Basware Invoice Processing

User Instructions

Contents

> **For further support, please contact the Financial Services Team**
>
>   **Raise a WesternNow ticket:**
>   **Operational and Corporate Services**
>   **-> Financial Services**
>   **-> General Finance Enquiry**

Coding an Invoice

Invoices matched to a Purchase Order will pick up the coding from the approved Purchase Order. It is important to ensure that the coding on a Purchase Order is accurate, as this cannot be overridden in Basware.

Invoices for one-off procurement activities (i.e. not deliberately split to remain under the threshold that are less than or equal to AUD $5,000 excluding GST) do not require a purchase order and can be manually coded in Basware. This exemption does not apply to regulated categories such as IT equipment, software, stationary which require a PO regardless of value.
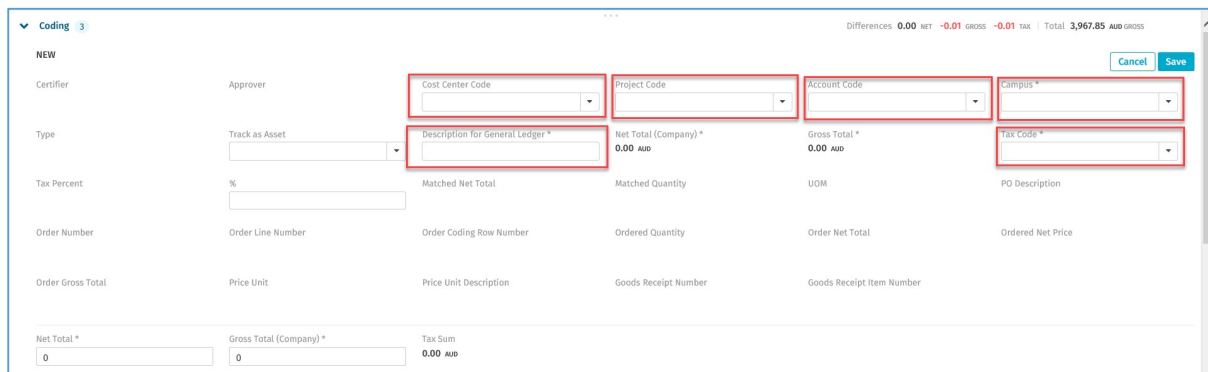
If an invoice is not required to be matched to a Purchase Order (exempt under the Procurement Process), or if it is only a partial match (e.g., it includes freight charges not listed on the original purchase order), the invoice or unmatched portion of the invoice can be manually coded in Basware.

Payment request forms need to be manually coded, as they are not invoices and therefore do not require purchase orders.

Add coding ▾

You can add coding rows manually.

1. Go to **Tasks** > **Invoice tasks**.
   Click the desired invoice row to open the details.

2. In the **Coding** section, click ✚ to add a coding row.
3. Fill in **Cost Center Code**, **Project Code**, **Account Code** and **Campus**
4. Fill in **Description**
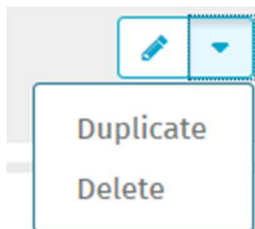5. Pick **Tax Code**
6. Click **Save**.

To split coding: Either enter amount on line or %

To edit a coding row, click on the row.

To delete a coding row, click (More actions) > **Delete** on the row.

To delete all coding rows at the same time, click (More actions) > **Delete coding** in the **Coding** section.

To duplicate a coding row, click (More actions) > **Duplicate**.

Edit Header Details

1. Go to **Tasks** > **Invoice tasks**.
2. Click the desired invoice row to open the details.
3. Click on the **Header** tab.

- **Approver confirmed**: required before an invoice is **Certified** to confirm that approver chosen is correct.

- **No PO reason & No PO justification**: Required where an invoice is above $5,000 and the service / goods procured are not an exemption to the procurement process.

- **Additional remittance information**: Invoice header description. This information will appear on the remittance advice issued to the supplier along with the invoice number and amount.

- **Special Attention Finance**: Communicate with Accounts Payable any special considerations for an invoice.

Certify an Invoice

Once an invoice has been completely matched to a Purchase Order, or completely coded it needs to be **Certified**.


