Invoices

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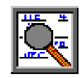
1. Entering Invoice Details

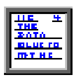
The Invoices screen is simply another way of looking at the order with some additional fields for recording invoice information.

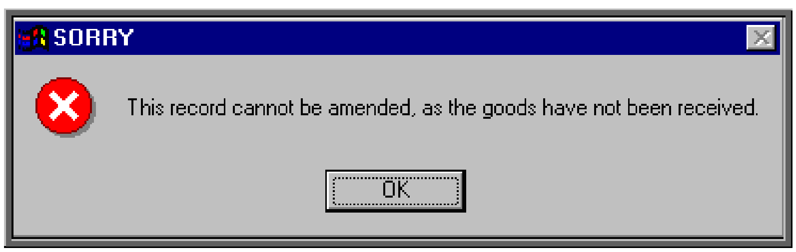
Most of the information that is input when the order is entered can be edited from here, but that information would normally be changed in the order screen (see Orders – Note 4. Amending an order). The purpose of the Invoices screen is to enter details of the invoice that is sent to you by the supplier after the order has been delivered.

There is also the option to raise sundry debtor invoices (for the purpose of recharging) where the purchase is external.

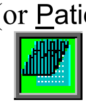
Menu: History - Invoices

Find the invoice/order you wish to update by clicking on the 'find' icon  (or Data, Find) and selecting the relevant search criteria (Order_No and Hsp_Ord_No are the most commonly used here).

Once you have found the invoice that you wish to edit the invoice details for, click on the 'update' icon  (or Edit, Update).



If the goods have been neither received nor supplied, you will be prevented from editing the invoice details.

The quickest method of getting to the order so that you can mark the goods as received or supplied is to click on the 'patient' icon  (or Patients) to take you to the patient record, and then click on the 'history' icon  (or Goto, History, Current), to go to the patient's current orders. Once you have marked the relevant order as being received or supplied, press the Esc key twice to return to the invoice.

If you want to be able to process invoices when orders have not been received or supplied, this check can be removed by selecting Utilities – Choices – System and change the *Process invoice for received/supplied goods only* flag from Yes to No.

1. Processing invoices for internal purchasers

Hsp Ord No a hospital number can be entered or edited

Sup Inv No supplier's invoice number

Invoice Date date of the supplier's invoice entered in the format ddmmyyyy. This is mandatory field and you will not be allowed to continue until a date has been entered.

Received date the item was received can be entered or edited

Supplied date the item was supplied to the patient can be entered or edited

Supplier Code the supplier can be entered or edited

Purchaser the purchaser can be edited

Orthosis Code the orthosis code can be edited

The cursor then moves into the Details table on the invoice. If the details are not complete or are incorrect, you have the ability to update the relevant fields accordingly.

Code may be changed if required. Press **Tab** for a pop-up list of items

Description may be changed if required. If you have changed the code and want to pull in the new description for this item then press the **Tab** key. If the description is edited here, the changes will not automatically flow back to the Order screen. If you want the changes to be reflected in the order, you should delete the line that is incorrect (by pressing **Ctrl-F8** and enter a new line.

Orthosis Code can be changed if required. Press **Tab** for a pop-up list of Orthosis codes

(V)AT *V* shows the rate of VAT for that item, as

S standard
E exempt
Z zero-rated
R reclaim.

Qty can be changed if required

Nominal if invoice information is being exported into financial software, a nominal code can be entered here. (see Utilities – Note 26. Choices - Nominal).

Cost is the net cost and can be changed if required. Pressing **Tab** will change this to the standard net cost for this item from this supplier. If the cost of the item is not known by OPAS the price can be entered manually**.**

Note. If entering the cost manually ensure it is the total cost – i.e. the net cost multiplied by the number of items ordered

Gross is calculated according to the cost and the VAT status for that item. If either has been changed, you will need to press **Tab** to recalculate the gross for that item.

Sell is the selling price. This is only relevant if you are selling the item on to an external purchaser or reclaiming from a Directorate. Press **Tab** to calculate the standard selling price. This will be the cost of the goods to yourself * unless you have specified a selling price for that particular item in Utilities – Choices – Fitting (see Utilities – Note 18. Choices - Fitting). This can be changed if required.

