OLAS Newsletter

November 2018 5th Edition

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OLAS UPGRADE

IMPORTANT PURCHASE LEDGER AUTHORISATION

Following on from last week's Newsletter that was sent out Friday 16th November, this week's newsletter is a short guide to Purchase Ledger Authorisation.

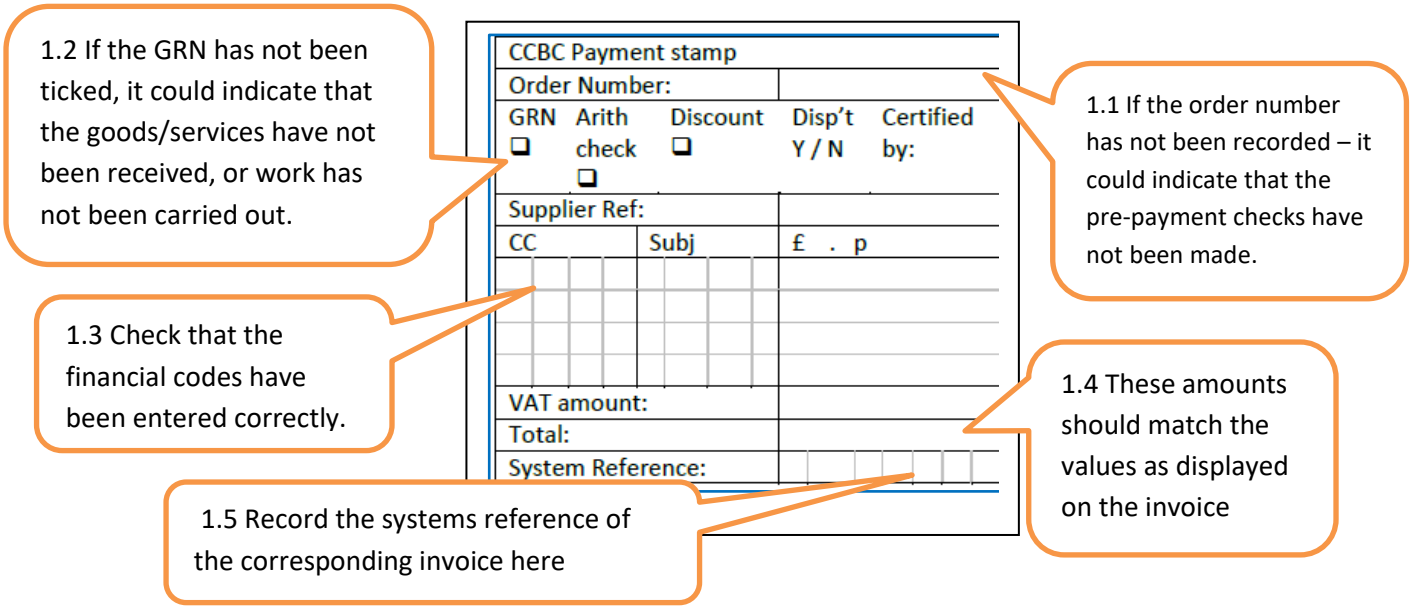
PURCHASE LEDGER AUTHORISATION

Experienced Purchase Ledger Authorisers will know that as an authoriser you are certifying that;

- All goods and services have been received.
- The supplier will be paid the amount shown.
- All necessary off line checks have been carried out.
- All documents entered correctly.
- Authorisation should not take place without the original documents in front of you.
- Authorisation should not take place if there are any discrepancies or queries relating to either paper work, OLAS or both.
- Off Line Authorisation checks start with the Purchase Ledger Stamp.

1. THE PURCHASE LEDGER STAMP

In line with financial regulations each invoice has to have been stamped with the Purchase Ledger Stamp and all fields completed. This is the first part of the Off Line Authorisation Process.



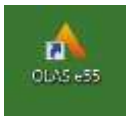
The final part of the Off Line Authorisation process is to check that the batch cover has been completed.