1. Click **Tasks** > **Invoice tasks**.

2. To view the entire document, click the row.
   You can do this from both the expanded and collapsed view.

3. If invoice is fully matched to a Purchase Order – it doesn't need to be approved.
   Click **Certify** from Task List or Detail View.

4. If an invoice needs to be **approved** (for invoices not fully matched to Purchase Orders), then the approver will need to be checked/selected **for each line.**
   a. **Check default approver**
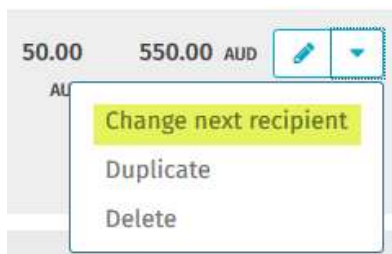
   b. **Change approver**

   c. Confirm selection

d. Certify Invoice

Approve an Invoice

Invoices that have been fully matched to a Purchase Order and certified do not require Approval within Basware – as the financial delegate approval has already occurred when approving the Purchase Order.

Invoices that have been Certified, but not fully matched to a Purchase Order (for example price increases or added charges such as freight not included on the Purchase Order) need to be **Approved** by a Financial Delegate.

1. Click **Tasks** > **Invoice tasks**.

2. To expand or collapse the view, click the arrow.

3. To view the entire document, click the row.
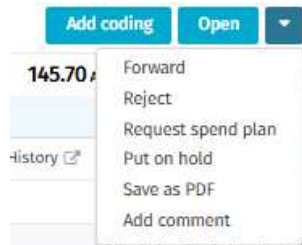   You can do this from both the expanded and collapsed view.

4. Once you have checked the data and the invoice is ready to be processed, click **Approve** to complete the task.
   The task will disappear from the task list.

Other Actions

Forward an Invoice

Before it has been certified, an invoice can be sent to any other Basware user for actioning.

Reject an Invoice

An invoice can be **Rejected.** Add a comment and it will be returned to Accounts Payable for actioning/cancelling. For example, if an invoice has been received and is not coded, but should have been matched to a Purchase Order, it can be 'rejected' (returned) to Accounts Payable, with a request to match to the purchase order (quote Purchase Order number when returning to Accounts Payable). Or if an invoice has previously been paid by Corporate Credit Card, and so should not be processed for payment, it can be 'rejected' (returned) to Accounts Payable with a request to cancel the invoice, noting it has already been paid via Corporate Credit Card.
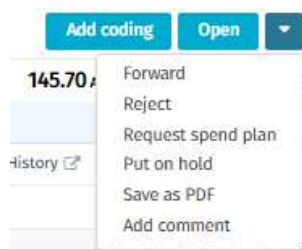
Start Discussions and Reply to Them

Discussions are used to message other Basware users about the selected invoice – to seek information or provide them with a FYI copy. Discussions can be used to communicate with Accounts Payable about queries relating to a particular invoice. The benefit of this, is it keeps all of the communications within the invoice history, and this information can be located and reference easily (e.g. if a supplier is enquiring as to payment status, or when reviewing an invoice that has been previously paid).

To start a discussion:

1. Open a document in the details view.
2. In the **Discussions** tab, click .
3. Select the recipients.
4. Write your message.
5. Click **Post**.
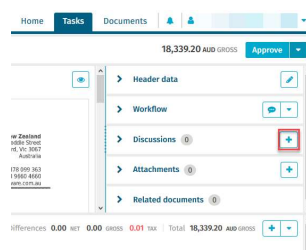
To reply to a discussion:

1. Open a document in the details view.
2. In the **Discussions** tab, click .
3. Write your message.
4. Click **Reply**.

You can use flags to mark discussions as important. Flag a discussion by clicking (More actions) > **Flag**. To clear the flag, click (More actions) > **Clear flag**.

You can also edit the participant list of a discussion. To do so, click (More actions) > **Edit participants**.

Add comments

You can add comments to any documents you have in Basware.

1. On the document you want to comment, click on the side of the menu.
2. Click **Comment**.

OR from detail view, click from Workflow tab at Invoice Header Level

3. Type your comment in the text field.

4. Click **OK**.
   The comment is now visible on the document data in your task list and in the document history.

Tip! You can view the document history by clicking the document row.

Add Attachments

Attachments relating to an invoice can be added to Basware. This can include things such as supplier correspondence, or verification that goods/services have been delivered if you are certifying on behalf of someone else (for example a staff member that does not have a Basware license).