* if the vat rate is S, X or E the cost to yourselves will be the gross price. If the vat rate is R, the cost to you will be the net price as the VAT is recoverable.

If the *Sell* field is not relevant, press **Enter** to move on to the next line

Once you have been through all the invoice detail lines, make sure you press **Enter** to move the green highlight to *Code* on the first blank line, then press **Ctrl-Enter** to finish.

2. Processing invoices for external purchasers

Hsp Ord No a hospital number can be entered or edited

Sup Inv No supplier's invoice number

Invoice Date	date of the supplier's invoice entered in the format ddmmyyyy. This is mandatory field and you will not be allowed to continue until a date has been entered.
Received	date the item was received can be entered or edited
Supplied	date the item was supplied to the patient can be entered or edited
Purch Inv Date	the date entered here will be the date of the sundry debtor invoice that will be raised. Today's date will appear automatically, but this can be changed.
PIN	if the sundry debtor invoice to be raised requires a purchase invoice number, this can be entered here. If you would like OPAS to automatically generate a *PIN* this can be set up in Utilities – Choices – Defaults. Contact the Helpdesk for advice on the formula to be entered.
Clinician	the clinician can be entered or edited
Supplier Code	the supplier can be entered or edited
Purchaser	the purchaser can be edited
Orthosis Code	the orthosis code can be edited

The cursor then moves into the Details table on the invoice. If the details are not complete or are incorrect, you have the ability to update the relevant fields accordingly.

Code	may be changed if required. Press **Tab** for a pop-up list of items
Description	may be changed if required. If you have changed the code and want to pull in the new description for this item then press the **Tab** key
Orthosis Code	can be changed if required. Press **Tab** for a pop-up list of Orthosis codes
(V)AT	*V* shows the rate of VAT for that item, as **S** standard **E** exempt **Z** zero-rated **R** reclaim.
Nominal	if invoice information is being exported into financial software, a nominal code can be entered here. (see Utilities – Note 26. Choices - Nominal).

Qty can be changed if required

Cost is the net cost and can be changed if required. Pressing **Tab** will change this to the standard net cost for this item from this supplier. If the cost of the item is not known by OPAS the price can be entered manually**.**

Note. If entering the cost manually ensure it is the total cost – i.e. the net cost multiplied by the number of items ordered

Gross is calculated according to the cost and the VAT status for that item. If either has been changed, you will need to press **Tab** to recalculate the gross for that item.

Sell is the selling price. This is only relevant if you are selling the item on to an external purchaser or reclaiming from a Directorate. Press **Tab** to calculate the standard selling price. This will be the cost of the goods to yourself * unless you have specified a selling price for that particular item in Utilities – Choices – Fitting (see Utilities – Note 18. Choices - Fitting). This can be changed if required.

* if the vat rate is S, X or E the cost to yourselves will be the gross price. If the vat rate is R, the cost to you will be the net price as the VAT is recoverable.

If the *Sell* field is not relevant, press **Enter** to move on to the next line

Fitting is an additional charge for fitting. Pressing **Tab** will enter the fitting charge for this item if there is one. Fitting charges are optional and can be set up in Utilities – Choices – Fitting (see Utilities – Note 18. Choices - Fitting).

VAT is the sales VAT. Pressing **Tab** will enter the sales VAT if is applicable. Whether the purchaser is charged sales VAT is held against their purchaser record (See Utilities – Note 33. Choices - Purchasers).

Once you have been through all the invoice detail lines, make sure you press **Enter** to move the green highlight to *Code* on the first blank line, then press **Ctrl-Enter** to finish.

If you have Instant Invoice switched on in the system parameters screen, you will be asked if you would like to print the sundry debtor invoice. (See Invoices – Note 5. Printing sundry debtor invoices)

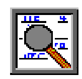
Summary

If you are amending the invoice details because you have received the supplier's invoice and you want to pass the invoice for payment, the three things you must do are:

- enter the supplier's invoice number (*Sup Inv No*)
- enter the invoice date (or tax point) shown on the supplier's invoice (*Invoice Date*)
- check the figures for each Detail line. If the amounts entered in *Cost* and *Gross* are correct, there is no need to go down into the Detail box and you can press **Ctrl-Enter** to save any changes after entering the invoice date.