Remember;

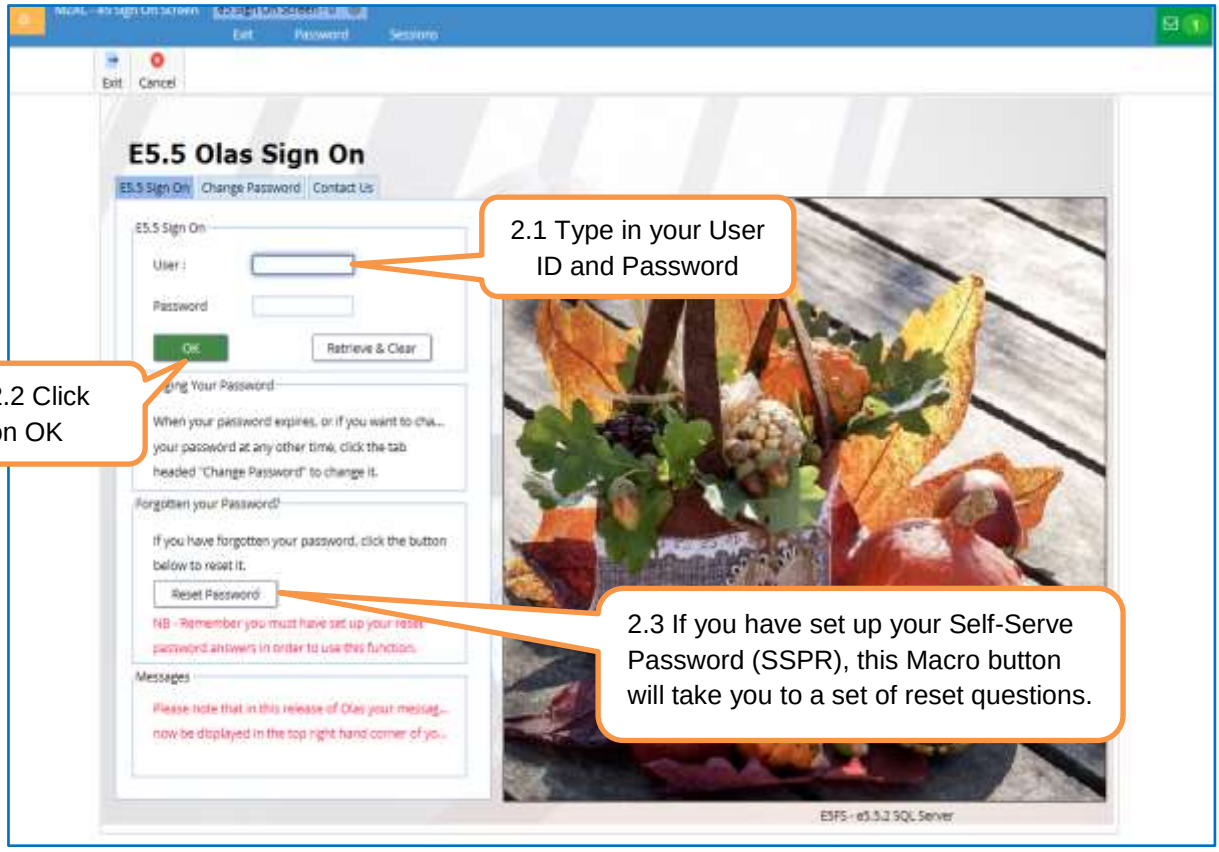
- Invoices must have an invoice batch cover and Credit notes a credit batch cover.
- The number of transactions must match the number of transaction in the batch.
- A maximum of 20 invoices may be entered in a single batch.
- Gross and VAT total amounts match the gross and vat total amounts of the invoices.
- System references have been recorded and your Data Entry Officer has signed the cover.

