OLAS Newsletter

November 2018 3rd Edition

OLAS UPGRADE

IMPORTANT PURCHASE LEDGER INFORMATION

Following on from last week's Newsletter that was sent out Wednesday 7th November, this week's newsletter is a short guide to Purchase Ledger Data Entry.

OFF LINE PREPERATION

Before entering invoices or credit notes for payment it is good practice to prepare and complete all off line information. This will ensure that the on-line entry process is completed smoothly and as efficiently as possible.

Experienced Data Entry Office will know that:
- The supplier details on the invoice must match those displayed on OLAS – This is to ensure that no changes have been made and payment is made to the correct supplier and into the correct bank account.
- If the details do not match or the supplier is not listed on OLAS, a supplier creation or amendment form must be completed and notification from the PL Team is required before using the record.
- Invoices and Credit notes are separated and batched separately.
- All invoices/credit notes must be stamped with the Purchase Ledger Stamp.
- All the fields within the stamp are completed.
- The On-Line Batch Cover is added and completed.

1. THE PURCHASE LEDGER STAMP

CCBC Payment stamp	
Order Number:	

GRN	Arith	Discount	Disp't	Certified
❑	check ❑	❑	Y / N	by:

Supplier Ref:	

CC		Subj		£ . p

VAT amount:	
Total:	
System Reference:	

1.1 You will need to Log onto OLAS to confirm the Supplier Ref number. The supplier details displayed on OLAS must match those displayed on your invoice.

It is not recommended to keep a list of Supplier Reference number. Details of Suppliers can and will change. Payments can and will be made to the wrong supplier or the incorrect bank account If the details are not checked.

2. LOGGING ONTO OLAS

Open OLAS. Double click on the desktop shortcut icon:

Sign into OLAS

2.1 Type in your User ID and Password

2.2 Click on OK

2.3 If you have set up your Self-Serve Password (SSPR), this Macro button will take you to a set of reset questions.
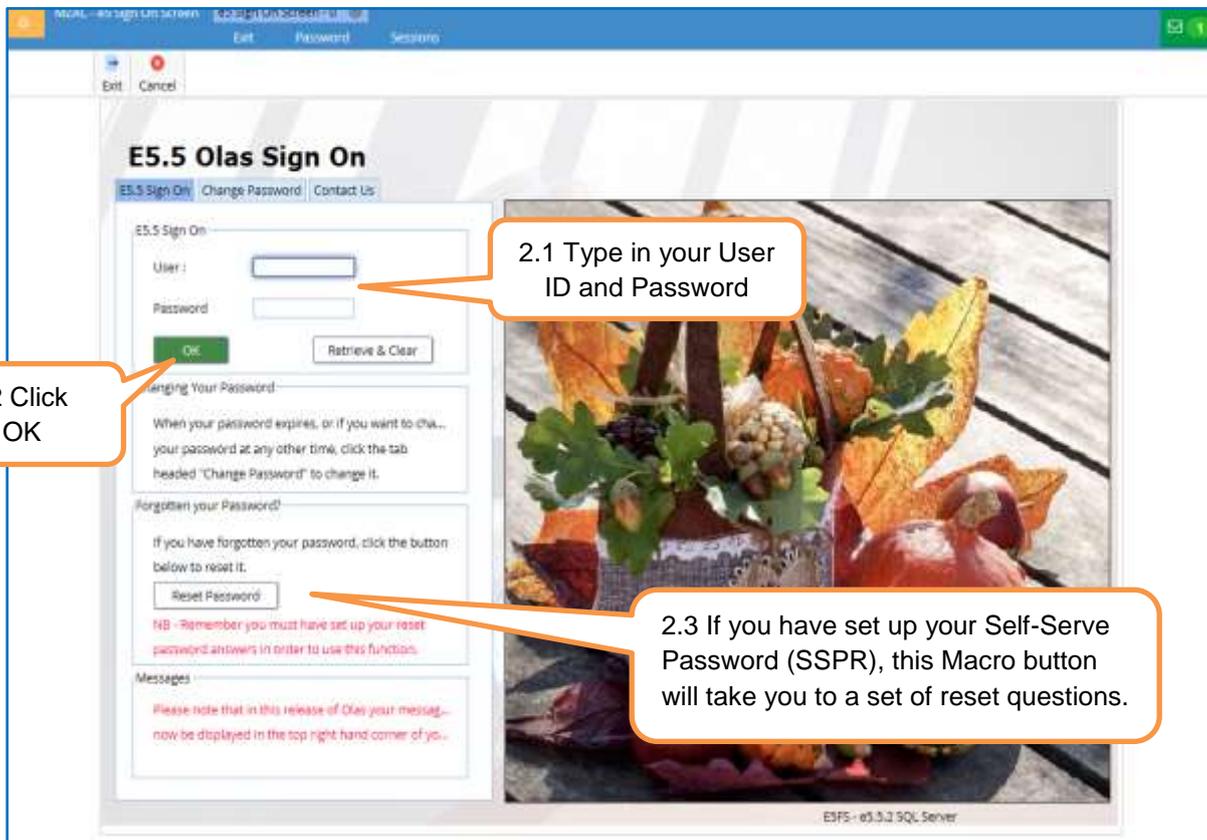
3. ACCESS THE MENU - Click on the Menu Icon to activate the drop down menu Select Purchase Ledger. You can then access the Supplier list, or if you click on Data Entry, the option to enter invoice or credit notes is displayed

