

## Basware Invoice Processing

### User Instructions

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**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.

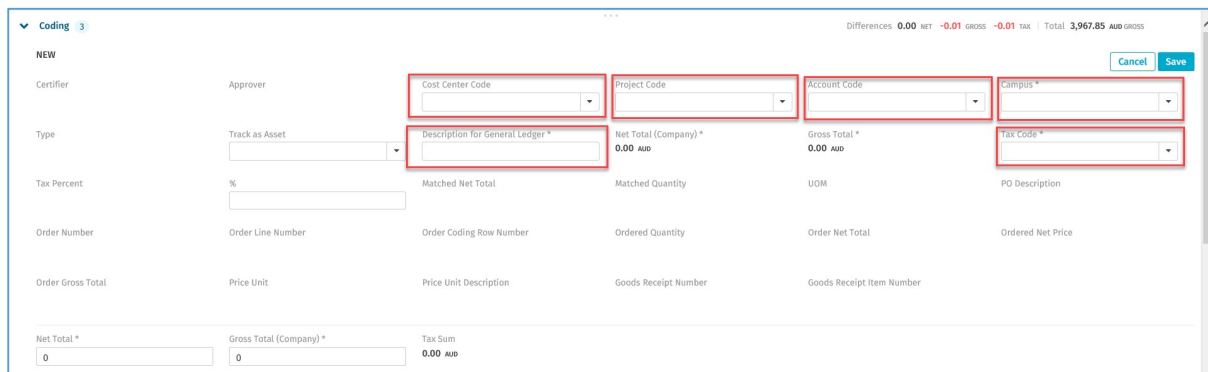
If an invoice is not required to be matched to a Purchase Order (exempt under the Procurement Process), or if it is only a partial match (e.g., it includes freight charges not listed on the original purchase order), the invoice or unmatched portion of the invoice can be manually coded in Basware.

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**.



The screenshot shows the 'Coding' section of the Basware interface. At the top right, it displays 'Differences 0.00 NET -0.01 GROSS -0.01 TAX | Total: 3,967.85 AUD GROSS'. The form is titled 'NEW' and has a 'Cancel' button and a 'Save' button. The form is divided into several sections:

- Header Section:** Contains fields for 'Certifier', 'Approver', 'Cost Center Code', 'Project Code', 'Account Code', and 'Campus \*'. The 'Cost Center Code', 'Project Code', 'Account Code', and 'Campus \*' fields are highlighted with red boxes.
- Description Section:** Contains fields for 'Type', 'Track as Asset', 'Description for General Ledger \*', 'Net Total (Company) \*', 'Gross Total \*', and 'Tax Code \*'. The 'Description for General Ledger \*', 'Net Total (Company) \*', 'Gross Total \*', and 'Tax Code \*' fields are highlighted with red boxes.
- Summary Section:** Contains fields for 'Net Total \*', 'Gross Total (Company) \*', and 'Tax Sum'. The 'Net Total \*' and 'Gross Total (Company) \*' fields are highlighted with red boxes.

Below the main form, there are several rows of data, including 'Order Number', 'Order Line Number', 'Order Coding Row Number', 'Ordered Quantity', 'Order Net Total', 'Ordered Net Price', 'Order Gross Total', 'Price Unit', 'Price Unit Description', 'Goods Receipt Number', and 'Goods Receipt Item Number'.

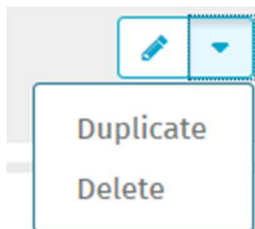
To split coding: Either enter amount on line or %

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.



