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eProcurement using Web Services in FMS

Applicable to 6.144 onwards

Revision History

Version	Change Description	Date
6.144 - 1.0	Initial release.	11/01/2012
6.144 - 1.1	Rebranding of front cover.	18/07/2014
6.144 - 1.2	References to SupportNet have been changed to My Account throughout the document.	23/10/2015

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 | Getting Started with eProcurement

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Introduction

The facility to manage ordering online from within FMS has been expanded. Content orders, invoices and credit notes can all be managed electronically. Content orders can still be managed using email, if preferred. However, invoices and credit notes cannot be managed using email and require Web Services to be set up. It is anticipated that users will complete their existing emailed orders and then begin using Web Services to manage new content orders.

Full details on the email system can be found in the *eProcurement in FMS using Email* handbook. This can be accessed from within FMS by selecting **Help | Contents** and clicking **View FMS Handbooks** in the **Contents**. Select the handbook from the list displayed.

eProcurement using Web Services enables schools to download content orders, invoices and credit notes that were generated on supplier portals (such as the DfE OPEN portal) or directly from suppliers' websites via Web Services on the internet. Once downloaded, the transactions are verified and if appropriate, are imported into FMS. These transactions are displayed in FMS as follows.

Electronic Document	Imported into FMS as:
Content Order	Unauthorised Order
Invoice	Unauthorised Order
Credit Note	Unauthorised Credit Note

Once an order has been authorised it is sent via Web Services back to the supplier/portal.

On import, invoices are automatically matched to purchase orders and credit notes are matched to invoices. Should FMS be unable to find a match, an import failure is recorded.

What's New in FMS 6.136

The user interface has changed although the functionality remains the same.

Where to Find More Information

The FMS documentation is available from within FMS via the **FMS Documentation Centre**, unless otherwise specified. This can be accessed by selecting **Help | FMS Documentation**. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option.

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

Additional supporting documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>). The most popular documents can be located by selecting **Knowledge Base | SIMS Publications** (located in the **Popular Searches** list). Alternatively, use the **Knowledge Base** search facility to display a list of all **Documents** containing the search criteria.

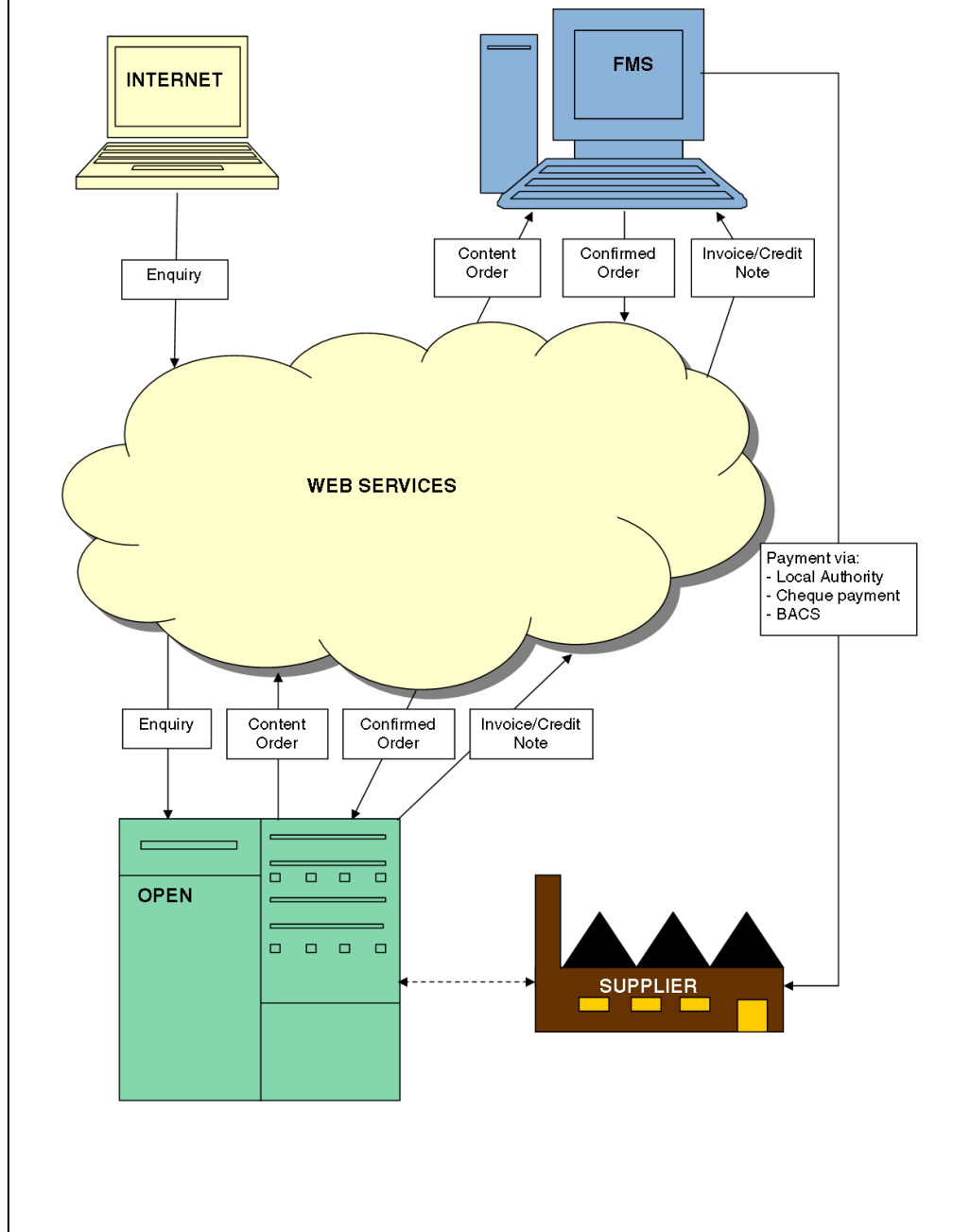
- **Search for:**
 - Surround a phrase with "double quotes" to find an exact phrase.
 - Prefix words with + to make them essential, e.g. "Behaviour Management" +Primary +Training.
- **Product:** Select the required product from the drop-down list.
- **From and To:** Entering a date or date range when the document was uploaded helps to filter the search results further.

Definition of Terms

The following terms are used in this handbook:

- Content order – this is a requisition/order created on a suppliers website and imported into FMS, which is then displayed as an unauthorised order.
- Purchase order – an authorised order.
- Invoice – an unauthorised invoice imported into FMS.
- Credit Note – an unauthorised credit note imported into FMS.

The eProcurement Process using Web Services



Steps Required to Set Up FMS for eProcurement using Web Services

1. Apply the eProcurement Licence that is available from your Local Authority using DBUpgrade. Full details of how to apply the licence patch are provided with the licence patch.
2. **Tools | eProcurement Settings** - set up the Web Services details (please see *Completing the eProcurement (Web Services) Settings* on page 4).
3. **Tools | Establishment Details** - set up the P&P Threshold (please see *Entering the School's DUNS Number and P&P Warning Threshold* on page 13).
4. **Tools | Establishment Details** - ensure the schools DUNS number has been entered (this can be obtained from the LA).
5. **Tools | General Ledger Setup** - define a default eProcurement template and P&P template (please see *Setting Up the Default eProcurement and P&P Templates* on page 14).
6. **Focus | Accounts Payable | Suppliers** – enter a DUNS number for each supplier that is used for eProcurement using Web Services. In addition, enter the DUNS number in the **XML Supplier Reference** field (please see *Setting up the Supplier Details for eProcurement* on page 17).

*NOTE: A Supplier Export/Import Utility has been provided to enable the schools suppliers to be exported into a file for a third party, e.g. LA or OPEN. This will enable information held by the portal for the suppliers to be provided to the schools. This file can then be imported back into FMS (please see *Exporting and Importing Suppliers* on page 10).*

Permissions

Electronic orders, invoices and credit notes have the same access rights as those created manually within FMS. To import content orders, you must have the access rights required to create orders.

Completing the eProcurement (Web Services) Settings

Adding a Web Service

The Web Service is the communication mechanism between a Portal and FMS, allowing transactions to be downloaded (content orders, invoices and credit notes) and purchase orders to be sent back to the Portal.

