



Accounts Payable

UNIT4

UNIT 4 ERP EXTERNAL USER GUIDE

Updated February 2025

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For assistance, please contact the Central Creditors Section
on one of the following numbers:

01267 224169

01267 224897

01267 224987

Searching for suppliers

Before setting up a new supplier, check that it isn't already on the system:

- Financials – Accounts Payable – Supplier Master File – Suppliers

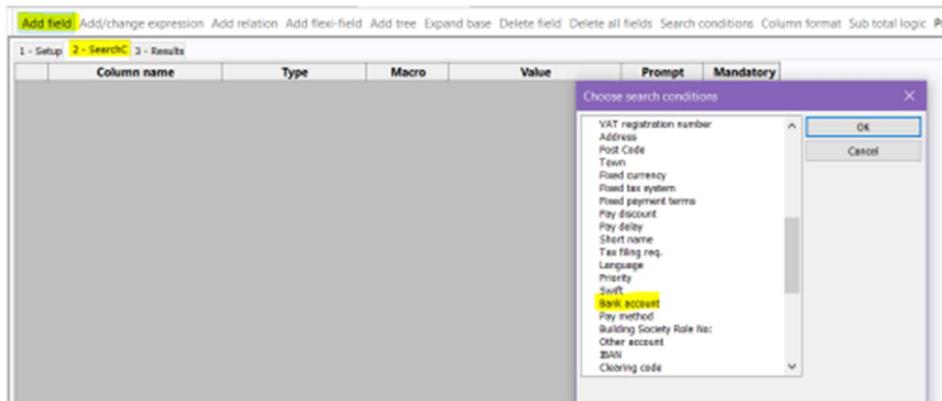


- Press F9 on this page to bring up the look up supplier tab
- First, enter a post code in the grey search bar (Press F7 to find)
- If nothing is found, search by the name like so: *LYRECO* (The * is a wildcard). You can also search on part of a name.

Supplier ID	Supplier Name	Short Name	Post Code	Address
?	*LYRECO*			

- If there is still nothing, check for the supplier via the bank details (if any):

- Financials-Accounts Payable-Supplier Master File
- Right click on supplier and click on open browser
- Go into the tab '2- SearchC' and then 'Add field'
- Scroll down until you find Bank account
- Select and then enter the account number of the supplier and press F7



If one of these searches brings the supplier up, there is no need to set up a new supplier, but you must check that all the details are the same.

If none of these options brings up the supplier, then a new supplier will need to be set up on the system.

Requesting a new supplier

Before sending your new supplier form to payments, make sure you have both of the following:

- Evidence of address
- Evidence of bank details

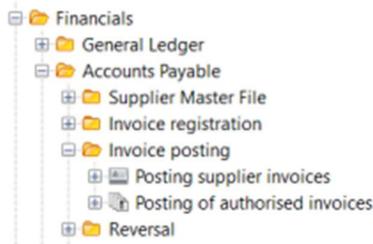
Examples of acceptable forms of evidence: details on company headed paper, invoice, bank statement, bacs form, email from supplier.

Once you have the appropriate documentation, you can then take your supplier form to a senior member of staff to authorise. This can then be scanned to creditor.payments@carmarthenshire.gov.uk

Paying Invoices

Before entering invoices, remember to check the invoice details against the supplier record on the system

1. Go to Financials – Accounts Payable – Invoice Posting – Posting supplier invoices



2. Select Creditors Invoices (AP)

3. It will then bring up the screen below:

4. In 'Trans date' enter the date on the invoice, then enter the supplier ID
5. It will then take you down to the Account, tab through this until you reach 'Curr. amount'
6. Enter the gross amount of the invoice (remember the minus sign in front of the amount. If you are entering a credit note, then don't put a minus sign)
7. Tab down to the Text, enter a brief, meaningful description of what the invoice is for
8. Tab through to the invoice number and enter the one that is on the invoice (The system automatically changes lower case to upper case, **preceding zeros must not be entered** & only alpha/numeric characters are permitted)
9. Tab through until the row goes into the box at the bottom and your cursor is back on account
10. Enter the accounting codes that have been given on the invoice and the amounts next to them
11. If there is VAT on the invoice, place a 'V' in the TC column (or an 'R' if reduced rate) and the net in the amount. If there isn't any VAT place a 'Z' in the TC column. **NEVER** post VAT directly to the VAT account code - see next section for detailed VAT instructions.

Allowing TAX Codes to calculate tax

When posting an invoice, you should never post directly to the VAT account code (9198 etc).

When entering invoices, in order to comply with HMRC regulations you must enter the correct VAT code and allow the system to calculate the VAT based on the Tax code (V or R).

If the amount does not exactly match the invoice e.g. due to rounding or some items not being VAT applicable, then you can amend it using the 'Amend Tax' option.

In the following example the gross amount of £108 was entered against the control line and when the accounting code is entered a VAT code associated with the account will appear. This will automatically calculate the amount of the VAT and will be the balance in the total line - £18 in this example).

W	Account	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	TC	TS	Cur	Posted amount	Amount	Payment ref	Text	S	R	Ap/Ar ID	Curr.amount	EachRate
1	0402	9956					D		GBP	-108.00	-108.00	43666007		N	P	47170	-108.00	1.00000000
2	4024	4024					V		GBP	90.00	108.00	43666007		P	P	47170	90.00	1.00000000
3																		
4																		
5																		
2										-18.00	0.00						-18.00	

If the VAT does not match exactly and you need to amend it, click on amend tax, change the VAT amount to the amount on the invoice and click save.