3.1 Menu

3.2 Supplier creation and all OLAS forms can be found here in Quick Links.
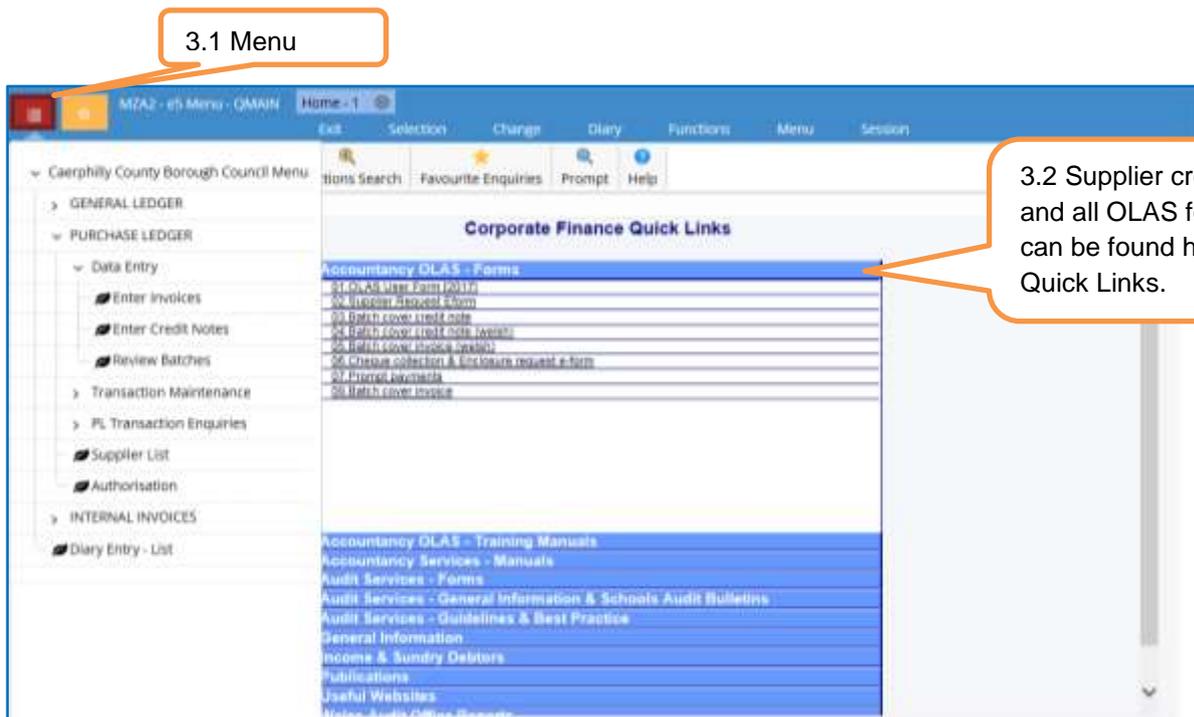
4. THE SUPPLIER LIST – This screen should look familiar, there are some changes to the appearance of the Icons, but all icons are now named and some new icons have been introduced. The functionality of these new icons will be developed and released at a future date.

