



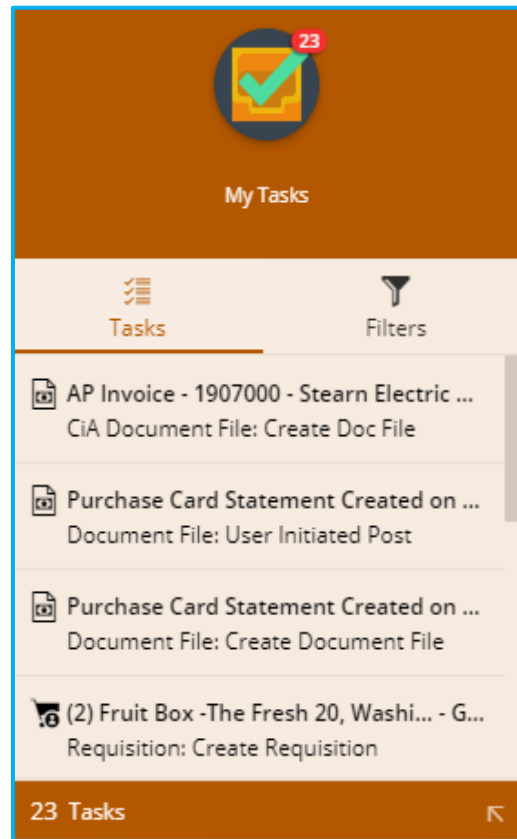
Accounts Payable

Coding an Invoice without a Purchase Order

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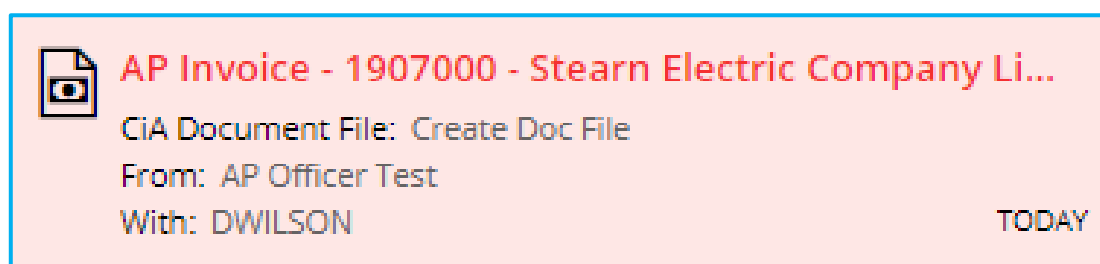
Accessing the Invoice

1. Log in to OneFinance
2. On the Home page, click on the [My Tasks](#) function tile, which will display your pending tasks list
3. An email notification will be sent when a new invoice, known as a CIA document, is added to OneFinance for your attention. This will arrive in a format like [this](#) and it is possible to access the transaction directly from the email



4. All pending items will appear on the left hand side of the screen. Click the relevant item, which in this case will be labelled **AP Invoice**

In this example AP Invoice 1907000 from Stearn Electric Company has been selected



In the centre of the page, the **Summary** displays important information

AP Invoice - 1907000 - Stearn Electric Company Limited - Budget Holder L S E GBP 1,560.00 Submit for Approval

- Summary
 - Task Description: Create Doc File
 - Assigned to: Dor Wilson
 - Received: 12-Jul-2019 11:19:14
- Process View
- Details
- Workflow Information
 - Process: Copy(1) of CiA Document File Workflow
 - Originator: AP Officer Test

5. If the **Details** section is not open, click on the [Details](#) link to display it

6. To open the invoice, click on the red **Invoice No.** link in the **Documents** section

Documents

[Invoice No. 190701-02](#) GBP 1,320.00

AP10 - 10020 - Stearn Electric Company Limited GBP 0.00 (EX)

Budget Holder Name: AP10 - 10020 - Stearn Electric Company Limited Centre/Dept/Div/Inst.:

Date: 01-Jul-2019 Due Date: 31-Jul-2019

[Attachments](#) 1



Warnings may appear to let you know that the applicable account information must be entered to make the invoice balance before it can be submitted to Accounts Payable to process.

