

CAERPHILLY COUNTY BOROUGH COUNCIL

OLAS – PURCHASE LEDGER

ON-LINE BATCH COVER

Batch Details

Financial Year	<input type="text"/>	<u>INVOICES</u>
Batch Number	<input type="text"/> (System Generated)	
Description	<input type="text"/>	

Number of Transactions	<input type="text"/>	(20 maximum)
Total Gross Amount (inc VAT)	<input type="text"/>	
Total VAT Amount	<input type="text"/>	

Entry Details

System Reference Range	<input type="text"/>	to	<input type="text"/>
Date of Entry	<input type="text"/>		
Entered by (signature)	<input type="text"/>		
Location	<input type="text"/>		

Authorisation Details

I certify that the amounts shown on the attached documents are properly due to the payee(s) named. All goods and services have been received, all other necessary checks have been carried out and the payment is correct in all respects. Documents have been correctly entered to the Purchase Ledger and have been duly authorised on line.

Authoriser's Signature **Date**

Amended Entries

Sys Ref	Details	Amended By	Authorised by