Pos	TC	Text	Account	%	currency	Base amount	VAT	Orig.amount	ESL
1	<input type="checkbox"/> V	AP Standard Rated	9198	20.00	GBP	90.00	18.00	0.00	<input type="checkbox"/>

You will then be taken back to the posting screen. Once you are happy with the fields are entered correctly, click save and the transaction number will be shown.

Creating a batch print

After a batch of invoices has been entered, a batch print must be created to show a summary of all invoices in the batch. This is an essential document that is needed to check that the correct suppliers have been paid.

1. Go to Accounts Payable – Financials – Accounts Payable - Enquiries – Open and historical items for all suppliers.
2. Open 'User Batch Print (do NOT change setup)'
3. In the 2nd row 'User' enter your U4 ERP username in the 'From' column.
4. In the 3rd row 'TransNo' enter the first transaction number in the 'From' column and the last transaction number in the 'To' column and press Ok
5. Check the transactions against your batch's invoices
6. If they all match, print out the page.
7. Change the settings to print the page landscape so it all sits on one page

Enquiry setup ✕

A - Registered Invoices
 B - Open Items
 C - Historical Items

Aggregated
 Read-only
 Number of rows

User Batch Print (Do NOT change setup) ▼

	Column name	Show	Sort	SubTot	Text	From	To
1	Period	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
2	User	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3	TransNo	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	0	0
4	SupplID	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
5	Amount	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
6	Pay rec	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
7	InvoiceNo	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
8	Inv.date	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
9	Date Recd:	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
10	TT	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
11	PM	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
12	Text	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Paying CIS Invoices

Under the Construction Industry Scheme (CIS), contractors deduct money from a subcontractor's payments relating to labour and pass it to HM Revenue and Customs (HMRC).

When the notification 'LAB/MAT MUST BE SPLIT' comes up on U4 ERP, this means that the supplier does work involved in the construction industry.

Entering CIS invoices is the same process as entering a normal invoice, but the labour and material values must be split.

1. Go to Financials – Accounts Payable – Invoice Posting – Posting supplier invoices
2. Select Creditors Invoices (AP)
3. In 'Trans date' enter the date on the invoice, then enter the supplier ID
4. This is when you will see the comment
5. Enter the amount on the invoice (remember the minus sign in front of the amount except if you are entering a credit note, then don't put a minus sign)
6. Tab down to the Text, enter a brief, meaningful description of what the invoice is for
7. Tab through to the invoice number and enter the one that is on the invoice
8. Tab through until the row goes into the box at the bottom and your cursor is back on account
9. Enter the financial codes as usual, but when you come to the box 'LABMAT' enter 'LAB' for labour. If there is no clear Lab/Mat split on the invoice, contact the company for clarification.

Account	Costc	Jobcode	Webuser	Service	Labmat	TC	TS	Cur	Curr. amount
4948						V		GBP	

GL Analysis
Admin, Office & Operational Consumables

10. In the amount, enter the net value of labour Remember to put a 'V' in the TC box if there is VAT on the invoice and a 'Z' if there is no VAT.
11. Tab through until your cursor comes back up the account box. 10
12. Enter the financial codes again, but in the 'LABMAT' box enter 'MAT' for materials
13. In the amount, enter the net value of materials and tab the line through
14. Once all the rows are entered and the amounts add up, press save and write down the transaction number on the front of the batch.

Correcting an invoice that has been entered incorrectly

If an invoice has been entered incorrectly but has already been saved, it may be reversed. However, it can only be reversed if you have notified the Central Creditors Section before a payment run.

Send an email to creditor.payments@carmarthenshire.gov.uk with the following information:

- Transaction Number
- Supplier ID
- Amount
- Reason why it needs to be reversed

Wait until you have had a reply from someone in Central Creditors informing you that you that the reversal has been carried out. **DO NOT ENTER THE INVOICE ONTO THE SYSTEM WITHOUT CONFIRMATION OF REVERSAL.**

If the payment run has already taken place before you notice an error, contact Central Creditors for advice.

Invoice Enquiry

This enquiry can be used to find certain information on an existing transaction, or to see whether a transaction is a possible duplicate

1. Go to Financials – Accounts Payable – Enquiries – Open and historical items for all suppliers – Invoice Enquiry
2. Make sure A, B and C boxes are ticked This makes sure that all transactions pop up no matter what stage they are at in the approval process.
3. Enter the Invoice number into the Invoice numbers 'From' box If you don't have an invoice number, you can enter the transaction number in the sixth row.

	Column name	Show	Sort	SubTot	Text	From	To
1	SupplID	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Pay rec	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3	InvoiceNo	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
4	Amount	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
5	Inv.date	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
6	TransNo	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
7	Pay date	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
8	PM	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
9	Text	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
10	S	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
11	Sep Cheque	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
12	Con/Com	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

4. Press OK
5. This will bring up all transactions with that invoice number
6. Look in the Supplier ID and amount rows to identify what you are looking for

The importance of checking invoices to ensure they haven't already been paid and are not duplicates cannot be overemphasised.

It is your responsibility to check whether a payment has been made; you MUST NOT simply assume the check will be done centrally.

If you see the message THE INVOICE NUMBER IS ALREADY IN USE displayed onscreen, it is imperative to check that the transaction has not been paid previously, rather than simply forcing the invoice through by changing the invoice reference or adding a date!

If a check on an invoice reveals that it is not a duplicate, it is advisable to add a date (full month & year) on to the invoice reference. For the duplicate payment check to be effective, it is important that we have a consistent approach to the way the invoice references are entered and that they are entered correctly.