2. Logging onto OLAS

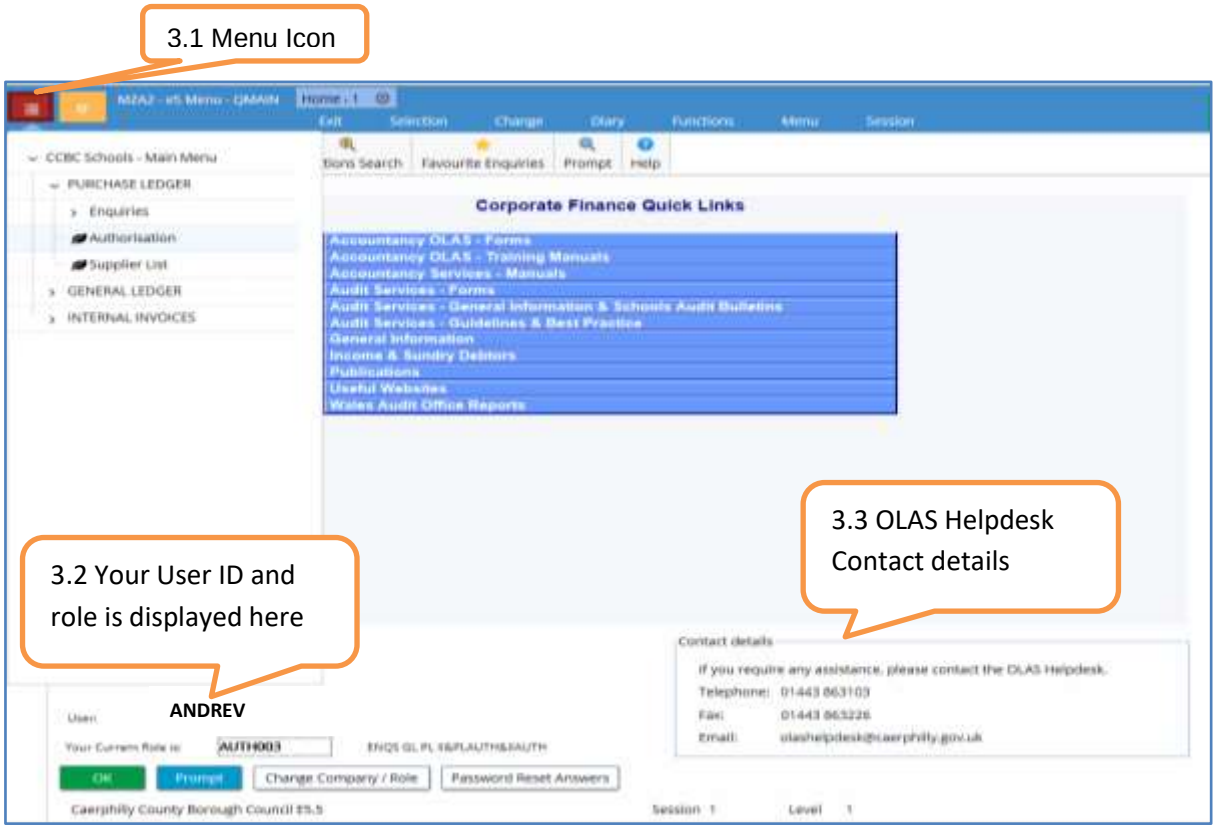
Open OLAS. Double clicking on the desktop shortcut icon:



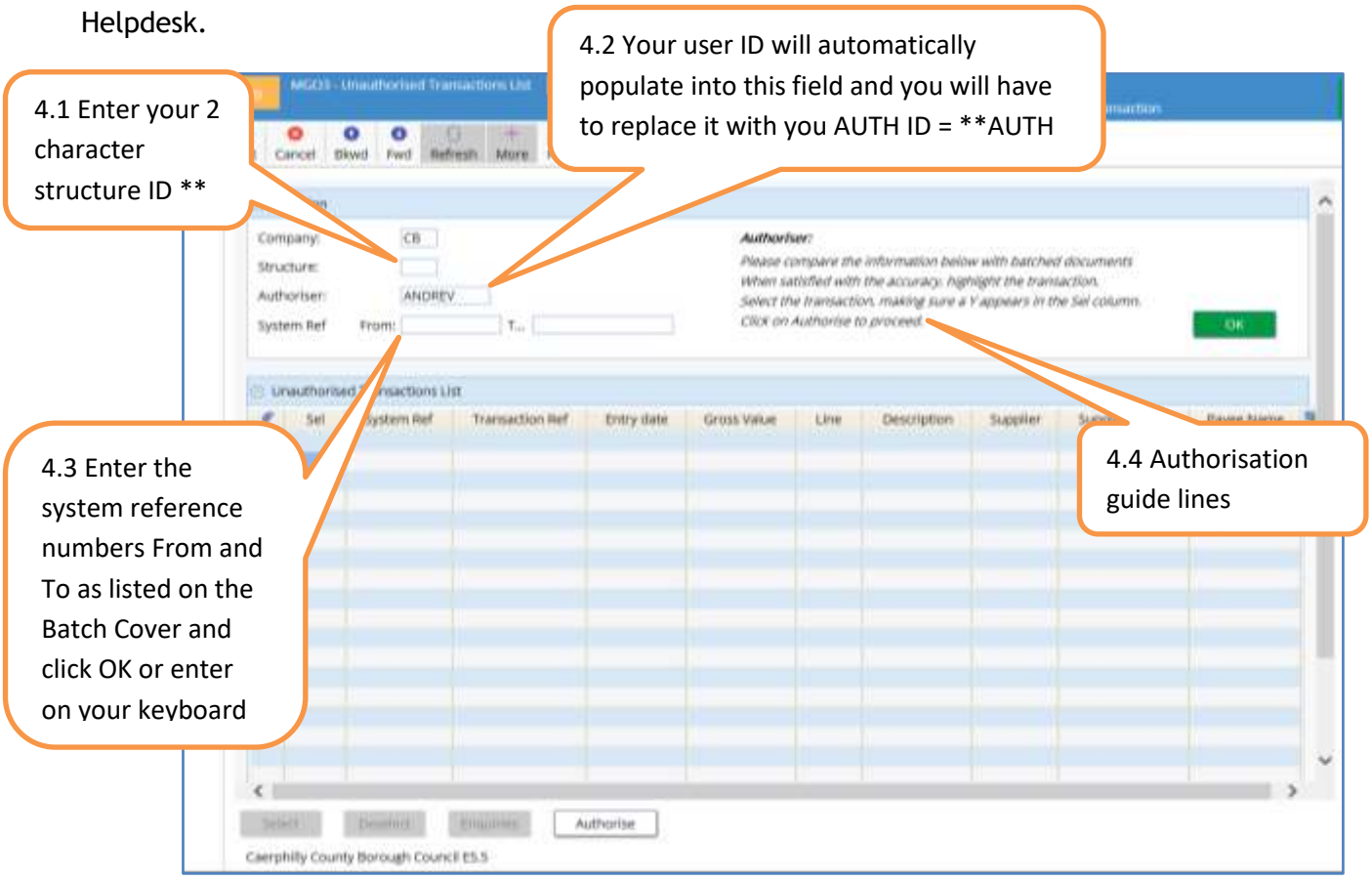
Sign into OLAS



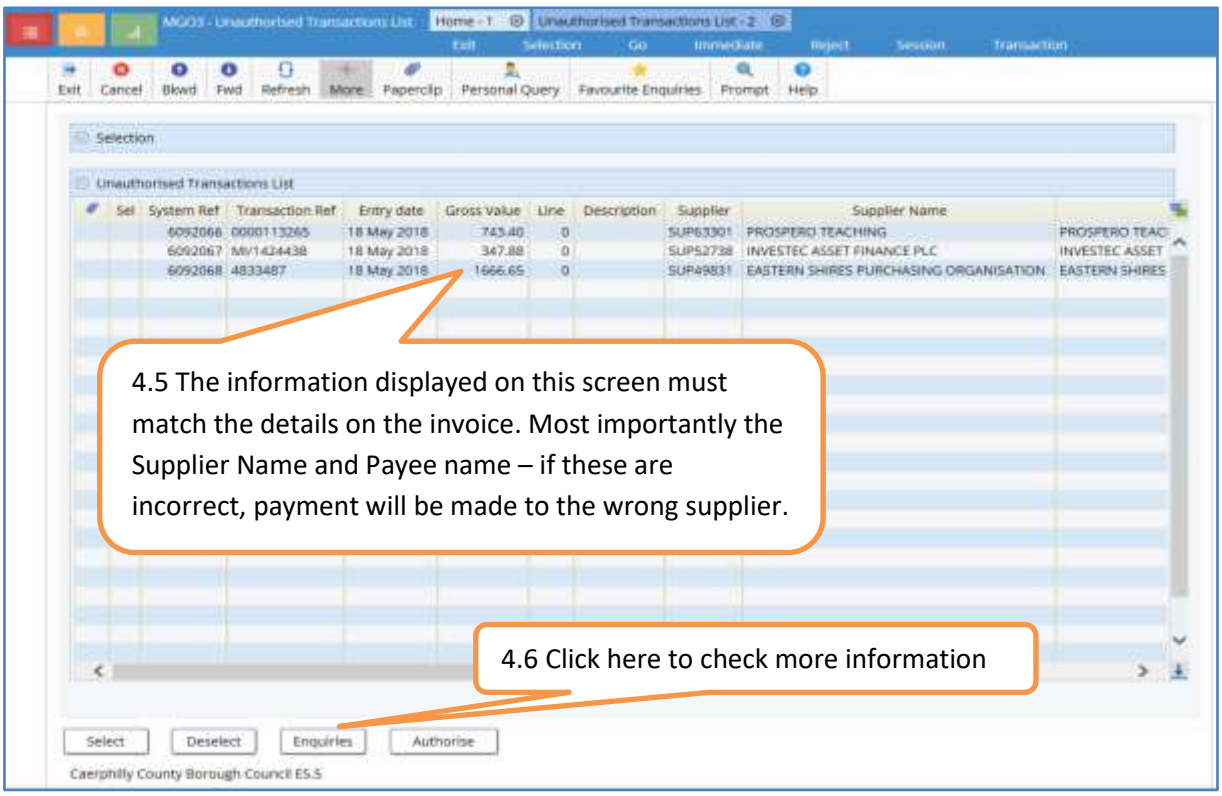
3. Access The Menu - Click on the Menu Icon to activate the drop down menu Select Purchase Ledger, Authorisation.



4. UNATHORISED TRANSACTION LIST - This screen should look familiar, there are some changes to the appearance of the Icons, but icons are now named and some new icons have been introduced. Your user ID will automatically populate the Authoriser field and you will have to replace it with your Auth ID. Your Authorisation Structure and Auth ID are the same, but if you have any problems please contact the OLAS Helpdesk.