NOTE: In this context, a portal is a website that operates as a gateway to a group of suppliers. The portal operates as a 'middleman' between the supplier and the purchaser, e.g. OPEN is a portal provided by the DfE for all English state schools. OPEN provides additional services and functionality designed specifically for schools users.

1. Select **Tools | eProcurement Settings** to display the **Settings for eProcurement (Web Services)** dialog.

Settings for eProcurement (Web Services)

WEB SERVICES

Name	URL	Active
OPEN	http://cssbedweb/service.asmx	☒
@uk	http://www.uk-plc.net/trysimsordering/	☒

Test

LINKED SUPPLIERS

Looking for

Sequence ☐ Name ☐ Code ☐ DUNs ☐ e-mail

Supplier Name	Code	DUNs	eOrdering e-mail Address
CAPITA Group, The	00000025	298782947	
Chiltern Stationers Ltd	00000003		
Eastern Electricity Ltd	00000005		
Outward Bound Holidays	00000015		

GENERAL SETTINGS

Default XML Order Book: LWEB Establishment DUNs Number: 298782944

SUPPLIERS

INTERNET CONNECTIVITY

I access the Internet through a Proxy Server ☒

Test URL: http://www.google.co.uk

2. To add a Web Service, click the **Add** button.



Add Item button

The **Service Details** dialog is displayed.

Service Details

Provider Type ☒ Portal ☐ Supplier

Name

URL

Priority ☐ Active

User ID

Password Password duration (in days)

3. Select the appropriate radio button to indicate whether this is a **Portal** or a **Supplier**.
4. If you have selected the **Portal** radio button, enter the **Name** of the Portal, e.g. OPEN.
If you have selected the **Supplier** radio button, a **Field Browser** button becomes available. Click this button to display the **Select Supplier Name** dialog, highlight the supplier from the list and click the **Select** button.
5. Enter the **URL** that the supplier/portal has provided you with. This is used by FMS to connect to the specified location to access the information held there.
6. Enter the **Priority** required. This indicates the order in which you want FMS to poll the Web Services.
For example, if you had three Web Services listed, you would enter **1** for the Web Service you use most often (which is most likely to have invoices/orders/credit notes waiting on it) and then **2** for the next most often used, etc. If you only have one Web Service, you would enter **1** as the priority.
7. If the Web Service is currently active, i.e. it is being used for ordering and invoicing, select the **Active** check box. If the information is being stored but the Web Service is not currently being used, ensure this check box is not selected.
If you intend to delete a Web Service, deselect the check box to ensure the Web Service is inactive. It can then be deleted after a further 90 days (please see *Deleting a Web Service* on page 7).
8. Enter the **User ID** required to access the Web Service. This is provided by the supplier.
9. Enter the **Password** required to access the Web Service. This is provided by the supplier.
10. The **Password duration (in days)** field indicates how often the FMS system will update the password with the Web Service. Some suppliers will require the password to be updated at regular intervals, e.g. the password expires every 60 days and another must be entered. Other suppliers will not have an expiry time on the password. You should contact your supplier and establish how often the password requires updating.

- If the supplier has an expiry time on the password, the number entered in the **Password duration (in days)** field must be at least one day less than this. For example, if the password expires every 60 days, you should enter 59 or fewer days.

If preferred, the frequency that the password is changed can be higher than that specified by the supplier. For example, the password may expire every 60 days, but you can enter 7 in the **Password duration (in days)** field to ensure that the password is automatically updated more often.

*NOTE: If the **Password duration (in days)** is set to more days than the Web Service, the system is unable to connect to the website after the expiry time, as the system will not have a new password. In this situation, you must contact your supplier for a new password.*

- If the supplier does not want the password to change, enter 9999 days in the **Password duration (in days)** field.

*NOTE: The password is updated according to the number specified here on the next occasion that the Web Service is called after the number of days has been reached. The system does not contact the Web Service unless the functionality is manually called, i.e. an import is manually run via **Focus | Accounts Payable | Import Orders/Invoices/Credit Notes** or by clicking the **Import Transactions** button.*

11. Click the **Save** button.
12. Once added, the Web Service can be tested to ensure it has been set up correctly. To do this, highlight the required Web Service and click the **Test** button.
 - If the test is successful, a message is displayed which states '**Web Service Connection OK**'. Click the **OK** button.
 - If the test is unsuccessful, an error dialog is displayed. Check that the details have been entered correctly for the Web Service and click the **Test** button again.

Editing a Web Service

Once entered, a Web Service can be edited by highlighting it and clicking the **Edit** button.



Edit button

Deleting a Web Service

A Web Service can be deleted only if there are no outstanding documents, i.e. orders that have not been confirmed, linked to this Web Service and if it hasn't been used for at least 90 days.

To delete a Web Service that satisfies these criteria, highlight it in the table and click the **Delete** button.



Delete button

Linking / Unlinking Suppliers

This area enables you to associate suppliers with the currently selected Web Service.

1. Ensure the appropriate **Web Service** is highlighted.

- Click the **Field Browser** button in the **Linked Suppliers** section to display the **Choose Suppliers for <Web Service Name> Web Service** dialog.

Choose Suppliers for OPEN Web Service

Available Suppliers

Looking for

Supplier Name	DUNs	Code	eOrdering e-mail Address	Web Service Name
@uk		00000021		@uk
Bedfordshire County Council		00000002	fmsorders@capita.co.uk	
CAPITA Int		00000026		@uk
CAPITA Ltd		00000027		
Davies Sports		00000023		
Direct Line Insurance		00000004		
Fullerms Bookshop Ltd		00000006		

Sequence ☒ Name ☐ DUNs

Linked Suppliers

Looking for

Supplier Name	DUNs	Code	eOrdering e-mail Address	Web Service Name
CAPITA Group, The	298782947	00000025		OPEN
Chiltern Stationers Ltd		00000003		OPEN
Eastern Electricity Ltd		00000005		OPEN
Outward Bound Holidays		00000015		OPEN

- The **Available Suppliers** and **Linked Suppliers** lists can be ordered by **Name** or **DUNs** by selecting the appropriate radio button. If you select the **DUNs** radio button, the list is sorted with those suppliers with DUNs numbers at the top and those without below.
- Highlight the required supplier and click the **Choose** button to select them. Alternatively, click the **Choose All** button to select all suppliers.
- To remove a supplier from the **Linked Suppliers** list, highlight them and click the **Remove** button or click the **Remove All** button to remove all suppliers from the **Linked Suppliers** list.
- Click the **Update** button to return to the **Settings for eProcurement (Web Services)** page.

NOTE: A supplier must have a DUNs number in order to be used for eProcurement.

Adding /Editing General Settings

NOTE: Both of the settings in this section can be completed here or in **Tools | Books** to set the **Default XML Order Book** and **Tools | Establishment Details** to enter the **DUNS Number**. Any amendments made in one place is reflected in the other location.

Before you can import content orders, you must select a default XML Order Book. It is advisable to create an order book for XML orders only, which is selected as the default. The default XML Order Book can be defined here or through **Tools | Books**.

NOTE: Only an order book with an **Open** status can be selected.

1. Select the **Default XML Order Book** by clicking on the **Field Browser** button to display the **Select Default XML Order Book** dialog.



Field Browser button

Prefix	Start No
99001	900001
BANK1	1
C	1
CENT	1
CNT	111111
CWEB	1
LWEB	1

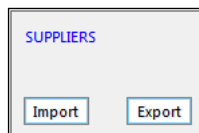
2. Highlight the required Order Book and click the **Select** button.
3. Enter the school's DUNS number in the **Establishment DUNS Number** field. Only a valid DUNS number can be entered which must be nine numeric characters.

NOTE: This field is linked to the DUNS field in **Tools | Establishment Details**. Any changes made to the DUNS number here is reflected in **Establishment Details** and vice versa.

Exporting and Importing Suppliers

This routine enables you to export a file containing your supplier details. This can then be sent to a third party, e.g. OPEN, who will populate the file with the suppliers DUNS numbers. This file is then returned to you and can be imported back into FMS.

IMPORTANT NOTE: Importing supplier details into an empty FMS database requires a licence patch to be applied. Please contact your SIMS Support Unit for more information.