Only use one of the Primary search fields to locate a supplier record. You can still use the wildcard % function. **Note: If you are unable to locate a supplier record you still need to complete a Supplier Request form, or contact the OLAS Helpdesk.**
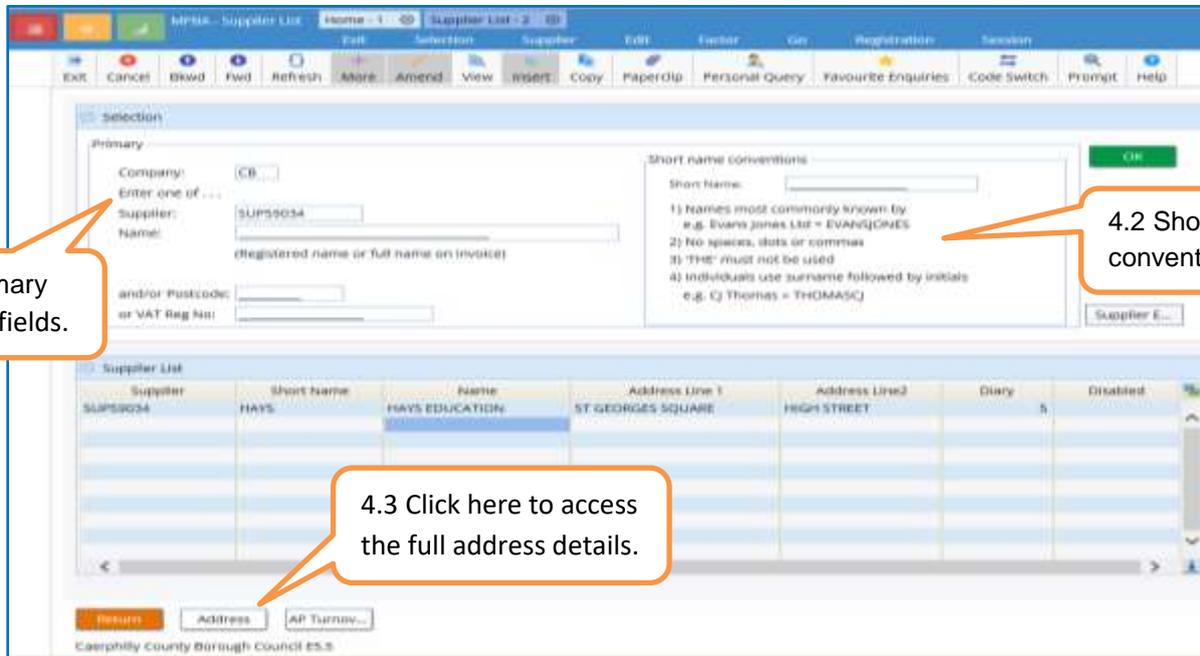
4.1 Primary search fields.

4.2 Short name conventions.

4.3 Click here to access the full address details.

5. SUPPLEIR ADDRESS DETAILS - Once you have located the record the following details should still be checked to ensure that there are no discrepancies between your invoice and the Supplier details as listed on OLAS.

