**How to complete an Agresso Invoice label (non-purchase order invoices)**

Send a scanned copy of the authorised invoice to [rbwmfinancialcontrol@achievingforchildren.org.uk](mailto:rbwmfinancialcontrol@achievingforchildren.org.uk) with a label on it showing the following details (just cut one out and stick it on before you scan the invoice). Please complete the label clearly:

* **Invoice date**:  per invoice
* **Supplier ID**:   Agresso Supplier ID (check on supplier Masterfile)
* **Gross amount**:  per invoice
* **Invoice no**:  per invoice
* **Text**:  ie the description of the work done *(this will appear on the CFR transaction report)*
* **Acc code**:  per CFR codebook
* **CostC**:  School’s cost centre
* **Cat 3**:  per CFR codebook
* **Cat 4**: per CFR codebook
* **Cat 5**:  per CFR codebook
* **Net £**:  per Invoice
* **Special Instructions**:  *this is where you would include ‘CIS’ if relevant*
* **Contact name & phone no**:  Your details.