Exporting Suppliers

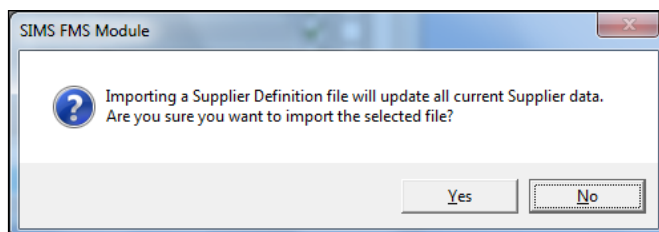
1. To create a file containing your existing supplier details, click the **Export** button.
2. A standard Windows® **Save As** dialog is displayed. The **Save In** location defaults to the SIMS\Transfer\Out folder but can be changed, if required. The filename contains the LA Code, School Code and the Julian Date (a date format consisting of YYDDD where YY is the last 2 digits of the year and DDD is the day count within the year), e.g. 201415011079.XML (where 201 is the LA Code, 4150 is the School Code and 11079 indicates it was created on the 79th day in 2011).

NOTE: The default filename remains the same all day. Therefore, if two exports are carried out on the same day, the second one will overwrite the first without a warning message being displayed.

3. Click the **Save** button to save the file. This can then be sent to the third party company for the DUNS numbers to be added in.

Importing Suppliers

1. If you have a supplier file that has been provided by OPEN or your LA which contains your suppliers and their DUNS numbers, click the **Import** button.



2. Click the **Yes** button if you are sure you want to update your current Supplier data.
3. A standard Windows® **Open** dialog is displayed. Select the file to be imported and click the **Open** button. The supplier details are imported in to FMS.

NOTE: A check is made to ensure that only your supplier details are imported. A file from another school cannot be imported.

4. Once the import has taken place, an **Information** dialog is displayed, stating that you should now review the audit trail for any changes. Click the **OK** button to continue.

NOTE: The following items are recorded in the audit trail: account number, bank name, bank account, sort code, credit limit, credit terms, name, VAT registered number, bank account name, payment reference number, unique identifier type, unique identifier, purchasing web address, email address source 1, email address source 2, email address destination, XML supplier reference.

Setting up the Internet Connectivity Details

It is recommended that you follow the steps below in order to set up the Internet Connectivity.

NOTE: This process only needs to be carried out on one FMS workstation.

1. Do not select the **I access the Internet through a Proxy Server** check box and click the **Test** button.

*NOTE: The **Test URL** defaults to <http://www.education.gov.uk/> but this can be changed to any valid web address.*

If the **Internet Connection OK** message is displayed, click the **OK** button and **Save** the settings.

- If the **Internet Connection Failed** message is displayed, go to Step 2.
2. Select the **I access the Internet through a Proxy Server** check box. In the **Default Proxy Settings** section, select the **Detect Server from user's settings** and the **Use user's network credentials** check boxes. Click the **Test** button.
 - If the **Internet Connection OK** message is displayed, click the **OK** button and **Save** the settings.
 - If the **Internet Connection Failed** message is displayed, go to Step 3.

DEFAULT PROXY SETTINGS

☐ Detect Server from user's settings
☒ Use the following Proxy Server

Address e.g. http://ProxyServer:123

☒ Use user's network credentials
☐ Use the following credentials

User Name

Domain

Password Required ☐ Password

3. Select the **Use the following Proxy Server** check box. Enter the Proxy Server URL. To find this, consult the Network Administrator. Alternatively, select **Start | Control Panel | Internet Options | Connections | LAN Settings**. The **Address** and **Port** should be noted. These should then be entered in the following format: **Error! Hyperlink reference not valid.** number>. Click the **Test** button.
 - If the **Internet Connection OK** message is displayed, click the **OK** button and **Save** the settings.
 - If the **Internet Connection Failed** message is displayed, go to Step 4.
4. Select the **Use the following credentials** check box and enter the network credentials that can be used by all workstations to access the internet. This can be obtained from the Network Administrator. Click the **Test** button to confirm the Internet Connectivity works and then click the **Save** button.

*NOTE: If you change your internet settings for any reason, click the **Test** button before clicking the **Test** button for the web services.*

Entering the School's DUNs Number and P&P Warning Threshold

1. In **Tools | Establishment Details**, select the **Basic Details** tab.

The screenshot shows the 'Establishment Details' window with the 'Basic Details' tab selected. The form contains the following fields and values:

Field	Value
Name	CAPITA Children's Services
Code	1111
LA Code	202
VAT Registration No.	501-0456-97
Borough	Eastshire
Payable to	Greenfields School
Address	Green Lane East Town Eastshire
Postcode	NJ4 7KD
Telephone	01234 828977
Fax	01234 828865
e-mail	Head@gss.gov.uk
Unique Identifier	☒ n/a ☐ GLN ☒ DUNs 298782944
DeMinimis Value	99999.99

Buttons at the bottom: Save, Cancel, Help.

2. In the **Unique Identifier** section, select the **DUNs** radio button and enter the school's DUNs number in the field provided.

NOTE: This field is linked to the DUNs field in **Tools | eProcurement Settings**. Any changes made to the DUNs number here are reflected in **eProcurement Settings** and vice versa.

3. Click the **Save** button.

4. Select the **eProcurement** tab.

5. Review the value in the **eInvoice P&P Warning Threshold** field. This defaults to £10, but can be edited, if required.

When suppliers add P&P onto an order, this will come through on the invoice with no order line reference number. The system will identify any line that comes through without an order line reference number as P&P. This field enables you to set a limit for P&P, so that if this is exceeded, a warning is displayed alerting you to this fact when the invoice is authorised.

NOTE: The **eInvoice P&P Warning Threshold** is applied to values exclusive of VAT. The threshold is applied to the cumulative sum of all lines that lack an order line reference number. The threshold is applied to all order invoices (including non-XML order invoices). When set, the threshold is not applied retrospectively to invoices already in the system, only to new invoices imported into FMS.

Setting Up the Default eProcurement and P&P Templates

NOTE: You should define new templates in the earliest open year and select **Tools | Define Financial Years | Update Next Year's Structures**. Select the **Group / Templates** page and click the **Copy Templates and Links** button to copy the templates forward.

To enable a content order to be imported from a portal, you will need to define at least one eProcurement template. The purpose of a template is to assign a ledger code, cost centre and fund to each line within the content order, thus creating an unauthorised order and potentially reducing the amount of editing required. This unauthorised order can then be reviewed and edited in the normal manner.

In addition, at least one default P&P template must be defined so that the details can be assigned to any invoice line that come through with no reference number (which FMS takes to be P&P).

When creating an eProcurement template, you can assign:

- An **Originator** – the member of staff who created the Content Order on the supplier's website.
- A **Cost Centre Mnemonic** (CC Mnemonic) – a code entered on the portal website at line level and returned in the content order. It is strongly recommended that everyone in your establishment uses the same CC Mnemonic codes.

NOTE: Not all portals will support both the Originator and CC Mnemonic codes. It is possible to get one, both, or none returned within the Content Order.

When importing a Content Order, FMS matches the **Originator** (if available) and/or **CC Mnemonic** (if available) imported with each line against the eProcurement templates held in the system. FMS then assigns the ledger code, cost centre and fund from the matching template.

For example, if the XML file contains no information about the Originator or a CC Mnemonic, FMS will use the Default template. If the file contains information about the Originator only, FMS will use the template for that Originator that does not have a CC Mnemonic, otherwise it will use the first template it finds for that Originator, etc.

To print a list of the templates in the layout and sequence shown on screen, click the **Print** button.

To Create a New Template

NOTE: You can create templates for an Originator, a Cost Centre Mnemonic, or both.

1. Select **Tools | General Ledger Setup** to display the **General Ledger Setup** form. Select the **eProcurement Templates** page.

- Click the **Add** button to display the **eProcurement Template Details** dialog.

- Enter the name of the **Originator** (where applicable).
Templates can be set up for different users, so that content orders can be imported using different default settings. However, this will only be applicable for portals that support the Originator and Cost Centre Mnemonics.
- Enter the **CC Mnemonic** (where applicable). This should be the same reference as entered on the portal.
- Add a **Cost Centre** by clicking the **Navigation** button and selecting the required Cost Centre from the **Cost Centres** dialog.
- Add a **Ledger Code** (must be **EX** or **ES**) by clicking the **Navigation** button and selecting the required Ledger Code from the **Ledger Code** dialog.
- Add a **Fund Code** by using the **Navigation** button and selecting the required Fund Code from the **Fund Codes** dialog.
- To set the template as the default eProcurement Template, select the **Set Default Template** check box. To select the template as the default P&P template, select the **Set Default P&P Template** check box.
- Click the **Save** button.