- **Supplier Name** – Confirm by clicking on the Address Macro Button once, OLAS will display the Supplier Reference Number, Full name and short name. **Supplier Address** – Confirm by clicking on the Address Macro Button again. Use the scroll bar to scroll across the screen.
- **Contact Details** – Confirm by clicking on the Contact Details Tab.
- **Payment Details** to Confirm Click on the Payment Details Tab.
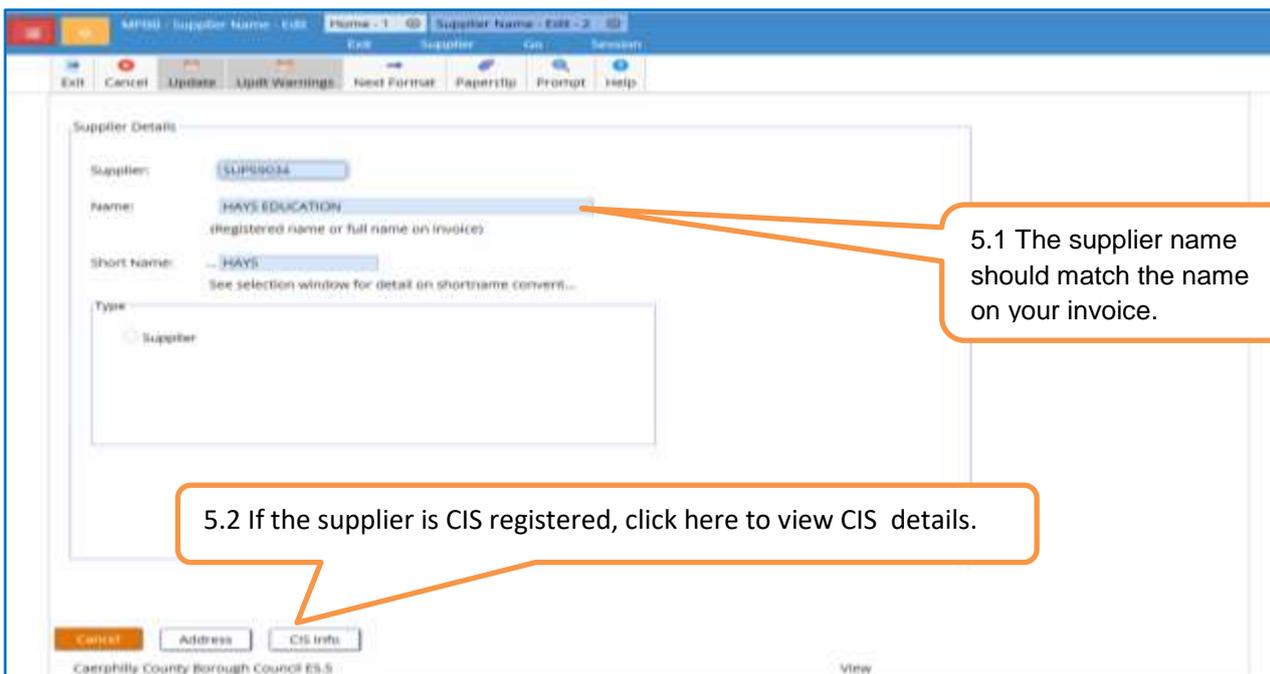
5.1 The supplier name should match the name on your invoice.

5.2 If the supplier is CIS registered, click here to view CIS details.

Due to increasing, cheque production costs the Authority is moving away from cheque payments. If the payment method on OLAS is cheque and the invoice displays the supplier's bank details, please amend these details by completing a supplier amendment form. If the supplier is set up for cheque, please contact the supplier and ask for their bank details.