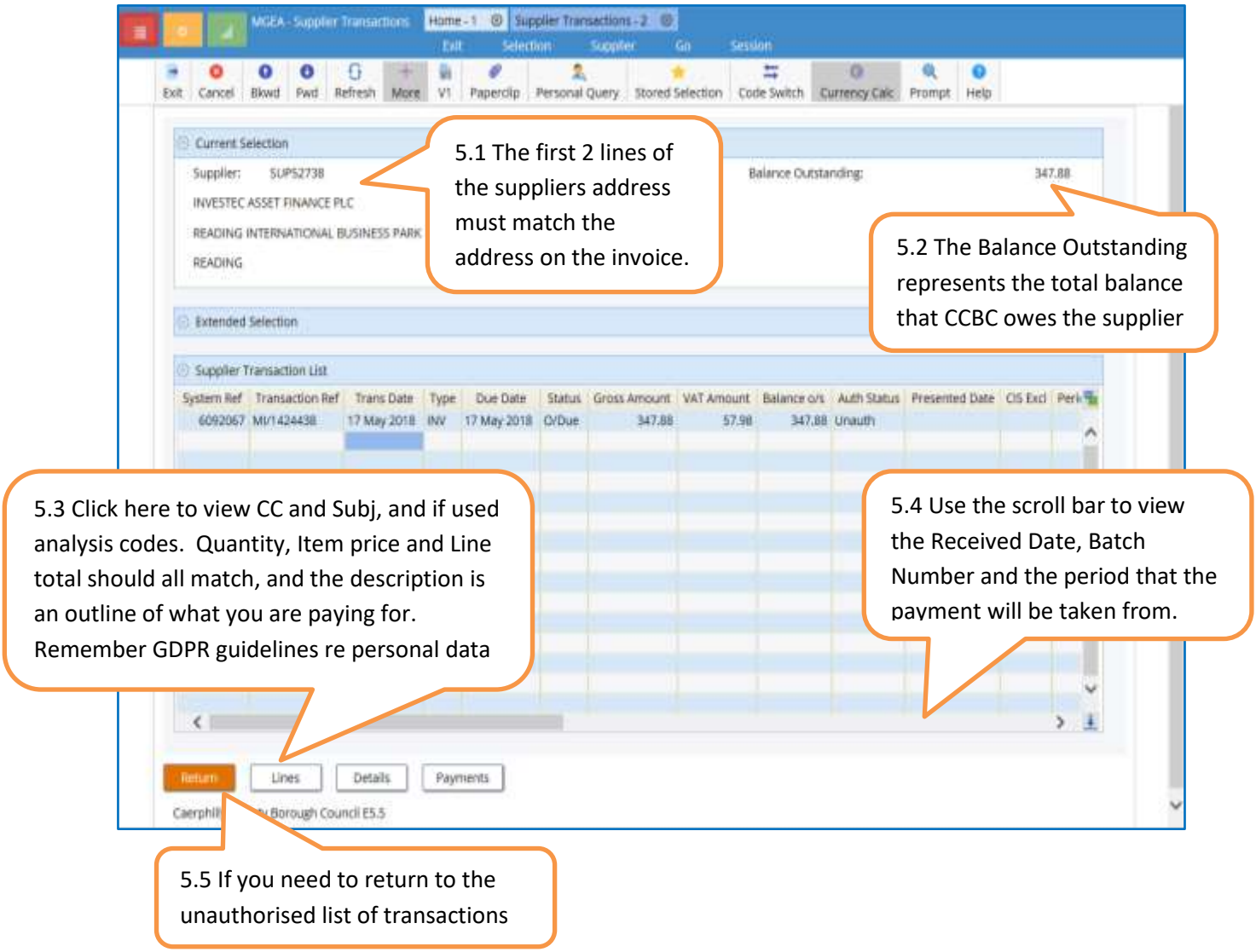


There are no changes to the appearance of the unauthorised list of transactions. Each line represents one invoice from the Batch.



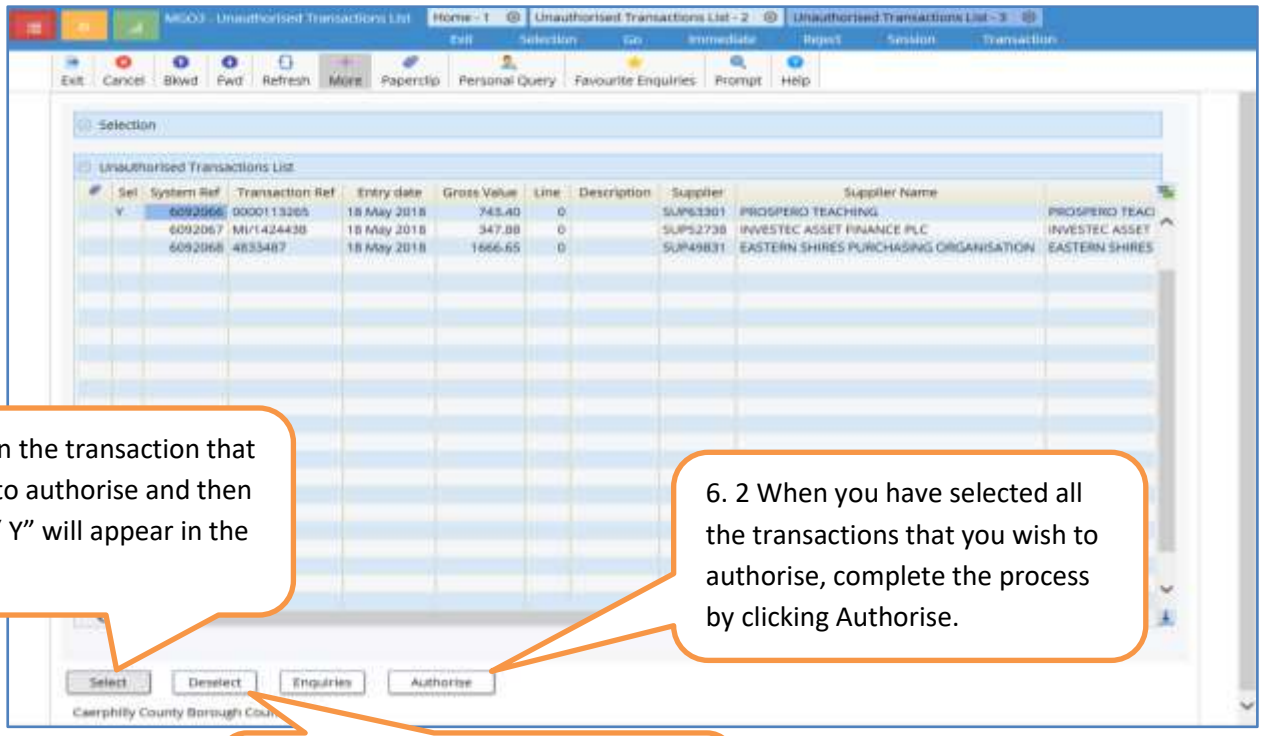
5. ENQUIRIES Some of the information on this screen replicates the information on the Unauthorised Transaction List Screen. On this screen as well as viewing and checking that the Supplier name and first 2 line of the address match the invoice you must check that the following are also correct:

- **Type** – INV for invoice CRN for Credit Note.
- **Trans Date** (Invoice date) - OLAS will generate a due date based on this date.
- **Due Date** (Payment date) – This must fall in line with the Authority's Payment regulations.
- **Status** - O/Due - Payment is overdue. Susp - The transaction has been suspended by the OLAS Team and cannot be authorised. Payment will not be made. Please check with your Data Entry Officer before contacting OLAS Helpdesk.
- **VAT amount**
- **Balance Outstanding** – When a supplier has been issued with a Credit note, this value is recovered by the Authority when the next invoice is payable. A positive value indicates that the invoice will be paid. A negative value indicates that supplier owes us more money than we owe them. If the credit note has been entered by your Date Entry Officer, there are alternate methods that you can use to have the monies refunded back to your budget. Please contact OLAS Helpdesk for more information.
- **Received Date** - Check the CCBC Stamp to ensure this date is the earliest date that the invoice was received by the Authority.
- **Line Detail** - Use the LINES macro button at the bottom of the screen to view the description entered for the goods / services provided and the cost centre and subjective code posted to match those entered onto the CCBC Stamp. Also check that the information entered does not go against GDPR guidelines, for example file reference or case numbers are entered instead of personal details.



5. AUTHOIRISATION

When you have completed your checks and are satisfied that a transaction should be paid, select the transaction. Work your way through the list checking each transaction until your list is complete.



6.1 Click on the transaction that you want to authorise and then select. A " Y" will appear in the Sel Colum.

6. 2 When you have selected all the transactions that you wish to authorise, complete the process by clicking Authorise.

6.3 If you have selected a transaction by mistake. Click here and the Y will disappear from the Sel Colum.

Remember

- Never authorise a transaction if any of the details are incorrect.
- Complete the Amended Entries section on the batch cover to identify transactions that need amending before handing the batch back to your Data Entry Officer. A brief outline will help your Data Entry Officer identify and amend the transaction.

Amended Entries

Sys Ref	Details	Amended By	Authorised by

- Do not wait for amendments to be made. You could be delaying payment. Also in some cases amendments cannot be made. The transaction has to be cancelled and removed from this batch. The batch cover should be updated to reflect this and the transaction processed at a later date.
- When you have completed the authorisation process sign and date the declaration on the batch cover.

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 _____

- Before authorising amendments, check the transaction to ensure that the amendment has be made and nothing else accidently amended.
- Sign and date amendments.
- Periodically check that you have not left a transaction unauthorised by entering your Structure and Auth ID leave the System Ref fields blank and click ok. Any unauthorised transaction will populate the Unauthorised Transaction List. Do not authorise these transactions without checking the paperwork.
- Authorised transactions are your responsibility – as you signed the declaration. Data Entry Officers are responsible for unauthorised transactions.