To Edit an Existing Template

- Select **Tools | General Ledger Setup** to open the **General Ledger Setup** form. Select the **eProcurement Templates** page.
- Highlight the template you want to edit.
- Click the **Edit** button.
- Amend the details as required.

NOTE: You cannot amend the Originator or CC Mnemonic. If they are incorrect, the template must be deleted and recreated.

- Click the **Save** button to save your changes.

To Delete an Existing Template

- Select **Tools | General Ledger Setup** to open the **General Ledger Setup** form. Select the **eProcurement Templates** page.
- Highlight the template you want to delete.

- Click the **Delete** button.

NOTE: Whilst it is possible to delete the template set as the Default, it is not possible to import XML content orders until a template has been set as the Default.

Setting up the Supplier Details for eProcurement

In order for FMS to identify content orders, invoices and credit notes downloaded via Web Services, the following details must be completed.

NOTE: Full details on entering supplier details can be found in the Accounts Payable in FMS handbook.

- Select **Focus | Accounts Payable | Supplier** or click the **Accounts Payable** button followed by the **Supplier Details** button.



Accounts Payable button



Supplier Details button

- Locate the required supplier and display their details.

- If you have an email address for sending eOrders to, this can be entered in the **eOrdering e-mail** field.

If the supplier is linked to a Web Service, the details are displayed in the **Linked Web Service** field.

- Click the **Field Browser** button in the **Order Method** section and select **W – Web Services**.

NOTE: In order to save the record, a DUNS number must also be entered.

- On the **Basic Details** page, select the **DUNS** radio button in the **Unique Identifier** section and enter the DUNS number in the field provided.
- On the **eProcurement** page, enter an **XML Supplier Reference**, e.g. the same DUNS number.

Setting Email Options in Accounts Payable Parameters and Establishment Details

NOTE: The following set up actions are only required if you want to send an email copy of a purchase order to a specified address at the same time as it is sent to the supplier/portal.

Setting up the Accounts Payable Parameters

The XML ordering option selected in **Tools | Accounts Payable Parameters: Order Header**, enables you to instruct FMS to send one of the additional copies of the order as an XML file in an email.

The screenshot shows the 'Accounts Payable Parameters' dialog box with the 'Order Header' tab selected. The dialog is divided into several sections:

- Supplier Address Header:** A text field for the supplier's address.
- Delivery Address Header:** A text field for the delivery address.
- Delivery Address Text:** A text area for additional delivery address details.
- General Order Prefix:** A text field containing 'E405'.
- Top Margin (Inches):** A text field containing '0.0'.
- Bottom Margin (Inches):** A text field containing '0.0'.
- Extra Copies:** A text field containing '0'.
- First Copy as XML:** A checkbox that is currently unchecked.
- Copy to:** A text field for the email address.
- Order Print Details:** A section with checkboxes for 'Underline Order Number', 'Window Envelope', 'Underline Special Instructions', and 'Print "Date:" & "Order No:"'.
- Use Pre-printed Stationery:** A checkbox that is currently unchecked.
- Purchase Order Preview:** A preview of the purchase order document, showing the supplier's name (SIMS Supply Ltd.), the delivery address, and the order details.
- Buttons:** 'Printed Orders...', 'XML Orders...', 'Test Print', 'Save', 'Cancel', and 'Help'.

- If the first copy of the order, after the original purchase order has been sent via Web Services is to be sent as an XML file in an email, select the **First Copy as XML** check box.

*NOTE: If you intend to send a copy of the original XML file to a different destination, e.g. the LA, the **Extra Copies** field cannot be zero.*

2. In the **Copy to** field, enter the email address of the person or organisation to which the XML copy file email is to be sent. This field is mandatory if the **First Copy as XML** check box has been selected.

NOTE: If the LA or other interested party requires a copy of the XML order, it is this email address that is entered here.

3. If you wish to add XML Order Terms and Conditions, click the **XML Orders** button.
4. Enter the text you wish to appear as Terms and Conditions on XML purchase orders (up to 1,000 characters). Alternatively, you can use this area to refer readers to the location of the Terms and Conditions.
5. Once you are satisfied with the Terms and Conditions text entered, click the **Save** button to return to the **Order Header** page.
6. Once you have completed all the details on this page, click the **Save** button.

Setting up the Email Settings in Establishment Details

It is recommend that a central email account, e.g. FMS Orders, is set up to be used by all users who intend to use email automatically through FMS. This email account needs to be set up by your System Administrator and permissions given to the relevant users to access this account.

On each workstation that will access the central email address, a Profile must be set up using **Start | Control Panel | Mail**. This Profile must have exactly the same name, i.e. same spelling and case, on each machine.

NOTE: If you have to re-install Microsoft Outlook for any reason, the Profile must be deleted and recreated.

Manual maintenance of the mail box is required as this mailbox will receive mail sent globally to 'All' recipients of the email system. These emails will need to be manually removed.

1. To set up FMS to import and export automatically via Microsoft Outlook, select the **Using Microsoft Outlook** check box.
2. To select the **Outlook Profile Name**, click the **Field Browser** button and select the correct profile from the list.

IMPORTANT NOTE: *If FMS is run from a network, it is essential that the Profile Name is identical on all workstations. If you are unsure about setting up an email profile, it is recommended that you contact your IT support unit to set up the profile for you.*

02 | Importing Content Orders, Invoices and Credit Notes

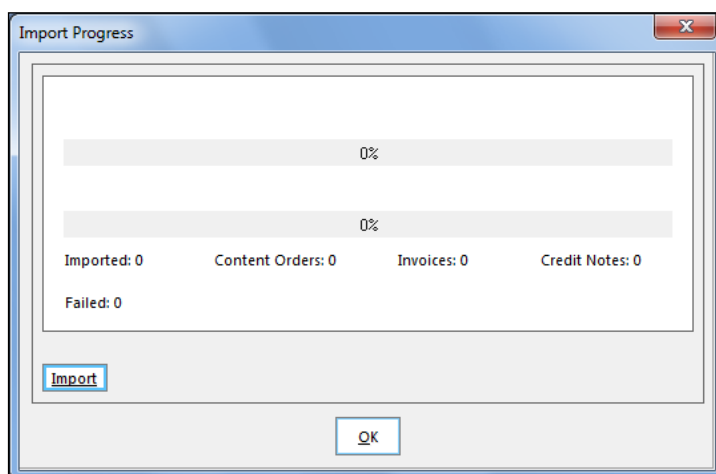
Importing Content Orders, Invoices and Credit Notes 21

Importing Content Orders, Invoices and Credit Notes

IMPORTANT NOTES: The import does not run automatically. It is recommended that the import is run regularly, i.e. once a day, in order to avoid large imports and to capture any invoices that are waiting to be downloaded into FMS.

An import cannot be cancelled once it has been started.

1. Content orders, invoices and credit notes can be imported by selecting **Focus | Accounts Payable | Import Orders / Invoices / Credit Notes**.



2. Click the **Import** button to start the import.
Alternatively, click the **Accounts Payable** button and then the **Import Transactions** button.



Accounts Payable button



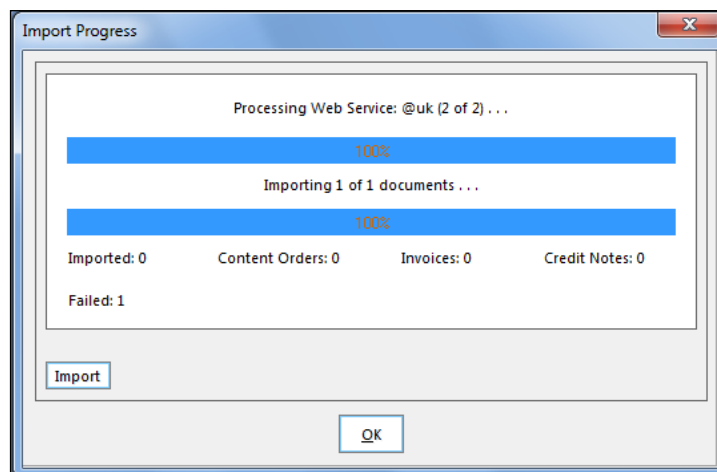
Import Transactions button

The following rules are applied when files are imported:

- An invoice will only be imported if there is a matching purchase order in the system. The identified purchase order must have a status of Printed, Part Delivered, Fully Delivered or Part Invoiced.
- The import puts the invoice into the highest year in which the purchase order can be found. The purchase order and invoice must be in the same financial year.
- If an order line in a purchase order has been cancelled and an invoice arrives with that order line in it, the whole invoice is rejected. For example, a ten line order is sent to a supplier. Line six is then cancelled. If an invoice is returned with the remaining nine order lines it is imported. If an invoice is returned with the original ten order lines it is rejected.
- A credit note is only imported if a matching invoice is located in FMS.
- The file must identify the school as being the recipient using the school's DUNs number.

