

INTERNAL INVOICING

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Internal Invoicing

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Internal Invoicing

1 Purpose

- 1.1 An electronic internal invoicing system has been developed in order to give schools maximum control over their expenditure with City Council departments.

2 How it works

- 2.1 Manual Purchase Orders are created on FMS/CMIS by the school and work is requested from the relevant Birmingham City Council department.

- 2.2 Work is carried out by the Birmingham City Council department.

- 2.3 Internal invoice is raised by Birmingham City Council department.

- 2.4 Schools receive a weekly email requesting approval of all new invoices raised during that week.

2.5 Authorisation via FMS/CMIS

- Schools update FMS/CMIS with invoice value
- Schools Authorising Officer approves the invoice on FMS/CMIS and an authorization slip is printed
- The school keep the authorization slip for audit purposes

2.6 Approval or rejection on Voyager Internal Invoice Portal

- Relevant member of staff at the school logs onto the Schools Portal page on Voyager Internal Invoice Portal to approve or reject the actual charges on the system.
- There is a 30 day limit for schools to action invoices on the Voyager Internal Invoice Portal (approving or rejecting) before they are automatically charged to the schools budget. This limit is extended during the Summer Holiday period

- 2.7 After Internal Invoices have been approved by schools, charges will be transferred automatically to the Schools Cost Centre on Voyager.

- 2.8 Weekly reconciliation interface from Voyager will update FMS/CMIS with all approved internal invoices.

3. Schools Portal

3.1 The Schools Portal on Voyager gives schools access to the Voyager system to process internal invoices.

3.2 Access to Schools Portal page is via
<https://schoolsapproval.birmingham.gov.uk>

This will take the user to the schools homepage. Clicking on 'Internal Invoicing' will bring up the logon page, where the user will need to input their userid and password that has been previously provided.

3.3 Schools can gain access to Internal Invoicing e-learning support materials on the school portal pages.