Header data

☐ Approver confirmed

Supplier code \*  
1387105

Supplier name  
WHIRLWIND PRINT NSW PTY LTD

Invoice number \*  
JG\_Mult\_1809

Invoice date \*  
18/9/19

Captured ABN

Exchange rate base date \*  
18/9/19

Exclusive Payment Flag  
N

EFT reference number

Payment term code \*  
10021, Payment in 30 days

☐ Final invoice

☐ Direct to Reference Person

Currency code \*  
AUD

Exchange rate (company) \*  
1.00000000

Gross total (company)  
3,967.84 AUD

Net total (company) \*  
3,607.13 AUD

Supplier currency code  
AUD

Due date  
18/10/19

Cash percent

Cash date

Plan reference

Purchase order numbers

No PO reason

No PO justification

Utility account number

Data usage

Start Date  
dd/mm/yyyy

End Date  
dd/mm/yyyy

Order type

Scan report description

Delivery notes

Additional remittance information

Reference number

☐ Special Attention Finance

☐ Accrual

Cancel

Save

- **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**.

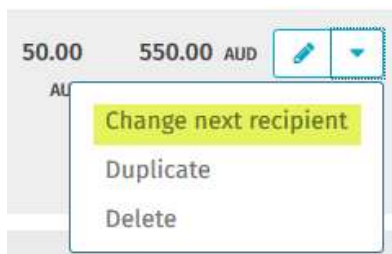
Certify

▼

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

basware	Home	Tasks	Documents			Gartland Jennifer, Wester...
All (24) Payment plans (0) Invoices (24)						
All tasks 24						
Urgent						
➤ POWERPLAY SOFTWARE	Invoice   Library	14/7/19	Row approval	379.50 AUD GROSS	Approve	▼
E-invoices - Origin 26/9/19 Coding differences (AUD): -34.50 Gross						
➤ AUST POST	Invoice   University of Western Sydney	2/8/19	Certify	285.11 AUD GROSS	Certify	▼
Gartland Jennifer - Created - 19/9/19						
➤ ASCE	Invoice   Library	26/8/19	Row approval	19,525.00 USD GROSS	Approve	▼
Gartland Jennifer: "Adding a comment - should add to training" - Commented - 24/9/19						
➤ HILLSIDE SECURITY SERVICE	Invoice   University of Western Sydney	4/9/19	Certify	1,548.80 AUD GROSS	Add coding	▼
Gartland Jennifer - Created - 19/9/19 Invoice must be fully coded. Coding differences (AUD): 1,548.80 Gross.						
➤ PROQUEST LLC	Invoice   Library	4/9/19	Row approval	3,061.90 USD GROSS	Approve	▼

- To view the entire document, click the row.  
You can do this from both the expanded and collapsed view.
- If invoice is fully matched to a Purchase Order – it doesn't need to be approved.  
Click **Certify** from Task List or Detail View.
- 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**.
  - Check default approver
  - Change approver



- Confirm selection



▼

Header data

Cancel

Save

!

Next Approver not confirmed. Please verify the approver for each coding row and check the box in the invoice header as confirmation.

4

▼

Approver confirmed

Supplier code \*

91676

d. Certify Invoice

550.00 AUD GROSS

Certify

▼

>

Header data

✎

▼

Workflow

💬

▼

27 June 2025

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## 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**.

Basware						
Home Purchasing <b>Tasks</b> Documents Invoicing						
All (9) Purchase requisitions (2) Goods receipts (2) Payment plans (3) <b>Invoices (2)</b>						
<b>Invoice tasks</b>						
Urgent						
>	Eilakaista Oy Toimialapalvelu	Invoice	Basware Oy	1/3/18	Approval	900.00 EUR GROSS <a href="#">Approve</a>
Johnson Mary: "This is comment to action log entry: review task completed" - Header reviewed 12/26/17						
>	Eilakaista Oy Toimialapalvelu	Invoice	Basware Oy	1/8/18	Approval	900.00 EUR GROSS <a href="#">Approve</a>
Johnson Mary: "This is comment to action log entry: review task completed" - Header reviewed 12/31/17						
<a href="#">Coding difference: 900.00 EUR</a>						
Showing 2/2						

