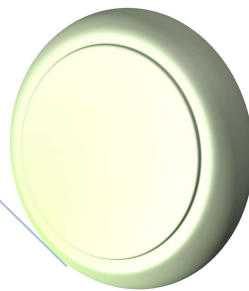


# MINVOICES

Coders Training Guide

Believe in  
children  
 Barnardo's



## Table of Contents

<b>1.Homepage.....</b>	<b>2</b>
<b>2.How to code an Invoice .....</b>	<b>4</b>
Email notification .....	4
Code your invoice .....	5
Get to know the coding screen.....	5
Start coding your invoice.....	6
Scenario 1: Code and send for approval.....	6
Scenario 2: Reject your invoice .....	8
<b>3. Contact information.....</b>	<b>8</b>

## 1. Homepage

**1** My Tasks

**2** Task #

**3** [179/786] Invoice — Buyer Coding

**4** Completed 53

**5** Profile icon

**6** Profile dropdown

**7** Logout icon

Invoice Number	Invoice Date	Invoice Type	Business	Supplier	Gross Amount	Date Received	Process By
SFCB5301	21/03/2020	Non-PO	Barnardos Operating Unit (OU: Barnardos Operati...	SECELEC LTD : IP31 3TJ (43241)	100.68	19/06/2020 10:38	24/06/2020 11:23 (Overdue: 12 Days)
8112490	19/03/2020	Non-PO	Barnardos Operating Unit (OU: Barnardos Operati...	CHUBB FIRE & SECURITY LTD : BB1 2QS (8339)	21.60	19/06/2020 10:38	24/06/2020 11:23 (Overdue: 12 Days)
SI496	10/02/2020	Non-PO	Barnardos Operating Unit (OU: Barnardos Operati...	TROPHY & MEDALS WHOLESALE LTD : ST21 6HQ ...	755.10	19/06/2020 10:38	24/06/2020 11:28 (Overdue: 12 Days)
H12696392	17/03/2020	Non-PO	Barnardos Operating Unit (OU: Barnardos Operati...	ARNOLD CLARK AUTOMOBILES LTD : GS2 4FH (1...	100.66	19/06/2020 10:38	01/07/2020 09:53 (Overdue: 5 Days)
[155/758]							

1. Invoices/credits that have been allocated to you to code
  2. List of invoices/credits that you have in your tasks or completed depending on what is selected from the menu bar on the left.
  3. Summary of each invoice and gives date and time by when the invoice/credit need to be processed (coded)
  4. List of Invoices successfully coded and sent for approval.
  5. "My Inbox" takes you to your tasks list
  6. Profile: Profile details: such as your role on the system, your activities, etc.
  7. Log out
  8. Overview of invoice/credit (Image below) including access to any attachments, comments, holds and history.
- ⊖ Options will be disabled.

8

## [179/786] Invoice — Buyer Coding

Invoice Number: SFCB5301      Business: Barnardos Operating Unit (OU: Barnardos Operati...      Gross Amount: 100.68  
 Invoice Date: 21/03/2020      Supplier: SECELEC LTD : IP31 3TJ (43241)      Date Received: 19/06/2020 10:38  
 Invoice Type: Non-PO      Process By: 24/06/2020 11:23 (Overdue: 12 Days)

## [179/786] Invoice — Buyer Coding

Invoice Number: SFCB5301  
 Invoice Date: 21/03/2020  
 Invoice Type: Non-PO  
 Business: Barnardos Operating Unit (OU: Barnardos Operati...  
 Supplier: SECELEC LTD : IP31 3TJ (43241)  
 Net Amount: 83.90  
 Tax Amount: 16.78  
 Gross Amount: 100.68  
 Date Received: 19/06/2020 10:38  
 Process By: 24/06/2020 11:23 (Overdue: 11 Days)