2 WARNINGS

- ⚠ Documents must balance for Tax Inclusive Amount (e.g. Debits must equal Credits).
- ⚠ Document is out of balance. Please balance the document amounts before submitting it for processing.

A warning is displayed in the **Document Details** tile that the invoice is “Out Of Balance” that is, not all the costs are yet allocated to an account code.

Document Details

Total	1,560.00
Exclusive	0.00
VAT	0.00
Variance	1,560.00

OUT OF BALANCE

7. The invoice opens in the **Document Details** tile and displays basic header information entered by Accounts Payable

Document Details

Total 1,320.00
 Exclusive 0.00
 VAT 0.00
 Variance 1,320.00
OUT OF BALANCE

Document Details

Invoice No. 190701-02 Date 01-Jul-2019 Period 8
 Ledger P1 Creditor No. 10020 Stearn Electric Company... Inclusive
 Invoice Amount 1,320.00
 Exclusive 0.00
 VAT 0.00
 Narrative Budget Holder Name Centre/Dept/Div/Inst.
 Due Date 31-Jul-2019 VAT

Accounting Entries
 No records found.

Ledger	Account Number	Description	VAT Code	Inclusive	Exclusive	VAT	Narrative
--------	----------------	-------------	----------	-----------	-----------	-----	-----------

- On the right a natural view of the invoice is displayed
- To switch between natural view and a viewing the supplier's invoice, use the tabs at the bottom of the screen

SUSPENDED

Total 1,560.00

Stearn Electric Company Limited (10020)
 UNIT 11 CRAFTFIELDS
 INDUSTRIAL PARK MAIN ROAD
 ORPINGTON
 KENT BR3 3HP

Invoice No. 1907000
 Date 01-Jul-2019
 Period 8
 Due Date 31-Jul-2019

Narration
 Budget Holder L S E

Account	Order Details	Exclusive	VAT	Inclusive
		0.00		
		0.00		
				1,560.00

Terms
 30 days from invoice date.

Natural View Stearn Invoice July....

Stearn Invoice July.pdf

Stearn Electrical Co Ltd
 Unit 8, Pacific Avenue
 WS10 7WJ Wednesbury
 West Midlands England
 Phone 0121 530 5550 Fax 0121 530 5551

STEARN
 Your Other Warehouse

INVOICE NO. 1907000 DATE: 1 JULY 2019


BILL TO SHIP TO INSTRUCTIONS
 Budget Holder Bill To address
 School Area
 London School of Economics
 Houghton Street
 London
 WC2A 2AE


QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
10	Dimplex Humidifier	110.00	1100.00
5	Downflow Heater	40.00	200.00

SUBTOTAL 1300.00
 VAT 260.00
 POSTAGE & PACKAGING 0.00
TOTAL 1560.00

Natural View Stearn Invoice July....


- In this example click on the “Stearn Invoice” button to view the supplier invoice
- Click on the “Natural View” to return to natural view

 Stearn Invoice.pdf

 Natural View


Coding the Invoice

If you are satisfied with the contents of the invoice, it can be coded and submitted to the approval pool.

1. Click on the  button
2. To enter the line details of the invoice, click the + in the **Accounting Entries** section

A blank row is revealed for you to enter the first line of accounting information from the invoice

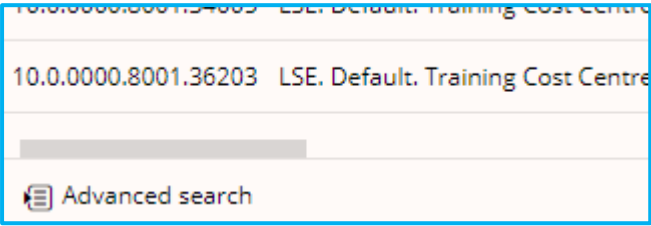
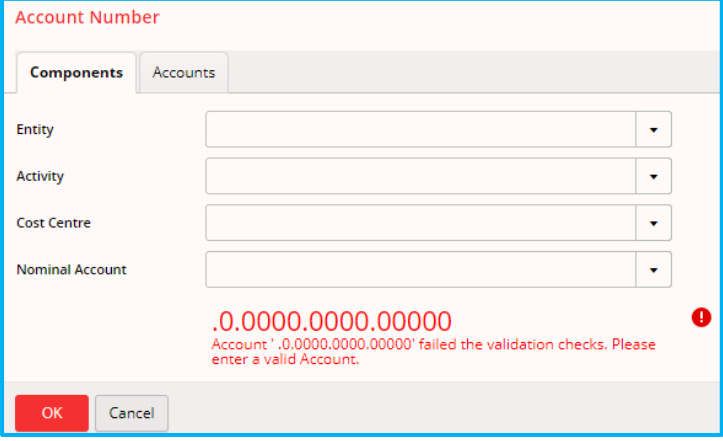
Accounting Entries