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

Basware						
Home Purchasing <b>Tasks</b> Documents Invoicing						
All (9) Purchase requisitions (2) Goods receipts (2) Payment plans (3) <b>Invoices (2)</b>						
<b>Invoice tasks</b>						
Urgent						
>	Eilakaista Oy Toimialapalvelu	Invoice	Basware Oy	1/3/18	Approval	900.00 EUR GROSS <a href="#">Approve</a>
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Johnson Mary: "This is comment to action log entry: review task completed" - Header reviewed 12/31/17						
<a href="#">Coding difference: 900.00 EUR</a>						
Showing 2/2						

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

Invoice tasks

2

Urgent

>

Eilakaista Oy Toimialapalvelu

Johnson Mary: "This is comment to action log entry: review task completed" - Header reviewed 12/26/17

Invoice

Basware Oy

1/3/18

Approval

900.00 EUR GROSS

Approve

>

Eilakaista Oy Toimialapalvelu

Johnson Mary: "This is comment to action log entry: review task completed" - Header reviewed 12/31/17

Invoice

Basware Oy

1/8/18

Approval

900.00 EUR GROSS

Approve

Coding difference: 900.00 EUR

Invoice number

0000009000000000

Invoice date

12/29/17

Due date

1/8/18

Tax total

216.00 EUR

Gross total

900.00 EUR

Your costs

View coding

Cost Center Code

Account Code

Net total

Tax total

Gross total

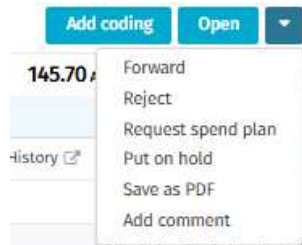
4. Once you have checked the data and the invoice is ready to be processed, click **Approve** to complete the task.  
The task will disappear from the task list.

Basware						
Home Purchasing <b>Tasks</b> Documents Invoicing						
All (9) Purchase requisitions (2) Goods receipts (2) Payment plans (3) <b>Invoices (2)</b>						
<b>Invoice tasks</b>						
Urgent						
>	Eilakaista Oy Toimialapalvelu	Invoice	Basware Oy	1/3/18	Approval	900.00 EUR GROSS <a href="#">Approve</a>
Johnson Mary: "This is comment to action log entry: review task completed" - Header reviewed 12/26/17						
>	Eilakaista Oy Toimialapalvelu	Invoice	Basware Oy	1/8/18	Approval	900.00 EUR GROSS <a href="#">Approve</a>
Johnson Mary: "This is comment to action log entry: review task completed" - Header reviewed 12/31/17						
<a href="#">Coding difference: 900.00 EUR</a>						
Showing 2/2						

## Other Actions

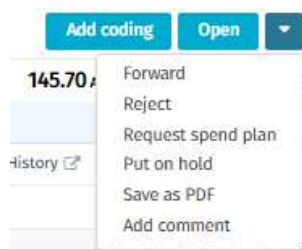
### Forward an Invoice

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.

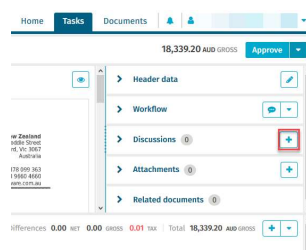


### Start Discussions and Reply to Them

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**.

Invoice	Supplier	Date	Status	Amount
ARROW PRINT	University of Western Sydney	11/15/19	Row approval	927.69 AUD GROSS
CASEWARE AUST & NEW ZEALAND	University of Western Sydney	10/18/19	Row approval	6,113.08 AUD GROSS
COMET SYSTEM SRO	University of Western Sydney	8/8/19	Row approval	11.00 AUD
TLC INDOOR GARDENS	University of Western Sydney	11/2/19	Row approval	4,400.00 AUD
TLC INDOOR GARDENS	University of Western Sydney	12/31/19	Certify	550.00 AUD

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

Header data	Workflow	Discussions	Attachments	Related documents

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).