2. Editing invoices

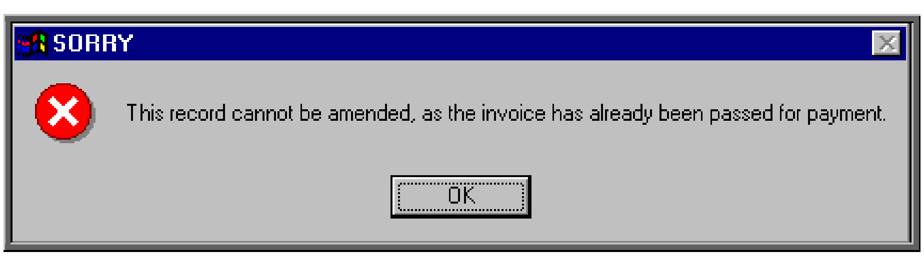
Menu: History - Invoices

Find the invoice you wish to update by clicking on the 'find' icon  (or Data, Find) and selecting the relevant search criteria (Order_No and Hsp_Ord_No are the most commonly used here).

Once you have found the invoice that you wish to alter, click on the 'update' icon  (or Edit, Update) to be taken into the Invoices screen.

Note. Within the system parameters (Utilities – Choices – System) you have the option as to whether the Invoices screen can be edited after the invoice has been passed for payment.

If your system parameter has been set to No then you will get the following message if you try to edit an invoice that has been passed for payment.

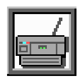


3. Passing invoices for payment

Once the Invoices screen has been updated with invoice details the next step is to pass the invoices for payment. There are two purposes for doing this:

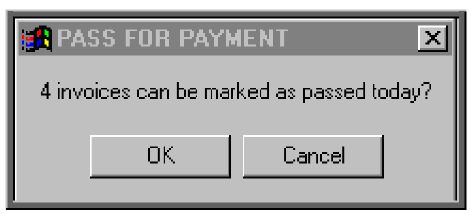
1. To produce a report listing those invoices that are being passed for payment.
2. To mark the invoices with today's date so that you know when the invoice was passed on to you Finance Department for payment.

Menu: History – Invoices

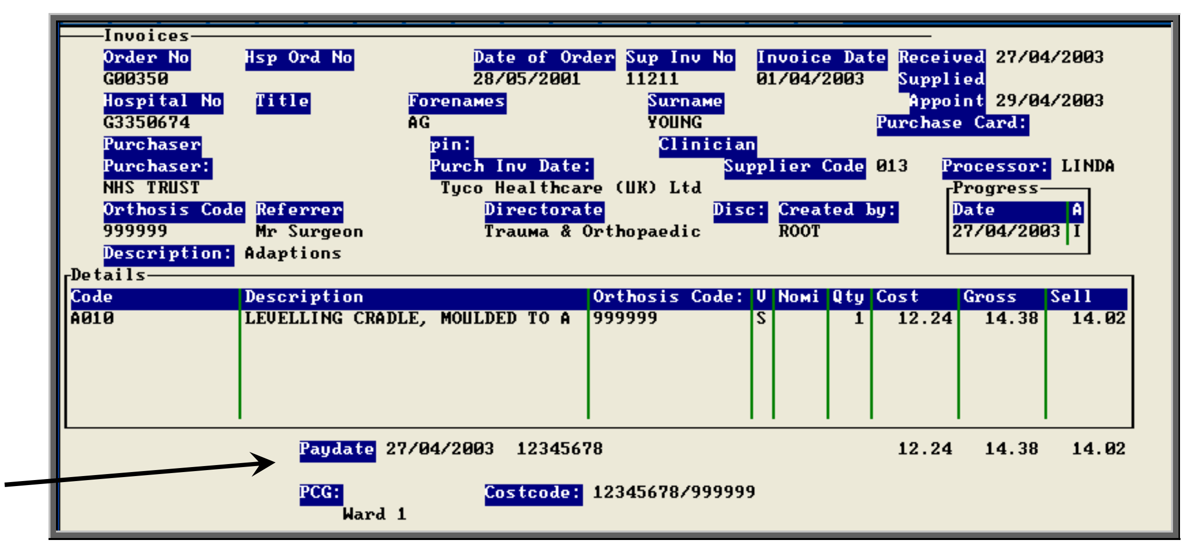
Click on the 'print' icon  (or File, Print) and select Pass for payment.