Intuit 1 / 1

**SECELEC**  
Electrical Services

Invoice

Tax Date	Invoice No.
21/03/2020	SFCB5301

e-mail info.secelec@btopenworld.com

Secelec Ltd.  
23 Cloverfields, Thurston.  
Bury St Edmunds.  
Suffolk, IP31 3TJ

Office: 01359 235295  
Mobile: Steve Fordham - 07708 282255  
Mobile: Steve Crew - 07743 917053

Barnardos  
Property & Facilities Management  
Barnardos House, Tanners Lane  
Barkingside, Ilford.  
Essex. IG6 1QG

Delivery Address  
196 Hutton Road  
Shenfield  
Brentwood  
Essex  
CM15 8NR

Description	Qty	Rate	Amount	VAT
Attended Shenfield shop on the 20th November 2019 after report of cable	1	83.90	83.90	S

Customer Order: 06668      Due Date: 31/03/2020      Project Name: Shenfield

Close

# DISCLAIMER



You will need an OKTA account to log in. If you do not already have one, please create an account. Please refer to the instructions on how to Connect Via Okta. Once you have registered and set up Okta, you will see an app for MI invoices in Apps.

## 2. How to code an invoice

### 2.1 Email Notification

You will receive an email notification from MI Invoices when you have an invoice assigned to you to code

#### **You have an invoice to code (Ref: 190446)**

Mi Invoices <no.reply@arcivate.com>

Sent: Mon 22/06/2020 11:28

To: Nasia Khan

Dear Nasia Khan,

Please find this invoice to code, which contains one line.

<b>Business</b>	Barnardos Operating Unit (OU: Barnardos Operating Unit)	<b>Supplier</b>	YUGOV PLC : EC1Y 8RT (30986)
<b>Invoice Number</b>	190446	<b>Invoice Date</b>	June 22, 2020
<b>Invoice Amount</b>	720 (GBP)		

<b>Description</b>	<b>GL Coding</b>	<b>Amount</b>
service		600

Please login to code the invoice: [Task URL](#) Click on the URL

Regards,  
The AP Team  
*Powered by*  
**Mi Invoices**



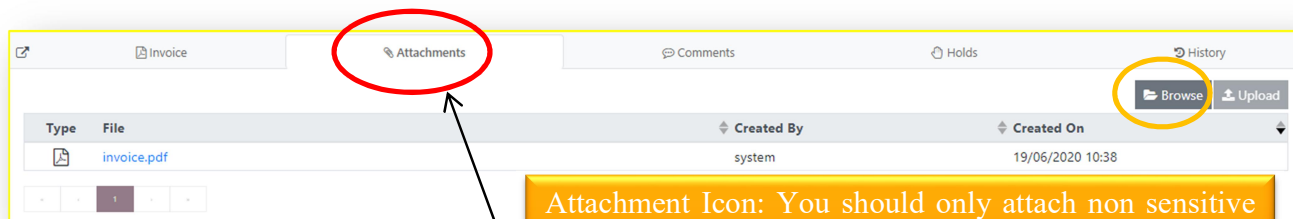
Please note that you will receive 1 email per invoice and also get a reminder every 7 days.

The format of the email will be the above. To code the invoice, please click on the url. You will be taken to MI Invoices coding page.

