# **OLAS Newsletter**

# **OLAS UPGRADE**

#### IMPORTANT PURCHASE LEDGER INFORMATION

Following on from last week's Newsletter that was sent out Wednesday 7<sup>th</sup> 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**

Orde	r Numbe	er:			
GRN	Arith check	Disc	ount	Disp't Y / N	Certified by:
Supp	ier Ref:			-	
CC		Subj		£.p	
VAT a	mount:				
Total					
Syste	m Refer	ence:			

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



**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		
MZA2 - ets Menu - OMAIN	ame. 1 🛞 Ext. Selecton Change Diary Functions Menu Security	
Caerphilly County Borough Council Menu GENERAL LEDGER COUNCILASE	tions Search Pavounte Enquines Prompt Heip Corporate Finance Quick Links Asconstructure (OLAS + Form):  OLOAS User Form (2017)  OL Data Cover (red) cole OL Data Cover (red) Cove	3.2 Supplier creation and all OLAS forms can be found here in Quick Links.
Diary Entry - List	Accountancy GAS - Fraining Manuals Accountancy Services - Manuals Audh Services - Ceneral Information & Schools Audit Bulletins Audh Services - Gundelines & Best Practice Seneral Information Income & Sundry Deleters Publications Useful Websites Butch & HV Office Reports	2

**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.

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		5	4.3 Click here t	to access s details.					5

**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.

KAPINA Jugeder Kome Litter Parme - 1 @ Supplier Name     Kert Formar Paperstay     Supplier Details     Supplier (SUPSION)	Prompt Perip
Name: HAY'S EDUCATION (Registered name or full name on involce) Short Name: HAY'S See selection window for detail on shortname con Type	5.1 The supplier name should match the name on your invoice.
5.2 If the supplier is CIS regi	stered, click here to view CIS details.
Camphilly County Borough Council ES.5	Vittw

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.



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.

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hanged but ow they are amed.	Number of Transactions Total Gross Amount Total VAT Amount:	Batch Max: 20	Entered 0	0.00	
6.4 Click on N to proceed.	lew Trans	6.3 OL individ to the here.	AS will that check ual entries add up values 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.

Ex	ot Cancel Update Updt Warn Accep	7.1 When you validate your screen the Su
	Main Sundry Details	name and first 2 lines of address will appe
nsaction	Trans Ref: (123 Received:	HAYS HOUSE     Sub-contractors       40-44 COOMBE RDAD     CIS Status:       Payment Method:     BACS       If payment method shows as choque, please check     All other users must ensure that labour, materials       or excluded works are identified correctly.     For further advice contact the CIS AS Helpdesk.
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# 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



## 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.

System Ref. Suppler	Tran. Reference	Tran, Date	Gross Amount	
6098970 SUP\$9034 6098971 SUP\$1889	1231	31 Oct 2018 05 Nov 2018		9.1 Your bat
				display here.
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