The system will then find those invoices that can be passed to the accounts department for payment (i.e. those invoices that have an invoice date entered and that have not been passed already) and prints a list of those invoices. As with all reports, the layout of this list can be modified if required.

You are then asked to confirm that these invoices should be marked as passed for payment:



If you select OK, those invoices printed on the list will be marked as passed for payment by inserting today's date in the *Paydate* field on the Invoices screen.



If you select No, those invoices will not be marked as passed and will appear on the report again the next time Pass for payment is run

This option can also be made to only pass those invoices that you have processed. It does this by looking at the Processor field on the Invoices screen.

If you need your pass for payment to be processor specific, contact the Helpdesk.

4. Creating a file/disk for finance

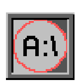
When invoices are passed to the Finance Department for payment, you also have the ability to produce a file/disk. This file/disk, containing information about the invoices, can then be imported into their finance software. This will save them having to re-key all the information that you have already entered once onto OPAS.

Sage is a widely used finance package and therefore there is an option specifically available for creating a file for finance if they are using Sage. (Option 1)

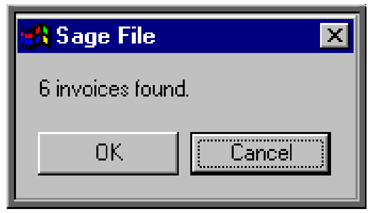
If finance are using a different software package to Sage we will need to configure OPAS to be able to create the disk in the required format. Once this has been done, a disk can then be produced following the instructions for Option 2.

Menu: History – Invoices

Option 1 – Producing a disk for Sage

Click on the 'sage' icon  (or Sage).

If you wish to continue, click on Yes. OPAS will then search for those invoices where the Supplier Invoice has been recorded since you last produced a file for Sage. Pass for payment does not have to be run in order to produce the file.



Click on OK to continue. When invoice details are sent to the Sage file they are marked that they have been sent, so that they will not be sent again.

The above message will inform you of the name of the file and where the file has been saved. This file can then be

- copied onto a floppy disk and sent to the Finance Department
- sent as an attachment on an e-mail to the Finance Department
- be picked up directly by the Finance Department if the file has been saved on an area of the hospital network that they can access.

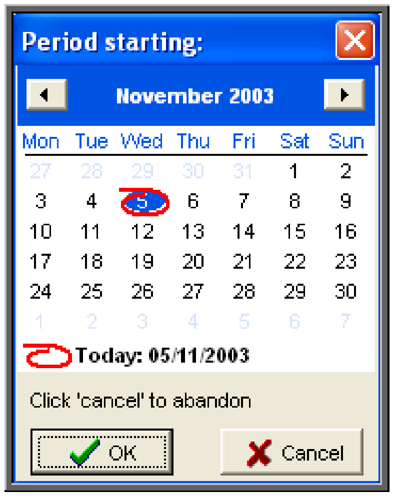
Option 2 – Producing a disk for a financial system other than Sage

N.B. Before you follow the steps below, you must have run Pass for payment for those invoices you wish to be included on the disk. (see Invoices - Note 3. Passing invoices for payment)

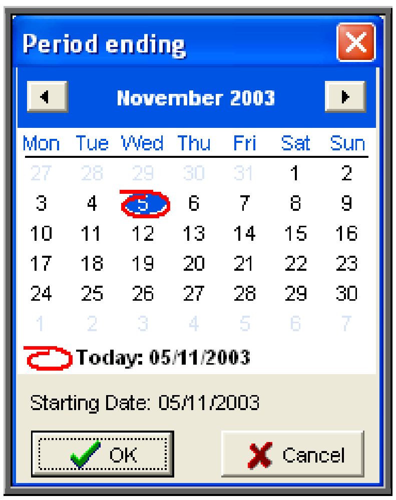
Click on Finance at the top of the screen.

Click on Yes to continue.

A calendar will appear in the middle of the screen to select a start date. It will default to today's date, but this can be changed. You can still abandon the option at this stage by clicking on Cancel.



Then select the end date. You can still abandon the option at this stage by clicking on Cancel.



OPAS will then look for all those invoices where the *Paydate* is between the range entered. Therefore Pass for payment must be run before producing a disk for finance.

Note: Ensure the date range does not include dates that you have entered before, as OPAS will not check whether the information has been put on a disk for Finance before. It would, therefore, be a good idea to keep a manual record of the dates entered so that invoice information sent to Finance is neither duplicated nor missed.