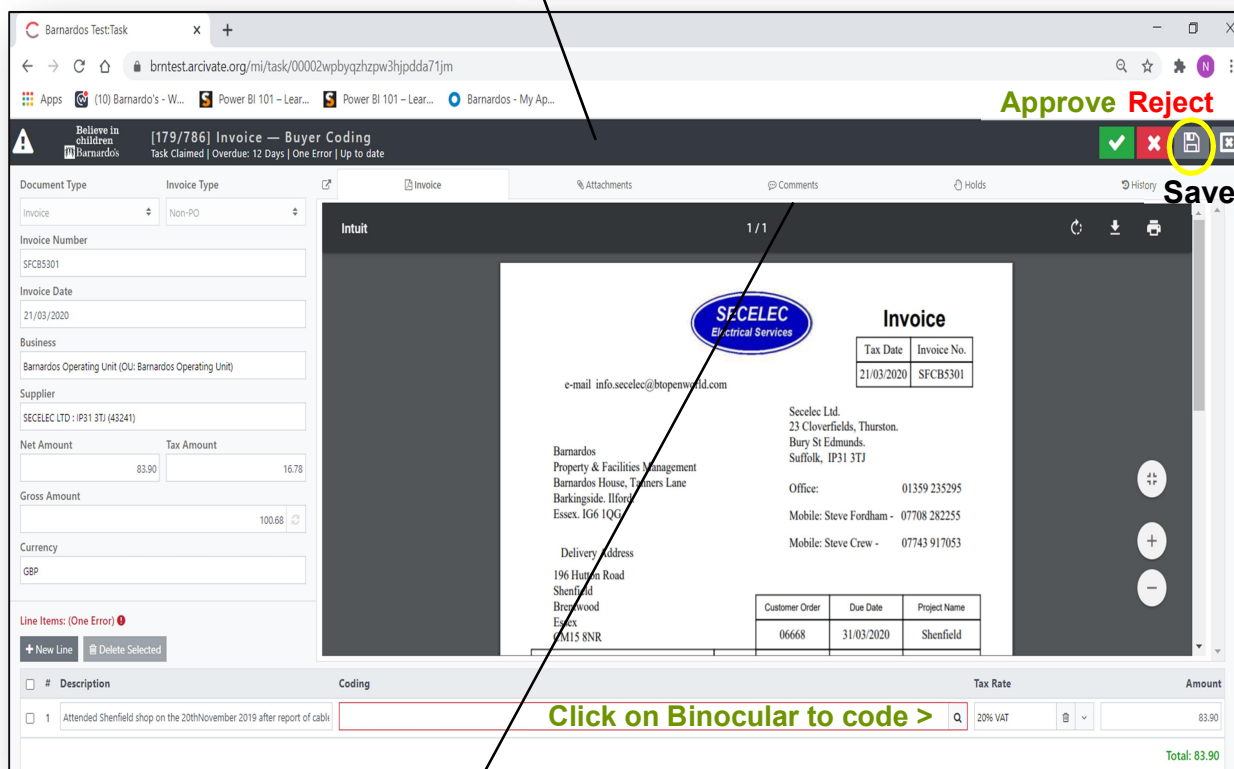
## 2.2 Code your invoice

### 2.2.1 Get to know the coding screen

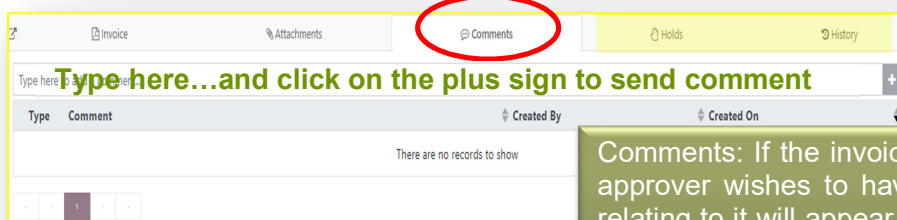
Once you click on the link in the email, you will be taken to the coding page where you can code or reject the invoice.



Attachment Icon: You should only attach non sensitive information that is evidence or relates to the invoice.  
**No sensitive data that would breach GDPR is to be attached**



Click on Binocular to code >



Comments: If the invoice was previously rejected or an approver wishes to have more information, comments relating to it will appear in this box. You can reply to the comments directly in this section.  
Holds and History shows you where the invoice is currently held at and a detailed journey of the invoice.