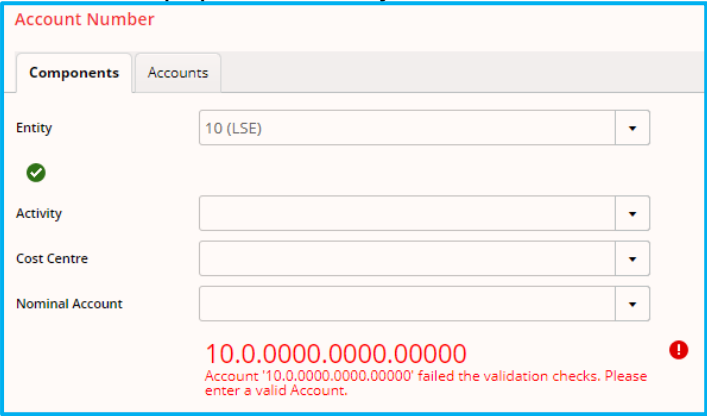
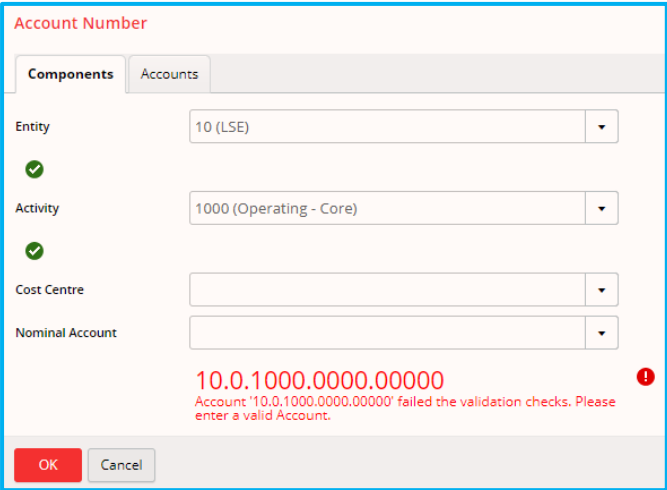
+  > No records found.

Ledger	Account Number	Description	VAT Code	Inclusive	Exclusive	VAT	Narrative	Narrative (line 2)	Narrative (line 3)
				0	0	0	Budget Holder	L S E	STEARN ELECTRIC

3. Complete the following fields:

Field	Value												
Ledger	<ul style="list-style-type: none"> • Click on the down arrow in the Ledger field • Click on the applicable option <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="color: red; margin: 0;">Ledger</p> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Search"/> Retrieve Clear </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 15%;">Selection Code</th> <th style="width: 20%;">Short Description</th> <th style="width: 30%;">Description</th> <th style="width: 35%;">Status</th> </tr> </thead> <tbody> <tr> <td style="color: red;">GL</td> <td>General Ledger</td> <td>General Ledger</td> <td>Active</td> </tr> <tr> <td style="color: red;">PJ</td> <td>Project Ledger</td> <td>Project Ledger</td> <td>Active</td> </tr> </tbody> </table> <p style="margin-top: 5px;">The field is populated with your selection</p> </div>	Selection Code	Short Description	Description	Status	GL	General Ledger	General Ledger	Active	PJ	Project Ledger	Project Ledger	Active
Selection Code	Short Description	Description	Status										
GL	General Ledger	General Ledger	Active										
PJ	Project Ledger	Project Ledger	Active										