Place a disk in the A: drive and click on OK to continue. Make sure the previous file produced for Finance is not on the disk, or if it is that it has already been passed to Finance the file will overwrite any previous finance file on the disk.

. This csv file can then be

- sent to the Finance Department on the disk
- saved onto your PC and sent as an attachment on an e-mail to the Finance Department
- be copied onto an area of the hospital network that the Finance Department can access.

5. Printing sundry debtor invoices

Menu: History – Invoices

Sundry debtor invoices to external purchasers can be

i. printed individually as you update the Invoices screen (automatically)

ii. printed individually (manually)

iii. printed in batch

a) printing individually as invoice details are entered (automatically)

Within the system parameters (Utilities – Choices – System) set the *Instant Invoice* parameter to the number of each invoice required.

When you enter invoice details in the Invoices screen ensure that a date is entered in the *Purch Inv Date:* field. It is by entering a date in this field that indicates that you require a sundry debtor invoice to be printed (in order to recharge the cost incurred by the Trust).

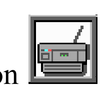
When the invoice details have been entered press Ctrl-Enter to finish and the following prompt will appear. (Reminder: This will only happen if the *Instant Invoice* option is switched on in the system parameters.)

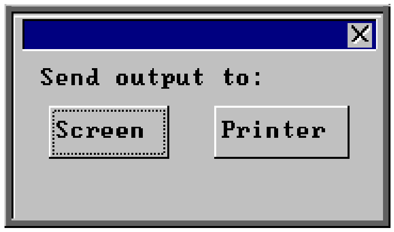
Select No if you do not wish to print the sundry debtor invoice at this stage. You can print it manually at a later time if required.

Select Yes to print the sundry debtor invoice now.

Note: The prompt calls the sundry debtor invoice "Statement/Sundry Debtor". This is because you decide the output produced here. You may wish the output to be an invoice that can be sent to the external purchaser for payment, or an internal memo that can be sent to the Finance department for them to raise the sundry debtor invoice. You will need to tell us the format of the output that is required so that we can change it accordingly.

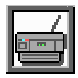
b) printing individually (manually)

Find the invoice you wish to print and click on the 'print' icon  (or File, Print) and select Invoice from the print menu.



If you wish to look at the invoice on the screen first select Screen. Otherwise select Printer.

c) printing in batch

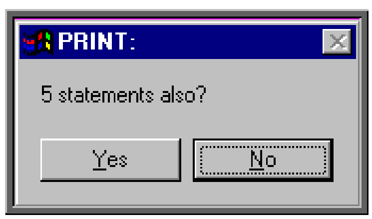
Click on the 'print' icon  (or File, Print) and select Batches from the print menu. Then select Statements from the batches menu.

Purchaser select the purchaser whose invoices you wish to print. To select all purchasers press **Esc** leaving the *Purchaser* field blank.

Start/End Date enter the start and end Purchase Invoice Date for the invoices you wish to print.

Firstly, a report will be printed listing those invoices where the *Purch Inv Date* is between the date range entered.

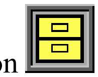
Then you will have the opportunity to print those invoices by selecting Yes to the following prompt.



6. Archive

Archive will look for those order that are more than 18 months old and where there has been no invoice.

Menu: History – Invoices

Once in the Invoices screen click on the ‘archive’ icon  (or Archive).

If you wish to continue, click on OK. Otherwise select Cancel.

Once it has found all the orders that are 18 months old and have no invoice you will be presented with the following option.

If you want to see a list of those that can be archived click on Print_list.

Once the list has printed, the above option box will appear again. If you wish to continue to archive the orders click on Archive. If you wish to abandon the archive press the **Esc** key.

You will be informed when the archive is complete.

The orders have now been permanently removed from the current Orders database but can still be viewed by going into History – Archive – Orders, or by going to the Patients record and selecting Goto, History, Archived.

If you need to change the search criteria from 18 months old to a different age, then go into History - Invoices and:

- select Data, Query
- select This_view
- select ORDERARC
- select Edit
- select Edit…
- press **Ctrl-End** to move to the end of the line

move left and change the **18** to the number of months required

press **F10** twice

- select OK, and then Quit.