## 2.2.2 Start coding your invoice

### Scenario 1: Coding and sending invoice for approval

**Believe in children Barnardos** [179/786] Invoice — Buyer Coding  
Task Claimed | Overdue: 12 Days | One Error | Up to date

Document Type: Invoice Invoice Type: Non-PO  
Invoice Number: SFCB5301  
Invoice Date: 21/03/2020  
Business: Barnardos Operating Unit  
Supplier: SECELEC LTD : IP31 3TJ  
Net Amount: 83.90 16.78  
Gross Amount: 100.68  
Currency: GBP

**1 -Check invoice details (Right) against the details picked up by OCR (Left) – MUST match. If any error, reject the invoice**

**SECELEC Electrical Services**  
Invoice  
Tax Date: 21/03/2020 Invoice No: SFCB5301  
Sceelec Ltd.  
23 Cloverfields, Thurston.  
Bury St Edmunds.  
Suffolk, IP31 3TJ  
Office: 01359 235295  
Mobile: Steve Fordham - 07708 282255  
Mobile: Steve Crew - 07743 917053

Barnardos House, Tanners Lane  
Barkingside, Ilford.  
Essex. IG6 1QG  
Delivery Address  
196 Hutton Road  
Shenfield  
Brentwood  
Essex  
CM15 8NR

Customer Order	Due Date	Project Name
06668	31/03/2020	Shenfield

Line Items: (One Error) **+** New Line **-** Delete Selected

#	Description	Coding	Tax Rate	Amount
1	Attended Shenfield shop on the 20th November 2019 after repor		20% VAT	83.90

**! For best practice, please change the default description to a more detailed description**

**2- Add your coding. If you want to apply the coding to only one line, click on **Apply**. If you want the same coding to apply to all lines, click **Apply to All****

Accounting Flexfield for Barnardos Operating Unit (OU: Barnardos Operating Unit)

Current Code for SECELEC LTD : IP31 3TJ (43241)  
01...00000.00000.00000.000 (Code Segment Values Missing)  
01 : Barnardo's...00000.00000.00000.000

**+ Add Supplier Default**

Select GL Code Saved Combinations (One)

1. Company  
01 : Barnardo's

2. Cost Centre  
55d  
55065 : Prisons  
55058 : GIK North  
55040 : Retail Head Office  
55062 : VDM South Closed  
29 results found (filtered)

6. Product  
00000

7. Spare  
000

**Apply To All Apply Close**

## TIPS

Accounting Flexfield for Barnardos Operating Unit (OU: Barnardos Operating Unit)

Current Code for SECELEC LTD : IP31 3TJ (43241)

01.55040.05003.00000.00000.00000.000 (Unsaved Combination)  
01 : Barnardo's.55040 : Retail Head Office.05003 : Electricity.00000.00000.00000.000

You can save your favorite coding combination

Add New Combination Add Supplier Default

Select GL Code Saved Combinations (One)

1. Company  
01 : Barnardo's

2. Cost Centre  
55040 : Retail Head Office

3. Account  
05003 : Electricity

4. Group  
00000

5. Class  
00000

6. Product  
00000

7. Spare  
000

Apply To All Apply Close

You can add a supplier default. Future invoice from the same supplier will automatically populate with the code

Accounting Flexfield for Barnardos Operating Unit (OU: Barnardos Operating Unit)

Current Code for SECELEC LTD : IP31 3TJ (43241)

01.55040.05003.00000.00000.00000.000 (Unsaved Combination)  
01 : Barnardo's.55040 : Retail Head Office.05003 : Electricity.00000.00000.00000.000

Add New Combination Add Supplier Default

Select GL Code Saved Combinations (One)

GL Code	Selected	Action(s)
01.55040.80354.00000.00000.00000.000 01 : Barnardo's.55040 : Retail Head Office.80354 : BRSP/BASS.00000.00000.00000.000	<input checked="" type="checkbox"/>	

Apply To All Apply Close

Click here to use the saved combo



Once you have applied the coding, go ahead and click on Approve to send the invoice for approval.

