INTRODUCTION
From March the University is changing how we match and manage invoices, replacing current manual processes with new technology that automatically matches supplier invoices to orders raised through OneUniversity.

How does automated invoicing work?
The technology captures the invoice data, looking for a valid OneUniversity purchase order number. It then tries to match the invoice against the corresponding order, providing there is a goods receipt.

If there is a 100% match, then the invoice will be passed for payment according to terms. If out with tolerance, then the invoice will route to the appropriate resolution pool for action.

MANAGING AN INVOICE WITH NO GOODS RECEIPT
This guidance provides you with information about the steps you need to take when the system tries to process an invoice with no Goods Receipt.

In cases where an invoice has been received for an unreceipted order, you will now receive notification of this by email and through your MyTasks area of OneUniversity.

You will receive an email like the one below:

Hi,

Automatic processing of the following transaction has resulted in an outcome that requires your attention. Please refer to the details below:

Transaction Details

<table>
<thead>
<tr>
<th>Title</th>
<th>INV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice No.</td>
<td>4819353.1</td>
</tr>
<tr>
<td>Date</td>
<td>25/02/2020</td>
</tr>
<tr>
<td>Total</td>
<td>357.42</td>
</tr>
<tr>
<td>Order No.</td>
<td>1000020639</td>
</tr>
</tbody>
</table>

Processing Outcome

| Result             | Unknown Goods Receipt |

Actions

To view this transaction in My Tasks in CiAnywhere click here.
Step 1:
→ Login to OneUniversity by clicking the ‘Click here’ link in the email.
→ The notification in My Tasks will look like the screenshot below:

Note:
A copy of the invoice can be downloaded by pressing the PDF tab circled above – please note that depending on the zoom preferences on your monitor this option does not always show.
PLEASE REMEMBER TO ZOOM OUT.

Step 2:
→ Click the drop-down arrow.
→ From here you have the following options:
Options relevant at this stage are:

1. Show Purchase Order
2. Receive Goods

(Other options may be used in future enhancements).

1. **Show Purchase Order**
   - This will take you to the relevant purchase order where you can Goods Receipt the relevant lines / quantities.

2. **Receive Goods**
   - This takes you to the ‘**My Goods Receipts**’ screen where you can create a blank Goods Receipt – you will need to know the order number in order to do this.

**Note:** Option 1 is generally the easiest and more efficient way to receipt goods however regardless of which method you use, please always remember to submit the goods receipt.

→ Once the Goods Receipt is finalised no further action is required – Automatic Invoice Processing will then attempt to match the finalised receipt to the invoice.
<table>
<thead>
<tr>
<th>Date</th>
<th>Version No</th>
<th>Author</th>
<th>Summary of changes</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.03.20</td>
<td>1.0</td>
<td>Hope Gribben / BT</td>
<td>Document creation</td>
<td>Claire Cavin</td>
</tr>
</tbody>
</table>