NOTE: If the **Invoice /Credit Note Processing** page is open when invoices and credit notes are imported, the page will now refresh automatically.

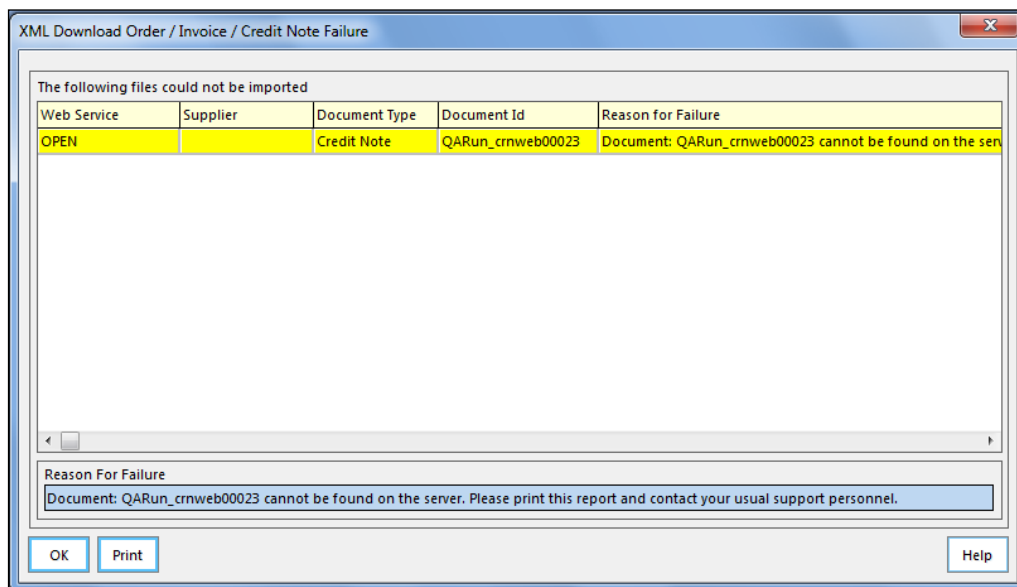
Once the import has completed, the **Import Progress** dialog lists the number of files that have imported, how many are content orders, invoices and credit notes and how many have failed.



FMS will make a web service call to the supplier/portal to indicate whether the invoice/credit note/order has imported successfully or not.

Viewing Import Failures

If any files fail to import, the **XML Download Order / Invoice / Credit Note Failure** dialog is displayed.



This screen displays details to help you to identify any files that have failed to import and the reason for the failure.

The list can be printed by clicking the **Print** button.

The system will continue to attempt to import invoices/credit notes and orders whilst they remain on the suppliers/portal site. If the supplier/portal deletes the file, the system will attempt to import it one more time and a failure message that the file has been deleted is displayed.

03 | Managing Imported Content Orders

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Imported XML Content Orders

If the import is successful, FMS creates a new unauthorised order within FMS, populated with the available data from the file. In addition, FMS:

- Assigns Line Numbers. Lines are given the line number from the XML file.

NOTE: Line numbers are not re-sequenced if lines are deleted during an edit. This is so that the lines will correctly link back to the copy held by the portal.

- Assigns a temporary order number to the unauthorised order. Ultimately, when the content order is authorised, an order number is assigned from the **Default Order Book**.
- Compares the contents of the tag Order References/ContractOrderReference with the value held in FMS under **Supplier Details | Contract Number**. If this does not match, FMS is updated with the new value.
- Checks that the value of the tag Order/Supplier/SupplierReferences/TaxNumber matches the detail held in FMS under **Supplier Details | VAT Registration No**. If it does not, FMS is updated with the new value.

NOTE: This occurs only if it is a nine digit number after removing non-numeric characters.

- Attempts to match VAT codes on each line that is imported.
- As each line is imported, the system assigns a ledger code, fund code and cost centre on the following basis:
 - If the content order carries no information about the Originator or Mnemonic Cost Centre for the line, then the system will use the default template.
 - If the content order carries information about the Originator only, then the system uses the template from the XML Import Template Table for the Originator that does not have a Mnemonic Cost Centre. Otherwise, it uses the first template found for that Originator.

- If the content order carries information about the Mnemonic Cost Centre only, the system uses the template from the XML Import Template Table for that Mnemonic Cost Centre that does not have an Originator. Otherwise, it will use the first template found for that Mnemonic Cost Centre.
- If the content order carries information about both the Originator and the Mnemonic Cost Centre, then the system will use the template from the XML Import Template Table for that Originator and Mnemonic Cost Centre.

NOTE: Some portals will allow a user to enter a cost centre against an order line. This is referred to as the Mnemonic Cost Centre and FMS will use this information (where available) to assist in allocating a cost centre to order lines.

Editing an Imported Content Order

NOTES: The only orders that can be edited are those that have been saved and not yet authorised. However, it is possible to clear a commitment once printing has taken place.

*If the **Purchase Order Processing** page is open when the content orders are imported, the page will now refresh automatically.*

1. Select **Focus | Accounts Payable | Purchase Orders** to display the **Purchase Order Processing** browser. Alternatively, click the **Accounts Payable** button followed by the **Purchase Order Processing** button.



Accounts Payable button



Purchase Order Processing button

2. Click the **View** browser button and select **Un-Authorised** from the **Purchase Orders Views** dialog then click the **Select** button.
3. Highlight the unauthorised order to be edited and either double-click on the line, click the **Focus Browser** button or press **Ctrl+F3**. You can also select **Purchase | Browser**.



Focus Browser button

The order is displayed.

4. To edit the order book or the **Pay From** field, click the appropriate **Field Browser** button and make the new selection from the lists displayed.



Field Browser button

5. To change the delivery address, select the **Address** panel and amend the data as required.

*NOTE: The address defaults to that held in **Tools | Accounts Payable Parameters**.*

6. To change the **Delivery Instruction**, click the **Field Browser** button or press **F3** and select the new instruction by highlighting the required one and clicking the **Select** button.

*NOTE: Delivery instruction defaults to **ASAP**.*

7. To enter Special Instructions, select the **Special Instructions** panel and enter the required data.

*NOTE: It is not possible to edit the supplier on an imported content order, as the authorised order will automatically be returned to the originating supplier when the **Print** button is clicked.*

Editing Order Line Details

1. To edit individual order lines, click the **Edit Item** button or press **F5** to display the **Order Line Details** dialog.



Edit Item button

2. The cost centre, ledger code and VAT code will have been assigned from the default eProcurement template. To edit any of these, click the appropriate **Field Browser** button, highlight the required code and click the **Select** button.

NOTE: You cannot edit Line Type, Part Number, Description, Unit Cost, Contract, Discount % or Order Unit on an imported content order.

3. To edit the quantity, delete the incorrect data and enter the new value.

Batch Editing Order Line Details

To apply a ledger code, fund code and cost centre to selected lines at the same time:

1. Select the lines you wish to update by either:
 - Clicking the **Tag All** button to tag all the lines; or
 - Right-clicking in the table to the left of the **Line No.** column

Tagged lines will have a flag beside them.

2. Click the **Edit Tagged** button.
3. Select a Cost Centre, Ledger Code and Fund Code by clicking the **Field Browser** button and selecting the required codes.

NOTE: You cannot edit Line Type, Part Number, Description, Unit Cost, Contract, Discount % or Order Unit on an imported content order.

4. To record any changes you have made, click the **Save** button. If you do not wish to continue at present, click the **Cancel** button.

NOTE: If the supplier has a catalogue, the Part Number, Description, Unit Cost and Order Unit are not validated against a catalogue held in FMS. If the supplier has a catalogue, the catalogue is not updated from the XML content order details.

