

STEP BY STEP GUIDE ON HOW TO ACTION
NCC PROCUREMENT CARDS (AND CREDIT CARDS)

ON SIMS FMS6

Step 1

Set up RBS Procurement Card (or other card provider) as a supplier with the address where the monthly (or other) payment is to be sent.

Step 2

Raise an order against the above supplier but just save DO NOT AUTHORISE. This will enable you to keep adding the transactions as they are purchased. In the description it is advisable to enter the actual supplier you purchased the items from in the line description.

Step 3

When the statement arrives, cross reference this to the line on the order. If there are lines on the order that do not appear on the statement you will need to delete them and record them against a new order for the supplier (e.g. RBS).

Once the line on the order matches the statement you need to authorise the order.

Step 4

Raise the invoice against the order using the statement number and date as the invoice number and date. Once you have invoiced all the transactions save and authorise.

Step 5

Process a cheque run and the cheque should automatically be produced for the correct supplier.

Step 6

Reconcile the cheque when it appears on the bank statement.

Queries

Please contact the FMS6 Helpdesk on 01604 367432 or 367624