**[179/786] Invoice — Buyer Coding**  
Task Claimed | Overdue: 12 Days | One Error | Task changed

Document Type: Invoice | Invoice Type: Non-PO

Invoice Number: SFCB5301  
Invoice Date: 21/03/2020  
Business: Barnardos Operating Unit (OU: Barnardos Operating Unit)  
Supplier: SECELEC LTD : IP31 3TJ (43241)  
Net Amount: 83.90 | Tax Amount: 16.78  
Gross Amount: 100.68  
Currency: GBP

Line Items: (No Errors)

**3- Click on Approve**

**SECELEC Electrical Services**  
e-mail info.secelec@bopenworld.com

Barnardos  
Property & Facilities Management  
Barnardos House, Tanners Lane  
Barkingside, Ilford.  
Essex. IG6 1QG

Delivery Address  
196 Hutton Road  
Shenfield  
Brentwood  
Essex  
CM15 8NR

Secelec Ltd.  
23 Cloverfields, Thurston.  
Bury St Edmunds.  
Suffolk, IP31 3TJ

Office: 01359 235295  
Mobile: Steve Fordham - 07708 282255  
Mobile: Steve Crew - 07743 917053

Customer Order	Due Date	Project Name
06668	31/03/2020	Shenfield

Description	Qty	Rate	Amount	VAT
1 Attended Shenfield shop on the 20th November 2019 after repor		01.55040.80354.00000.00000.00000.000		20% VAT

After you have clicked on Approve, the invoice will be automatically routed to you your manager to approve. *The option of choosing who it goes to for approving may be soon available.*

The invoice that you have just coded will now be sitting in your completed list and not in your tasks.

## Scenario 2: Rejecting your invoice

**[178/785] Invoice — Buyer Coding**  
Task Claimed | Overdue: 13 Days | 3 Errors | Up to date

Document Type: Invoice | Invoice Type: Non-PO

Invoice Number: 8112490  
Invoice Date: 19/03/2020  
Business: Barnardos Operating Unit (OU: Barnardos Operating Unit)  
Supplier: CHUBB FIRE & SECURITY LTD : 8B1 2QS (8339)  
Net Amount: 18.00 | Tax Amount: 3.60  
Gross Amount: 21.60  
Currency: GBP

Line Items: (3 Errors)

**1 - Click on Reject and you will see a small window pop up (Below).**

**Chubb**  
Customer Address  
BARNARDOS (PROJ/OFFICES-MIDS)  
BROOKLANDS  
F.A.O. NICK DAVIES  
GREAT CORNBOW HALESOWEN  
W. MIDLANDS  
WEST MIDLANDS  
B63 3AS

Installation  
BARNARDOS (PROJ/OFFICES-MIDS)  
Unit 17  
Union Street  
Wednesbury  
XT00016566  
WS10 7HD

Please Note New Payment Details Below

Account Number	51300101	Customer Order No.	Invoice Number
Contract Number	2779030	Work Order No.	29960228

Quantity	Charge Description	VAT Rate %	Unit Price	Value	Net Value Excl VAT
1	Plant CMA- Corporate Agreement No. 2779030				
1	A06SP Water with (Additive) 6 LT SP	20.00	4.50	4.50	4.50
1	C02SP CO2 Extinguisher 2 KG SP	20.00	4.50	4.50	4.50

Description	Coding	Tax Rate	Amount
1 Water with (Additive) 6 LT SP		20% VAT	4.50

✕ Reject✕

Reason

Select a reason from the list

Comment

Add a comment here..

CancelOK

### 3. Contact Information

For any queries regarding the system please contact the below individuals:

Nasia Khan [Nasia.khan@barnardos.org.uk](mailto:Nasia.khan@barnardos.org.uk)

Tony Blackett [tony.blackett@barnardos.org.uk](mailto:tony.blackett@barnardos.org.uk)