Completing Order Editing

1. You can delete an order line by clicking the **Delete Item** button or by pressing **F4**.



Delete Item button

NOTES: Line numbers are not re-sequenced if lines are deleted.

You cannot add or clone lines within an imported content order. Where this is required, you will need to delete the order, create a new content order on the portal and import it again.

2. When satisfied with the alterations that you have made, click the **Save Record Changes** button on the Focus Bar or press **F9**. The alterations can also be saved by selecting **Purchase Order | Save**.
3. Changes made in error can be removed by clicking the **Undo Record Changes** button on the Focus Bar or press **Esc**. This only works if you have not saved the changes first.
4. Click the **Yes** button to undo the changes and return to the main browser page. This facility can also be accessed by selecting **Purchase Order | Undo**.

NOTE: Unauthorised orders can be printed. This enables you to circulate the orders to the relevant people for checking. Unauthorised orders print in the usual way and each order is clearly marked as unauthorised.

Authorising, Printing and Returning an Order

There are three ways in which orders may be prepared for authorisation or printing.

- Choose the **Tag** button from the **Purchase Order** browser.
- Select **Purchase Order | Batch Selection | Tag**.
- Highlight and select individual orders either by clicking on the order or by using the arrow keys to highlight a specific order and pressing the spacebar.

Printing Unauthorised Orders

It is possible to print orders before they have been authorised, so that they can be circulated for review to the relevant people. The print is exactly the same as if the order was printed after authorisation with the following exceptions:

- The title, supplier address and page number have the suffix 'Un-Authorised Print'.
- The print is always sent to the default printer irrespective of the **Order Method** set in the **Focus | Accounts Payable | Supplier: Basic** tab.

Order Printing

Orders that have come in via the import mechanism are automatically sent back to the portal when the **Print** button is clicked, regardless of the **Order Method** selected in **Accounts Payable | Supplier: Basic**. When orders are ready to be printed and despatched to the relevant portal, the number of copies that are produced are governed by number of extra copies selected in **Tools | Accounts Payable Parameters**.

- Copies of **Printed** orders state, 'Copy Order'.
- All duplicates of original XML files are marked as copies.
- If the relevant details have been completed, a copy of the purchase order can be sent to the email address entered in **Tools | Accounts Payable Parameters**.

Batch Selection

1. Click the **Tag** button to access the batch selection option for purchase orders or select **Batch Selection | Tag** from the Purchase Order Menu on the Menu Bar.

The screenshot shows a window titled "Tag Purchase Orders". It contains three main sections for selection criteria:

- For Supplier:** Radio buttons for "All", "Specific", and "Not". The "All" button is selected.
- By Status:** Radio buttons for "All", "Specific", and "Not". The "All" button is selected.
- By Date:** Radio buttons for "All", "Specific", and "Not". The "All" button is selected.

At the bottom of the window are three buttons: "Tag", "Cancel", and "Help".

2. You are presented with three options for selecting orders to be tagged: **For Supplier, By Status, By Date**. Each field has two radio buttons from which you may make a choice.
3. If you decided to select the **All** radio button for all three options, then all the orders you have entered are tagged.

For Supplier

- | | |
|-----------------|---|
| Specific | Select this radio button when you want to specify the criteria by which the orders are tagged. |
| Not | <p>If you want to exclude orders to a certain supplier from being tagged, then check this field.</p> <p>To select one supplier for tagging, ensure that this field is not selected.</p> |
| Browse | <p>Click the Field Browser button or press the F3 button to display your list of suppliers.</p> <p>Highlight the supplier of your choice.</p> |

By Status

- | | |
|-----------------|---|
| Specific | Select this radio button when you want to specify the criteria by which the orders are tagged. |
| Not | <p>If you wish to exclude orders that have reached a specific status from being tagged, e.g. they are already authorised, select this field to check it.</p> <p>To select one category for tagging, ensure that this field is not selected.</p> |
| Browse | <p>Click the Field Browser button or press the F3 button to display the list of status categories.</p> <p>Highlight the category of your choice.</p> |

By Date

- | | |
|-----------------|--|
| Specific | Select this radio button when you want to specify the criteria by which the orders are tagged. |
| Not | <p>If you wish to exclude orders according to their date, select this check box.</p> <p>To select a date category for tagging orders, make sure that this check box is not selected.</p> |
| Browse | <p>Click the Field Browser button or press the F3 button to display the list of categories for selecting the date.</p> <p>Highlight the category of your choice. You are now able to select a date by choosing the Calendar button.</p> |

4. Once you are satisfied with the criteria you have chosen for tagging orders, click the **Tag** button.
- Orders may be untagged, if required, by clicking the **Un-tag All** button.

Batch Processing

1. To authorise your tagged orders, either click the **Authorise Tagged** button or select **Purchase Order | Batch Processing | Authorise Tagged**.
2. To send your orders back to the portal, click the **Print Tagged** button from the **Purchase Order** browser. You may also select **Purchase Order | Batch Processing | Print**.

Individual Selection

1. Make sure that the order you wish to tag has the focus and is highlighted. Either click in the space next to the order or press the spacebar.
2. A yellow flag is positioned next to the order and you may now select to authorise or send it to the portal by choosing the **Authorise Tagged** button or the **Print Tagged** button. You may also select **Purchase Order | Authorise**, the **Authorise Current Order** button from the Focus Bar or press **F8** on the keyboard.



Authorise Current Order button

Alternative ways to send the order back to the portal are to click the **Print Order** button from the Focus Bar or select **Purchase Order | Print**.

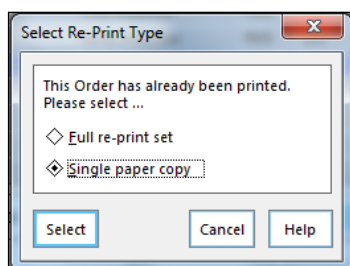


Print Order button

3. You also have the option to click the **Un-tag All** button, if for any reason, you change your mind about the orders requiring authorisation or sending.

Copies of Printed Orders

Once orders have been sent back to the portal, selecting to reprint a specific order gives you the option to either re-print the full order or to obtain a single copy.



1. Select the **Full re-print set** radio button to print copies of the original order. Selecting this option will send an XML copy of the order back to the portal and print the multiple copies setting in Accounts Payable Parameters, plus any email address set for sending duplicate XML orders to a third party.
2. Select the **Single paper copy** radio button for a single copy of the order to be printed by the default printer.

NOTE: All reprints are clearly marked as copies.

Cancelling an Order

You may cancel any authorised or printed order by following the procedure detailed below. The only exception to this is that once a delivery note has been recorded against the order, you will no longer be permitted to cancel.

1. From the browser of orders, highlight the one you wish to cancel.

2. Either select **Purchase Order | Cancel**, or click the **Cancel Order** button from the Focus Bar.



Cancel Order button

3. A dialog is displayed asking for confirmation to proceed with cancelling the order. If an authorised order was selected for cancellation, selecting **Yes** will change the order status to **Cancelled Before Print**. If a printed order was selected for cancellation, choosing **Yes** changes the order status to **Cancelled After Print**.
4. Because the order has been despatched electronically, no communication is sent by FMS to the portal of the cancellation and the supplier may already be processing the order. Therefore, it is essential that the supplier is communicated with in another way to confirm that the order has been cancelled by the school.

Moving an XML Order between Financial Years

Any unauthorised orders can be moved from the current financial year to the previous or following financial year with the following conditions:

- The financial year the order is currently in and the financial year it is being moved to must have a status of **Started**.
- Only unauthorised orders can be moved.

NOTE: When an order is moved, it is completely deleted from the original year and is displayed in the receiving year as though it was originally created there.

If an XML order is moved, ledger codes, funds, cost centres and links are reset, based on the relevant template used when it was imported, or the nearest match.

1. Select **Focus | Accounts Payable | Purchase Order** to open the **Purchase Order Processing** browser.
2. Highlight the XML order you wish to move to another year.
3. Click the **Move Current Order to Next/Previous Year** button.



Move Current Order to Next/Previous Year button

4. You are asked to confirm that you want to move the selected unauthorised order to the other open year on your system. Click the **Yes** button to move the Purchase Order.
5. A dialog advises you that the purchase order has moved out of the current year. Click the **OK** button to continue.