Field	Value
Account Number	<p>A GL Account Number field is comprised of 4 elements to code an invoice</p> <ul style="list-style-type: none"> • Entity • Activity • Cost Centre • Nominal Account <p>Choose the applicable option for each element</p> <p>A PJ Account Number is comprised of 6 elements to code an invoice:</p> <ul style="list-style-type: none"> • Project • Project Type • Project/Budget Group • Project/Fund Source • Project/Cost Centre • Nominal Account <p>In the example, an invoice with a GL Account Number is coded, however, the process is similar for coding a PJ invoice</p>
Account Number: Entity	<p>Click on the down arrow in the Account Number field</p> <p>Click on the Advanced search link</p>  <p>The Account Number box is displayed</p> 

Field	Value
	<p>Note: The Account Number is checked by the system and is displayed in red until validated that it is correctly entered</p> <p>Click on the down arrow in the Entity field and choose the applicable option – it is most likely to be 10 - LSE. The field is populated with your selection like the example shown</p> 
<p>Account Number: Activity</p>	<p>Click on the down arrow in the Activity field and choose the applicable option.</p> <p>The field is populated with your selection like the example shown</p> 

Field	Value																																												
<p>Account Number: Cost Centre</p>	<p>Click on the down arrow in the Cost Centre field.</p> <p>As there are a several hundred cost centres, to speed up your selection, click on the Advanced search link to perform a keyword search.</p> <div style="border: 1px solid #00a0e3; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">1003</td><td style="padding: 2px;">Accounting - Academic Activity</td></tr> <tr><td style="padding: 2px;">1004</td><td style="padding: 2px;">Accounting - Administration</td></tr> <tr><td style="padding: 2px;">1005</td><td style="padding: 2px;">CARR</td></tr> <tr><td style="padding: 2px;">1006</td><td style="padding: 2px;">Anthropology - Academic Activity</td></tr> <tr><td colspan="2" style="padding: 2px;"> </td></tr> <tr><td colspan="2" style="padding: 2px;"> Advanced search</td></tr> </table> </div> <p>In the example a keyword search for “finance” has been performed</p> <div style="border: 1px solid #00a0e3; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Cost Centre ✕</p> <p style="margin: 0;">finance <input style="width: 100px; border: none; border-bottom: 1px solid #ccc;" type="text"/> <input style="font-size: 0.8em; vertical-align: middle;" type="submit"/></p> <p style="margin: 0;">🔍 1 - 7 of 7 records. ⋮</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 15%;">Cost Centre</th> <th style="width: 20%;">Short Name</th> <th style="width: 40%;">Account Name</th> <th style="width: 25%;">Account Name 2</th> </tr> </thead> <tbody> <tr><td style="color: red;">1035</td><td>Finance - Acade</td><td>Finance - Academic Activity</td><td></td></tr> <tr style="background-color: #f2f2f2;"><td style="color: red;">1036</td><td>Finance - Admin</td><td>Finance - Administration</td><td></td></tr> <tr><td style="color: red;">1040</td><td>EMSc - Finance</td><td>EMSc - Finance</td><td></td></tr> <tr style="background-color: #f2f2f2;"><td style="color: red;">1241</td><td>Finance, Due Di</td><td>Finance, Due Diligence and Office Management</td><td></td></tr> <tr><td style="color: red;">1301</td><td>Finance Discret</td><td>Finance Discretionary</td><td></td></tr> <tr style="background-color: #f2f2f2;"><td style="color: red;">8007</td><td>Finance</td><td>Department of Finance</td><td>Training 7</td></tr> <tr><td style="color: red;">8017</td><td>Finance Divisio</td><td>Finance Division</td><td>Training 17</td></tr> </tbody> </table> </div> </div> <p>Click on your selection and the field is populated with your selection like the example shown</p> <div style="border: 1px solid #00a0e3; padding: 5px; margin: 10px 0;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Account Number</p> <p style="margin: 0;">Components Accounts</p> <p style="margin: 5px 0;">Entity <input style="width: 150px;" type="text" value="10 (LSE)"/> <input type="button" value="v"/></p> <p style="margin: 5px 0;"><input checked="" type="checkbox"/> Activity <input style="width: 150px;" type="text" value="1000 (Operating - Core)"/> <input type="button" value="v"/></p> <p style="margin: 5px 0;"><input checked="" type="checkbox"/> Cost Centre <input style="width: 150px;" type="text" value="8017 (Finance Division)"/> <input type="button" value="v"/></p> <p style="margin: 5px 0;"><input checked="" type="checkbox"/> Nominal Account <input style="width: 150px;" type="text"/></p> <p style="margin: 10px 0; color: red; font-size: 0.8em;">10.0.1000.8017.00000 ! Account '10.0.1000.8017.00000' failed the validation checks. Please enter a valid Account.</p> </div> </div>	1003	Accounting - Academic Activity	1004	Accounting - Administration	1005	CARR	1006	Anthropology - Academic Activity			Advanced search		Cost Centre	Short Name	Account Name	Account Name 2	1035	Finance - Acade	Finance - Academic Activity		1036	Finance - Admin	Finance - Administration		1040	EMSc - Finance	EMSc - Finance		1241	Finance, Due Di	Finance, Due Diligence and Office Management		1301	Finance Discret	Finance Discretionary		8007	Finance	Department of Finance	Training 7	8017	Finance Divisio	Finance Division	Training 17
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8017	Finance Divisio	Finance Division	Training 17																																										