5.4 Warnings are displayed here and are colour coded.
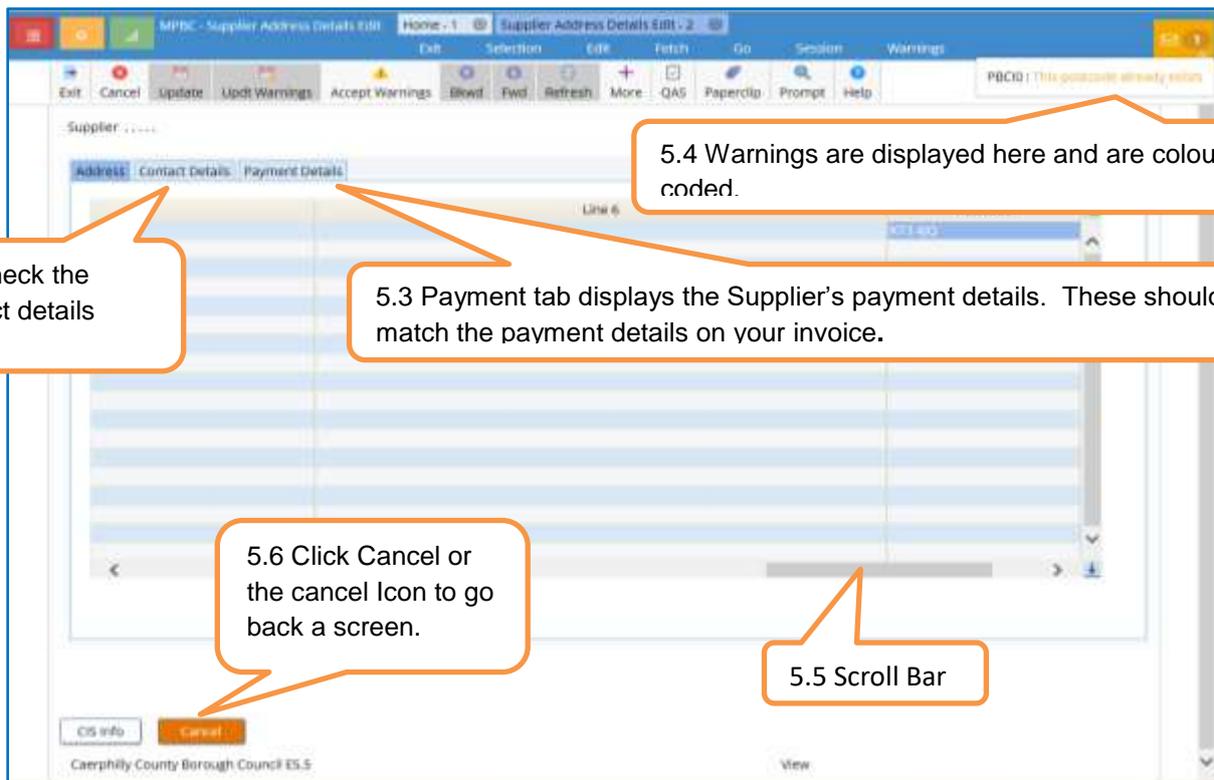
5.2 Check the contact details here

5.3 Payment tab displays the Supplier's payment details. These should match the payment details on your invoice.

5.6 Click Cancel or the cancel Icon to go back a screen.

5.5 Scroll Bar

When you have checked all these details add the Supplier reference number to your Purchase Ledger Stamp. Repeat this process for all the invoices in your batch before moving to on line Data Entry.