04 | Managing Imported Invoices and Credit Notes

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Managing Imported Invoices/Credit Notes

Viewing Imported Invoices/Credit Notes

1. To view imported invoices/credit notes, select **Focus | Accounts Payable | Invoice/Credit Note** to display the **Invoice/Credit Note Processing** browser.

*NOTE: If the **Invoice/Credit Note Processing** browser is open when the import is run, it must be closed and re-opened to view the imported invoices/credit notes as it will not refresh automatically.*

Alternatively, select the **Accounts Payable** button followed by the **Invoice/Credit Note Processing** button.



Accounts Payable button



Invoice/Credit Note Processing button

04 | Managing Imported Invoices and Credit Notes

The screenshot shows the 'Invoice/Credit Note Processing' window. It features a search bar at the top with 'Looking for' and 'Status' (set to 'All'). Below the search bar, there are radio buttons for sequencing: 'Inv./Credit Note No.', 'Date', 'Trans ID', 'Source', 'Supplier', and 'Amount'. To the right, there are radio buttons for 'Ascending' and 'Descending' order. The main area is a table with columns: Invoice/Credit Note No., Invoice Date, Trans ID, Amount, Status, Order Number, Cross Year, Supplier, and SRC. The table lists various invoices and credit notes, including unauthorised, reconciled, and paid items. At the bottom, there are buttons for 'Selection' (Tag Unauthorised..., Un-Tag All) and 'Processing' (Authorise Tagged).

Invoice/Credit Note No.	Invoice Date	Trans ID	Amount	Status	Order Number	Cross Year	Supplier	SRC
182731798328876a	21/06/2011	00000115	15.79	Unauthorised	Non-Order		Harrolds Ltd	FMS ✓
CrmWeb00027	19/07/2011	00000314	6.04	Unauthorised	Credit Note		CAPITA Group, The	XML ✓
InvWeb00099	10/07/2011	00000199	4.84	Unauthorised	CWEB000048		CAPITA Group, The	XML ✓
InvWeb00159	16/07/2011	00000303	2.56	Unauthorised	CWEB000058		CAPITA Group, The	XML ✓
@UK666	06/06/2011	00000071	19.15	Fully Authorised	BANK1000016		@uk	FMS ✓
000259cr	16/05/2010	00000054	25.00	Paid	Credit Note	F	The Number One Bank	FMS ✓
001	30/04/2010	00000012	75.55	Reconciled	CENT000002	F	Norwich Paper & Pulp Ltd	FMS ✓
001cr	14/05/2010	00000044	3.14	Reconciled	Credit Note	F	Norwich Paper & Pulp Ltd	FMS ✓
001cra	15/05/2010	00000045	5.88	Reconciled	Credit Note	F	Norwich Paper & Pulp Ltd	FMS ✓
182731798328876	21/06/2011	00000101	41.12	Paid	Non-Order		Harrolds Ltd	FMS ✓
182731798328876	01/06/2011	00000072	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876a	03/06/2011	00000073	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876aa	09/04/2011	00000099	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876ab	01/05/2011	00000100	22.25	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876ac	01/07/2011	00000102	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876ad	01/07/2011	00000103	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓

By default, the browser displays unauthorised orders at the top of the list, then the invoices in invoice/credit note number order.

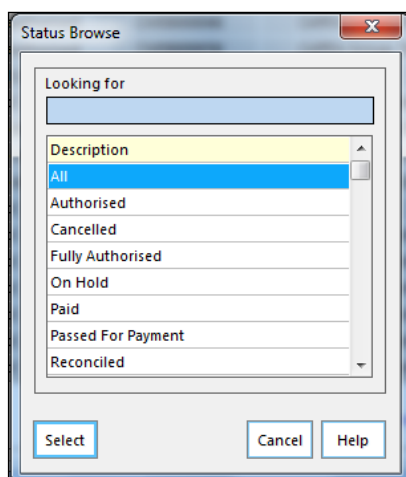
- The browser can be sequenced according to **Inv./Credit Note No.**, **Date** (this activates the Looking for **Calendar** button), **Trans ID**, **Source**, **Supplier** or **Amount** by selecting the appropriate radio button. The browser can be sequenced in **Ascending** or **Descending** order by selecting the appropriate radio button.

You can restrict the number of invoices and credit notes displayed in the browser according to **Type** and **Status**.

- To select a specific **Type** to view, click the adjacent **Field Browser** button, highlight the required type and click the **Select** button.

The screenshot shows the 'Type Browse' dialog box. It has a 'Looking for' search bar. Below it is a list of options: 'All', 'All Credit Notes', 'All Invoices', 'All Non-Order Invoices', 'All Order Invoices', and 'All Sundry Invoices'. The 'All' option is currently selected. At the bottom, there are buttons for 'Select', 'Cancel', and 'Help'.

4. To select a specific **Status**, click the **Field Browser** button, highlight the required status, i.e. unauthorised, and click the **Select** button.



Invoices/credit notes are listed in the order defined. Any invoices (imported or entered into FMS), where there is a discrepancy between the order and the invoice, will have a yellow triangle icon warning displayed in the right-hand column.

NOTE: Invoice line details now include a line number. This applies to all invoices and credit notes and is applied retrospectively to orders on the system.

An invoice/credit note can be printed by clicking the **Print Record** button. This displays the invoice/credit note which can then be printed.



Print Record button

Editing an Imported Invoice

Invoice/Credit Note No.	Invoice Date	Trans ID	Amount	Status	Order Number	Cross Year	Supplier	SRC
182731798328876a	21/06/2011	00000115	15.79	Unauthorised	Non-Order		Harrolds Ltd	FMS ✓
CmWeb00027	19/07/2011	00000314	6.04	Unauthorised	Credit Note		CAPITA Group, The	XML ✓
InvWeb00099	10/07/2011	00000199	4.84	Unauthorised	CWEB000048		CAPITA Group, The	XML ✓
InvWeb00159	16/07/2011	00000303	2.56	Unauthorised	CWEB000058		CAPITA Group, The	XML ✓
@UK666	06/06/2011	00000071	19.15	Fully Authorised	BANK1000016		@uk	FMS ✓
000259cr	16/05/2010	00000054	25.00	Paid	Credit Note	F	The Number One Bank	FMS ✓
001	30/04/2010	00000012	75.55	Reconciled	CENT000002	F	Norwich Paper & Pulp Ltd	FMS ✓
001cr	14/05/2010	00000044	3.14	Reconciled	Credit Note	F	Norwich Paper & Pulp Ltd	FMS ✓
001cra	15/05/2010	00000045	5.88	Reconciled	Credit Note	F	Norwich Paper & Pulp Ltd	FMS ✓
182731798328876	21/06/2011	00000101	41.12	Paid	Non-Order		Harrolds Ltd	FMS ✓
182731798328876	01/06/2011	00000072	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876a	03/06/2011	00000073	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876aa	09/04/2011	00000099	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876ab	01/05/2011	00000100	22.25	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876ac	01/07/2011	00000102	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓
182731798328876ad	01/07/2011	00000103	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS ✓

Once imported, invoices can be edited in the usual way with the restrictions outlined below.

1. From the **Invoice /Credit Note Processing** browser, highlight the required invoice.



Focus Browser button

2. Either double-click on it or click the **Focus Browser** button from the Focus Bar. Alternatively you may select **Invoice/Cr.Note | Browser** or press **Ctrl+F3**.