Account Number:
Nominal

Nominal codes are the equivalent to expense codes, i.e. denoting the type of expenditure. A full list of nominals can be found [here](#)

Click on the down arrow in the **Nominal Account** field.

Like the Cost Centre field, there are a several hundred nominal accounts, and so to speed up your selection, click on the **Advanced Search** link to perform a keyword search.

In the example a keyword search for “office” has been performed

Nominal Account	Short Name	Account Name	Account Name 2	Data Entry Status
36213	Office Consumab	Office Consumables		Active
36215	Office Equipmen	Office Equipment		Active
37504	Office Moves	Office Moves		Active
57401	Office Equipmen	Office Equipment - Asset Control		Active
57402	Office Equipmen	Office Equipment - Accumulated Depreciation		Active
57403	Office Equipmen	Office Equipment - Work in Progress		Active
60312	Company Credit	Company Credit Card - Post Office Visa		Active
72005	Accumulated Imp	Accumulated Impairment - Office Equipment		Active
75005	Asset Revaluati	Asset Revaluation Reserve - Office Equipment		Active

Click on your selection and the field is populated like the example shown. **Please note that invoices relating to employment services must be coded to either 31001 Agency Temps, 31002 Catering Agency Temps OR 31003 Self Employed Suppliers and Consultants.** Codes starting '30' should not be used, these are for LSE payroll only.

Account Number

Components Accounts

Entity: 10 (LSE) ✓

Activity: 1000 (Operating - Core) ✓

Cost Centre: 8017 (Finance Division) ✓

Nominal Account: 36215 (Office Equipment) ✓

10.0.1000.8017.36215 ✓

OK Cancel

Note: An Account Number that is displayed in green indicates it is correctly entered