6. **TRANSACTION BATCH HEADER** - Again there are no changes in the appearance of the Transaction Batch Header Screen, and details entered must match your offline Batch Header.
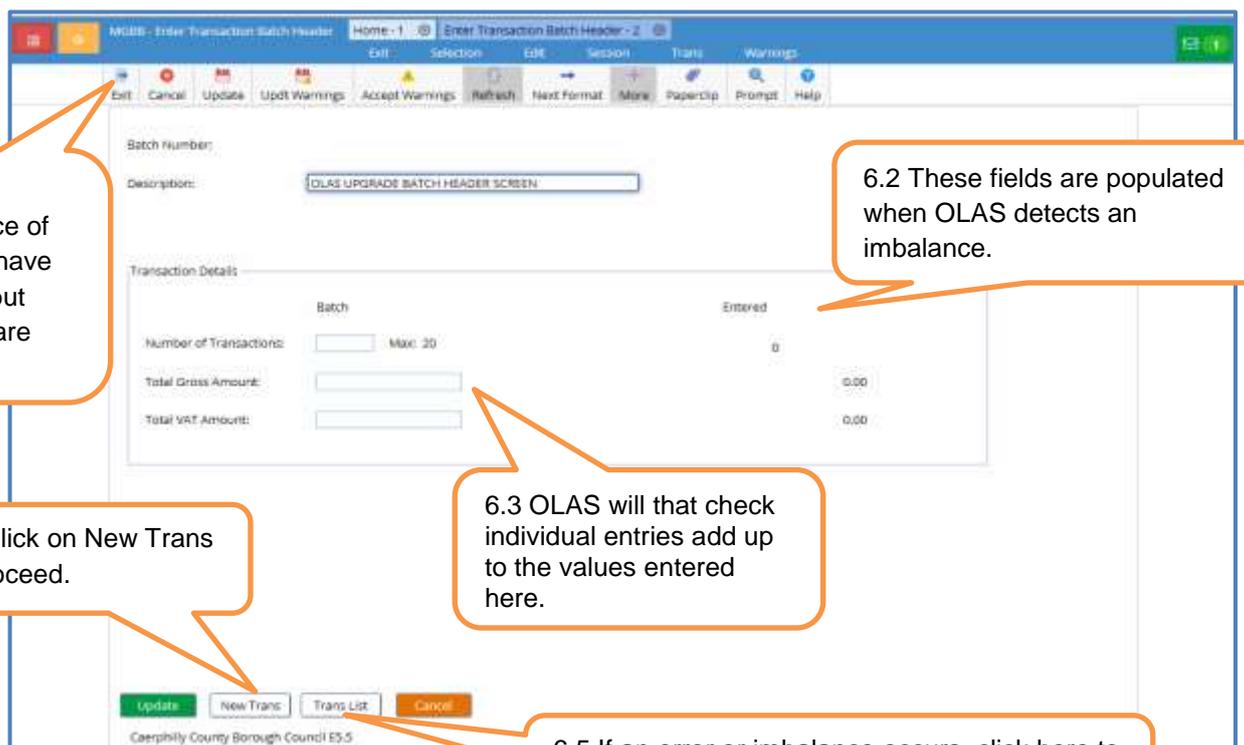
6.1 The appearance of Icon may have changed but now they are named.

6.2 These fields are populated when OLAS detects an imbalance.

6.4 Click on New Trans to proceed.

6.3 OLAS will that check individual entries add up to the values entered here.

6.5 If an error or imbalance occurs, click here to view the transactions that you have entered.

7. TRANSACTION HEADER - As you are aware, the invoice is a legal document and all details entered online must match the details displayed. You must enter the details in the relevant fields exactly as they are displayed on your invoice and you SHOULD NOT amend or add additional details.

7.1 When you validate your screen the Supplier name and first 2 lines of address will appear.

7.2. Transaction Type.

7.3 Use the details that you entered on your Purchase Ledger Stamp to populate these fields.

7.4 Do not populate this field. OLAS will generate a due date that falls in line with the Authorities payment terms.

Remember

- Transaction Reference – This is the invoice number and it will be displayed on the remittance advice. The Supplier uses this number to allocate the payment to the correct account.
- Trans Date – This is the date displayed on the invoice. It is the date the supplier created the invoice. It should always be earlier than the received date. OLAS will use this date to identify duplicate payments and generate a payment date.
- Due Date – DO NOT populate this field – OLAS will calculate a due date based on the transaction date and the Authority's payment terms.

8 LINE DETAILS – These details should be entered as per your invoice and Purchase Ledger Stamp

8.3 You can use these buttons to move between your transactions.

8.1 If there is more than 1 item on your invoice click here.

8.2 After you have validated your screen and actioned any warnings click here to enter another invoice.

Remember

- When you Validate your screen OLAS will - populate the supplier details, check the transaction number to ensure that there are no duplicate transactions for this supplier and give you additional warnings.
- If your transaction already exists, check that you have entered the details correctly and do not continue until further investigation. Put the invoice to one side and investigate later.
- If other warnings do appear, check each one and if required amend the data. DO NOT accept the warning without checking and DO NOT accept all warnings.

9. SYSTEM REFERENCE LIST

When you have completed your entries for the batch and updated, OLAS will take you through to the screen below and as you know you need to record your Batch number and system reference range on your Off Line Batch Header.