents' tab in Basware. The 'Related documents' section is highlighted with a red box. It shows a list of documents related to the invoice, including a purchase order with a value of 7,020.00 AUD GROSS.

Document	Value
Purchase order	7,020.00 AUD GROSS

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.

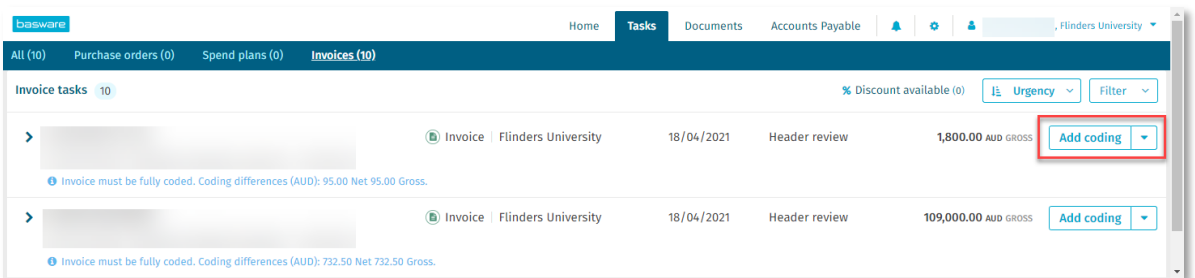
The screenshot shows the 'Documents' tab in Basware. The 'Review' button is highlighted with a red box. It is located next to the invoice details, which show a value of 1,300.00 GROSS and 1,300.00 NET.

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

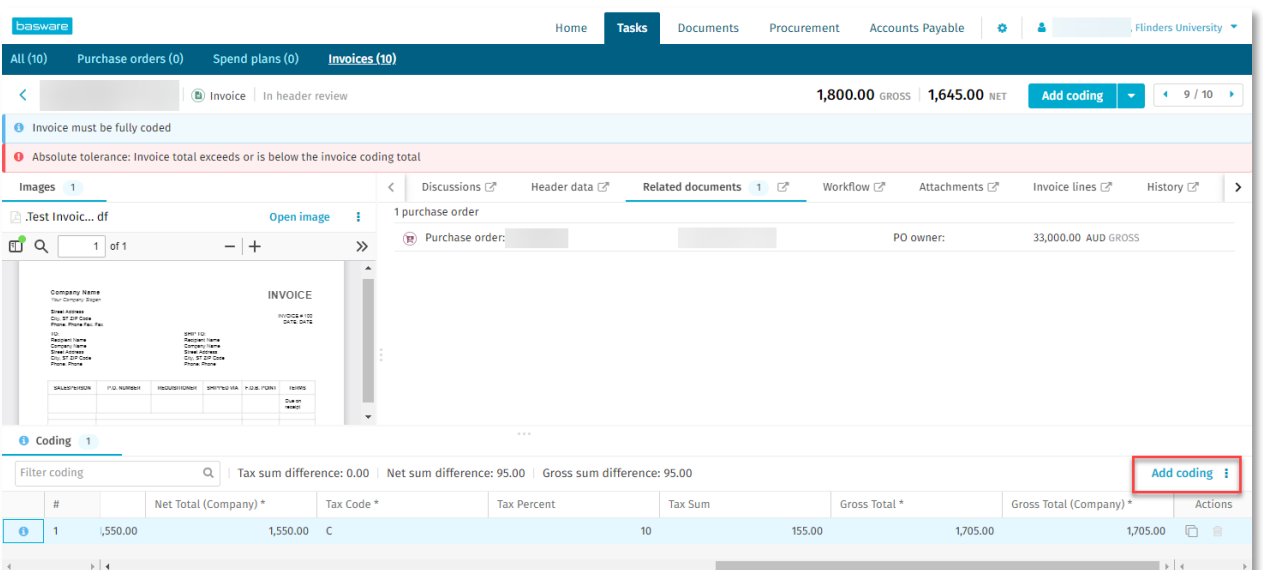


## 2. Coding Purchase Order invoices – Partial matching

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.

#	Ledger Code	Entity	Cost Center Code *	Project Code *	Account Code	EAM Project Code	EAM Task Number	EAM Resource Group	E	Actions
1	CW	01							0	
2	GL									

**2.4** Click **Save**.

1,800.00 GROSS | 1,645.00 NET Cancel Save 9 / 10

**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.

00.00 GROSS | 1,645.00 NET Review 9 / 10

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