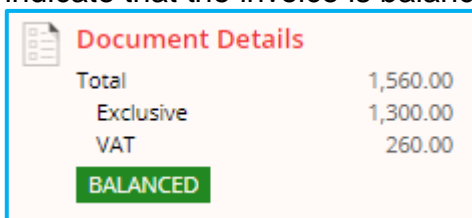
Click on the  button

Field	Value																								
	<p>Note: A warning is displayed if you do not have security access (ie. viewing rights) to a given Cost Centre. The invoice can still be submitted and it will then be sent to the relevant approval pool.</p> <div style="border: 1px solid #00a0e3; padding: 10px; margin: 10px 0;"> <p style="color: #e91e63; margin: 0;">Account Number</p> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Components Accounts </div> <p>Entity <input type="text" value="10 (LSE)"/></p> <p>✓</p> <p>Activity <input type="text" value="1000 (Operating - Core)"/></p> <p>✓</p> <p>Cost Centre <input type="text" value="1007 (Anthropology - Administration)"/></p> <p>✓</p> <p>Nominal Account <input type="text" value="36215 (Office Equipment)"/></p> <p>✓</p> <p style="text-align: center; color: #e91e63; font-weight: bold; font-size: 1.2em;">10.0.1000.1007.36215</p> <p style="text-align: center; color: #e91e63; font-size: 0.8em;">You do not have Ledger security access to this account</p> </div>																								
Description	This field is auto-populated from the Account Number entered and cannot be changed.																								
VAT Code	<p>In the majority of cases, invoices will reflect VAT at the standard rate (20%) and therefore the default VAT (P1 in most cases) must not be changed.</p> <p>In the event that different rates apply for the invoice, this will require separate lines to be entered for each tax rate which will be detailed on the invoice:</p> <ul style="list-style-type: none"> • Select Z (Zero Rated) for the amount which has nil VAT. • Select P1 for the amount that attracts standard VAT. 																								
<p>The example below illustrates zero rate and standard rate VAT on a single invoice</p> <div style="border: 1px solid #00a0e3; padding: 10px; margin: 10px 0;"> <p>Accounting Entries</p> <p>+ 🔍 > 1 - 2 of 2 records.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Ledger</th> <th>Account Number</th> <th>Description</th> <th>VAT Code</th> <th>Inclusive</th> <th>Exclusive</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>GL</td> <td>10.0.0000.1253.33002</td> <td>Accommodation - Overseas</td> <td style="border: 2px solid red;">Z</td> <td style="text-align: right;">354.33</td> <td style="text-align: right;">354.33</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>GL</td> <td>10.0.0000.1253.31310</td> <td>Annual Department, Centre and Division...</td> <td>P1</td> <td style="text-align: right;">90.79</td> <td style="text-align: right;">75.66</td> <td style="text-align: right;">15.13</td> </tr> </tbody> </table> </div>			Ledger	Account Number	Description	VAT Code	Inclusive	Exclusive	VAT	<input type="checkbox"/>	GL	10.0.0000.1253.33002	Accommodation - Overseas	Z	354.33	354.33	0.00	<input type="checkbox"/>	GL	10.0.0000.1253.31310	Annual Department, Centre and Division...	P1	90.79	75.66	15.13
	Ledger	Account Number	Description	VAT Code	Inclusive	Exclusive	VAT																		
<input type="checkbox"/>	GL	10.0.0000.1253.33002	Accommodation - Overseas	Z	354.33	354.33	0.00																		
<input type="checkbox"/>	GL	10.0.0000.1253.31310	Annual Department, Centre and Division...	P1	90.79	75.66	15.13																		

Field	Value
Inclusive	Enter the total value of the invoice: This should equate to the Invoice Amount in the Document Details header
Exclusive	The value is calculated by the system
VAT	The value is calculated by the system
Narrative	This field is auto-populated from the Narrative field in the header and can be update if required
Narrative (line 2)	This field is auto-populated from the Narrative (line 2) field in the header and can be update if required
Narrative (line 3)	This field is auto-populated from the Narrative (line 3) field in the header and can be update if required

4. Repeat the Account Number steps for each line of the invoice

When all of the lines have been entered the message in the Document Details pane should indicate that the invoice is balanced



5. Click the  button

The form reverts to edit only mode and is ready to be submitted to the approval pool for review and approval to review and approve

Submitting an Invoice for Approval

When you have balanced the invoice it can be submitted for approval

1. Click on the **Submit for Approval** button.

2. You can use the Comments box which appears to include additional free text information for the approver.

Submit for Approval

This will complete the current task Create Doc File. The next task is: Approval

Comments

OK Cancel

3. Click OK to send the invoice to the approval pool for review and authorisation

Referring or Returning an Invoice

In the event that you have been assigned an invoice which is not one you recognise or can assist with, you can choose to refer the document to a colleague, someone elsewhere in LSE or back to the sender, usually an individual within the Accounts Payable team in the Finance Division.

1. Access My Tasks and select the document.

Assigned to me (6)

Search

Pay Request - AP - 132132132131 - OHYO LTD. - payment request GBP 1,719.44 **Submit for Approval**

Pay Request - AP - 132132132131 - OHYO LTD. - pay...
 CIA Document File: Create Doc File
 From: General User
 With: TEST.GENERAL2 THURSDAY

External Exp Claim - APE000133 - Sundry BACS - pay...
 CIA Document File: Create Doc File
 From: General User
 With: TEST.GENERAL2 THURSDAY

AP Invoice - 12345 - GRAPHIC ALLIANC - test no bud...
 CIA Document File: Create Doc File
 From: General User
 With: TEST.GENERAL2 THURSDAY

