Pro-Forma Invoice

Walsall Council

Invoice Type	Payment Method	Date

Payee/Supplier Name

Supplier Site Address/Postcode

If cheque collection required, replace Address with XXXXXCOLLECT – followed by Service Area and name of person collecting

Supplier Bank Details (If known)

Payee/Supplier Number	Invoice Number/Reference

Purchase Order Number	Business Unit

Description	Net	VAT Rate*	VAT	Gross
TOTAL				

*VAT Rates: Standard Rate 20% (SR), Low Rate 5% (LR), Outside Scope (OS), Exempt (E), Zero Rated (ZR)
If Pro-Forma is not accompanied by a VAT Receipt / Invoice, then it must be coded to Outside Scope (OS)

Budget Code Distribution

Net Amount	VAT Rate*	Service Type	Cost Centre	Subjective	Additional Data

Pro-forma prepared by (print name) – By completing this Pro-forma, you are confirming that the information provided is correct and not previously passed for payment

Certified for payment by an authorised signatory (print name) – (Only required for CHAPS and LMS payments)

Pro-forma Preparation Guidance

- Ensure all appropriate fields are completed, incomplete information results in payment delays

- **Invoice type**
  - Invoice = a payment
  - Credit memo = a deduction from next payment e.g., an overpayment to recover

- **Payment Method** – the Council's preferred payment method is BACS, unless the form preparer has been advised of an alternative method

- **Payee / Supplier name** – The full name or registered business of the payee or supplier

- **Payee / Supplier number** – this relates to the One Source system identifier. If unknown, please contact oraclesupport@walsall.gov.uk

- **Invoice / reference number** – this must be completed with a unique invoice / reference number for identification. If a reference has not been provided, a reference can be created by the pro-forma preparer that is meaningful to both the Council and the payee

- **Business Unit** – the establishment name that is liable for payment e.g.
  - Walsall Council BU
  - Walsall Social Care BU
  - If the pro-forma is being completed **by** a school, then enter the name of the school

- **Description** – use clear and concise wording to describe the nature or reason of the payment / credit

- **VAT Rate** – Where VAT can be evidenced, select the correct VAT rate from the drop-down list. Refer to the key below the table for the correct code relating to the payment or credit. If the transaction includes more than one VAT rate (i.e., part of the transaction contains VAT and another part is out of scope) detail each amount on a separate line and choose each VAT rate from the drop-down list of choices as applicable

- **Budget Code Distribution** - Oracle budget codes consist of a service type (4 digits), cost centre (7 digits) and subjective (5 digits) this enables the transaction to be accurately coded against the correct budget. Additional Data (4 digits) – only complete if applicable

- **Authorisation and submission**
  - Council - If a purchase order has been provided, no additional approval is required. If a budget code has been provided approval is managed by the One Source System, there is no need for an authorised signatory to sign the pro-forma invoice for approval. An 'Approval Notification' will be issued to the authorised signatory for the budget code supplied on the pro-forma. When this notification is approved, the transaction will be available for payment according to the payment terms
  - Immediate and urgent payments (Council) – Follow the guidance on the intranet page Payment Types
  - Schools (Direct users) - Should follow their own internal approval process
  - Schools (Processed by School Payments Team) – Pro-forma must be emailed directly from the relevant authorised signatory with appropriate approval limit (this cannot be the preparer of the pro-forma)