View Item button

Invoice/Credit Note No.	Invoice Date	Trans ID	Amount	Status	Order Number	Cross Year	Supplier	SRC
182731798328876a	21/06/2011	00000115	15.79	Unauthorised	Non-Order		Harrolds Ltd	FMS
CrmWeb000027	19/07/2011	00000314	6.04	Unauthorised	Credit Note		CAPITA Group, The	XML
InvWeb000099	10/07/2011	00000199	4.84	Unauthorised	CWEB000048		CAPITA Group, The	XML
InvWeb00159	16/07/2011	00000303	2.56	Unauthorised	CWEB000058		CAPITA Group, The	XML
@UK666	06/06/2011	00000071	19.15	Fully Authorised	BANK1000016		@uk	FMS
000259cr	16/05/2010	00000054	25.00	Paid	Credit Note	F	The Number One Bank	FMS
001	30/04/2010	00000012	75.55	Reconciled	CENT000002	F	Norwich Paper & Pulp Ltd	FMS
001cr	14/05/2010	00000044	3.14	Reconciled	Credit Note	F	Norwich Paper & Pulp Ltd	FMS
001cra	15/05/2010	00000045	5.88	Reconciled	Credit Note	F	Norwich Paper & Pulp Ltd	FMS
182731798328876	21/06/2011	00000101	41.12	Paid	Non-Order		Harrolds Ltd	FMS
182731798328876	01/06/2011	00000072	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS
182731798328876a	03/06/2011	00000073	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS
182731798328876aa	09/04/2011	00000099	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS
182731798328876ab	01/05/2011	00000100	22.25	Paid	Non-Order		Mason & Mason Solicitors	FMS
182731798328876ac	01/07/2011	00000102	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS
182731798328876ad	01/07/2011	00000103	10.50	Paid	Non-Order		Mason & Mason Solicitors	FMS

3. The invoice can be printed by clicking the **Print Record** button on the Focus Bar. This displays the invoice which can then be printed.



Print Record button

4. On imported invoices, the following fields can be edited:
- **Paid By Date**
 - **Pay From**
 - **Posting Period**
 - **On Hold check box**
 - **Invoice Notes.**
5. Any discrepancies between the order and the invoice can be viewed by clicking the **View Invoice / Order Differences** button.

Line Number	Part Number	Description	Cost	Discount
1	2	Expenditure	1.18	0.00
2	5	Expenditure	2.94	0.00

The **Invoice Order Differences** dialog displays any differences in Line Number, Part Number, Description, Cost and Discount.

6. Click the **OK** button to close the dialog.

Editing Order Invoice Line Details

1. By default, the first line of the invoice should be highlighted, enabling you to start editing the items received from the top.

Make sure the invoice line you wish to edit is highlighted and click the **Edit Item** button or press the **F5** key to activate **Edit Line Details**.

2. The **Cost Centre**, **Ledger Code** and **Fund Code** are editable. These are taken from the order line.
3. Click the **Save** button to save any changes.

Editing an Imported Credit Note

Once imported, credit notes can be edited in the usual way with the restrictions outlined below.

1. From the **Invoice / Credit Note Processing** browser, highlight the required credit note.



Focus Browser button

2. Either double-click on it or click the **Focus Browser** button from the Focus Bar. Alternatively you may select **Invoice / Cr.Note | Browser** or press **Ctrl+F3**.



View Item button

Invoice/Credit Note Processing

Supplier: CAPITA Group, The
The Laurels
47, High Street
Meppershall
Nr Shefford
Beds
SG13 7TY

Credit Note Number: CnmWeb00027
Invoice Number: InvWeb00007
Credit Note Total: 6.04
Pay To: Central

Credit Date: 19/07/2011
Source: XML

Status: Unauthorised

On Hold: ☐ Credit Note Notes:

Narrative:

Line No	Ref Line	Ledger	Ledger Description	Cost Centre	Cost Centre Description	Net Amount	VAT
1	1	70000006	General Expenses	EXTACTIV	Extended School Activities	5.14	1
		V1000001	VAT In 17.5%			0.90	

Ledger Code: (70000006) General Expenses
Cost Centre: (EXTACTIV) Extended School Activities
Supporting Documents (0)

Trans ID: 00000314
Total VAT: 0.90
Invoice Total Including VAT: 6.04

- The credit note can be printed by clicking the **Print Record** button on the Focus Bar. This displays the credit note which can then be printed.



Print Record button

- On imported credit notes, the following fields can be edited:
 - Pay To**
 - Posting Period**
 - On Hold check box**
 - Credit Note Notes.**

Editing Credit Note Line Details

- By default, the first line of the invoice should be highlighted, enabling you to start editing the items received from the top.

Make sure the credit note line you wish to edit is highlighted and click the **Edit Item** button or press the **F5** key to activate **Edit Line Details**.

2. The **Cost Centre**, **Ledger Code** and **Fund Code** are editable. These are taken from the matched invoice.
3. Click the **Save** button to save any changes.

Authorising Invoices and Credit Notes

There are two ways in which invoices and credit notes may be prepared for authorisation.

1. Choose the **Tag Unauthorised** button from the **Invoice /Credit Note** browser.
2. Select **Invoice /Cr.Note | Batch Selection | Tag**.
3. Highlight and select an individual invoice/credit note, either by clicking in the left margin of the browser field, or by using the arrow keys to highlight a specific order and pressing the spacebar.

Batch Selection

1. Click the **Tag** button to access the batch selection option for invoices and credit notes or select **Batch Selection | Tag** from the **Invoice /Credit Note** menu.

2. Two options for selecting invoices or credit notes to be tagged are displayed, **For Supplier**, or **By Date**. Each section has two radio buttons from which a selection can be made.
3. If you click the **All** radio button for the two options, then all the unauthorised invoices/credit notes you have entered are tagged.

For Supplier

- | | |
|-----------------|---|
| Specific | Select this radio button when you want to specify the criteria by which the invoices or credit notes are tagged. |
| Not | <p>If you want to exclude invoices or credit notes to a certain supplier from being tagged, then select this check box.</p> <p>To select one supplier for tagging, make sure that this field is not selected.</p> |
| Browse | <p>Click the Field Browser button or press the F3 button to display your list of suppliers.</p> <p>Highlight the supplier of your choice and click the Select button.</p> |

By Date

- | | |
|-----------------|--|
| Specific | Select this radio button when you want to specify the criteria by which the invoices or credit notes are tagged. |
| Not | <p>If you wish to exclude invoices or credit notes according to their date, select this check box.</p> <p>To select a date category for tagging orders, make sure that this check box is not selected.</p> |
| Browse | <p>Click the Field Browser button or press the F3 button to display the list of categories for selecting the date.</p> <p>Highlight the category of your choice. Select a date by clicking the Calendar button.</p> |

4. Once you are satisfied with the criteria you have chosen for tagging invoices or credit notes, click the **Tag** button.
5. If you decide not to proceed with the authorisation process, click the **Cancel** button.
6. Even if you selected to tag invoices or credit notes according to the criteria you chose for batch selection, you may still change your mind by clicking the **Un-tag All** button.

Processing a Batch Selection of Invoices / Credit Notes

1. If you now decide to authorise your tagged invoices/credit notes, either click the **Authorise Tagged** button or select **Invoice /Cr.Note | Authorise**.
2. Another option is to select **Invoice /Cr.Note | Batch Processing | Authorise**, click the **Authorise Invoice /Credit Note** button from the Focus Bar, or press **F8** on the keyboard. This option authorises selected invoices.



Authorise Invoice/Credit Note button

Processing an Individual Selection of Invoices / Credit Note

1. Make sure that the invoice or credit note you wish to tag has the focus and either click in the space next to your choice or press the spacebar.
2. A yellow flag is positioned next to the invoice or credit note and you may now select to authorise by choosing the **Authorise Tagged** button. You may also select **Invoice/Cr.Note | Authorise**, click the **Authorise Invoice/Credit Note** button on the Focus Bar, or press the **F8** key on the keyboard to authorise individual invoices.
3. You also have the option to click the **Un-tag All** button if, for any reason, you change your mind about the invoices or credit notes requiring authorisation.

*NOTE: You will not be able to authorise invoices with **On Hold** status. These will remain listed as unauthorised until the **On Hold** check box has been deselected on the invoice.*

Validations Applied During the Invoice Authorisation Process

When the invoice is authorised, FMS checks the following:

- If the invoice has a difference from the original order, a warning message is displayed requesting confirmation that you have checked and accepted the differences. Click the **Yes** button to continue. A note is made in the audit trail that there was a difference in this invoice and it was accepted.
- If **Record Deliveries** is switched on and insufficient deliveries have been recorded, a message is displayed stating that an invoice cannot be authorised for items that have not been delivered.
- If the **eInvoice P&P Warning Threshold** set up in **Tools | Establishment Details** is exceeded, a warning message is displayed.
- If a supplier resends an identical invoice to one that has already been imported into FMS, the invoice fails to import and is recorded as a failure for as long as the supplier attempts to send this invoice. In these circumstances, the supplier should be contacted to remove the invoice.

If a supplier resends an identical credit note to one that has already been imported, it is imported into FMS with a suffix added to the end, e.g. 1200365a.

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XML options

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