Request New External Expense Claimant Account
 Form: Create
 From: General User
 With: TEST.GENERAL2 LAST MONTH

Summary

Task Description
Create Doc File

Assigned to
General User

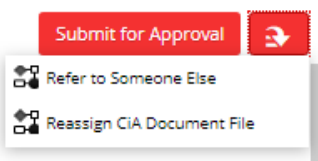
Received
17-Oct-2019 12:15:24

Latest Comment
reassign to test.general2 (General User, 17-Oct-2019 12:15:24)

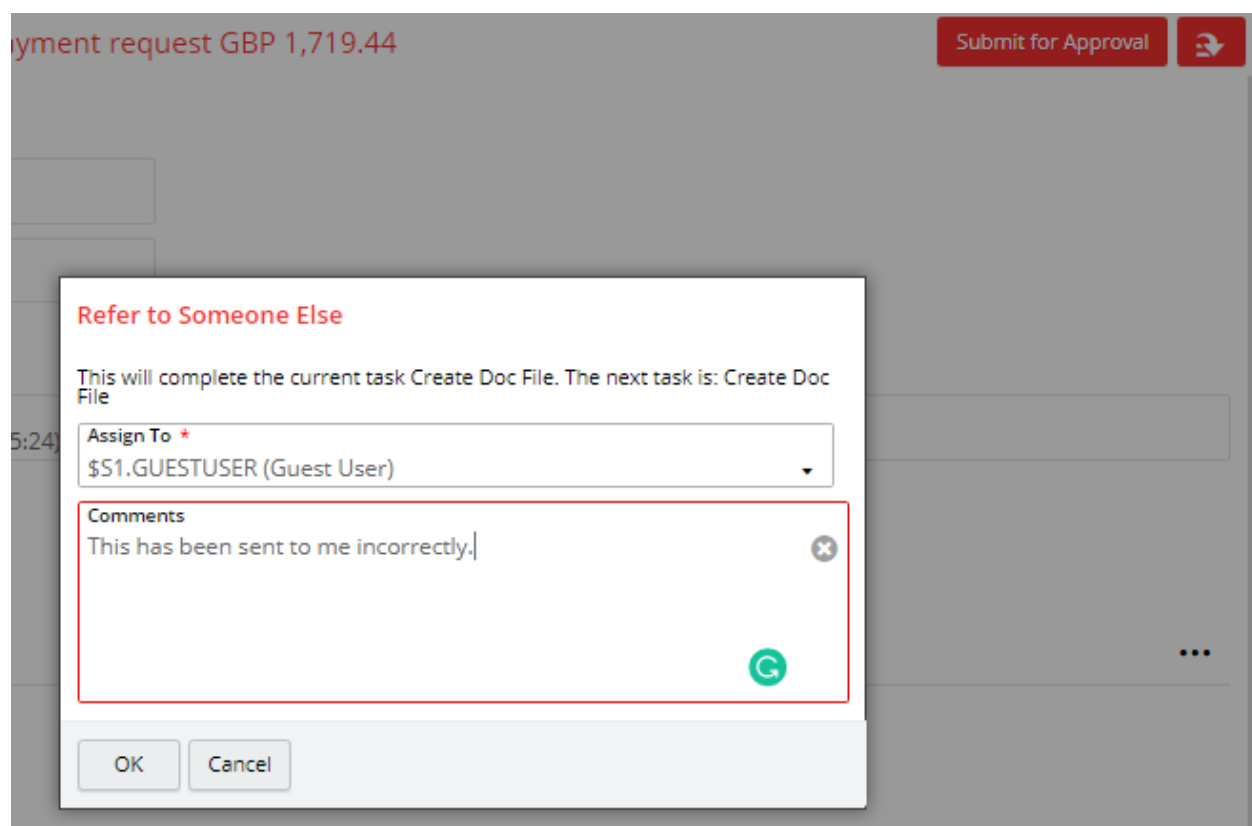
Details

Attachments

2. Click on the down arrow action key and select Refer to Someone Else



4. This will bring up the Refer to Someone Else box where you can select the name of the person you wish to 'refer' it to and, if required, add a comment. If you wish to return it to AP, you can see the name of the individual who sent it to you in the My Tasks list



4. Click OK to action