# Raising and Managing Debt

## Open New E86 form from Intouch/My Finance/Raising and Managing Debt.

### 1. Who is the invoice / credit note for?

**AUTHORISATION TO RAISE AN INVOICE/CREDIT NOTE**

**PLEASE USE BLOCK CAPITALS**

Customer Details: *where the invoice will be sent*

*Customer Number: E 0 0 0 4 6 5 0

*Customer Name: Riverside Group Limited

Contact Name FAO: Joe Bloggs

Customer Telephone N 01952 291989

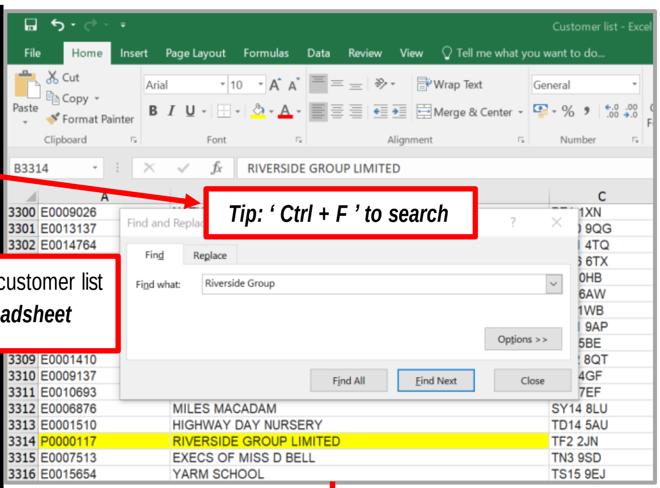
Customer's Purchase Order Number

Open the file called '***customer list***' from '*Intouch / My Finance / Raising and Managing Debt*' and run a search using the name of the organisation/customer.

Must be a 100% match to name on customer list
***Tip: Copy and paste from Spreadsheet***

Contact name of the person the invoice should be sent to.
(Up to 29 characters)

If the customer has provided an order number, enter it here.
(Max 10 characters)




***Tip: ' Ctrl + F ' to search***

If customer cannot be found on this list, please complete an "***Authorisation to Raise a customer***" form, which can be found on Intouch/My Finance/Raising and Managing Debt.

### 2. Who is raising the invoice/credit note?

**e86 v.13**

**Validate Form** **Clear Form** **Exit**

*Raising Entity:

CCC ☐ LGPS ☐ Fire Service Pension Scheme ☐

*INVOICE ☐ *CREDIT NOTE ☐ *For Invoice Number:

*Reason for Credit Note

User Error ☐ Data Error ☐ Proven Dispute ☐

Department Name of your department **e.g. ODWT**

*Location Code

*Raised by

First Name Last Name

Telephone Contact Number

E-mail

Authorised by

Name

Telephone Contact Number

Tick to indicate whether this entity is being raised on behalf of Council, LGPS or Fire Service Pension Scheme.

If you have ticked Credit note, enter the invoice number that you want to issue a credit against

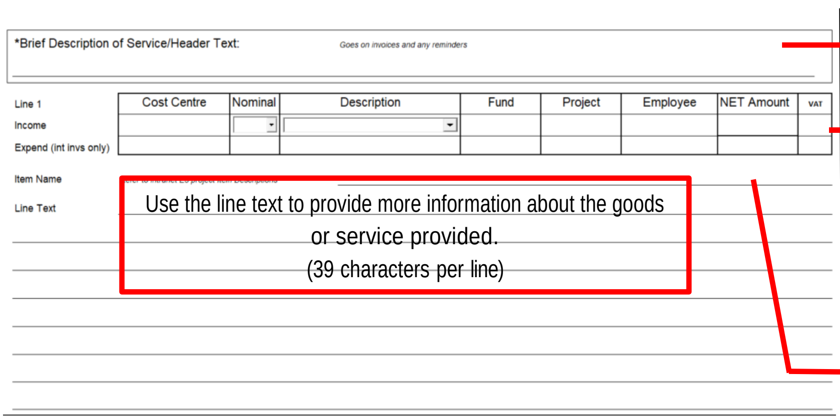
Please state the reason for issuing a credit note

Use the dropdown menu to select code and location of your department

Enter name and contact details of the person raising the invoice/ credit

If there is an authoriser, enter their details here. If not, leave these details blank

## 3. What is the invoice/credit note for?




Use the line text to provide more information about the goods or service provided.
(39 characters per line)

Use this space to explain why the invoice /credit note is being raised. **This description will show on the actual invoice.** (max 80 characters)

**Nominal code** - contact Finance
**Fund** - contact Finance
**Project** - contact Finance

**Employee** - enter Employee number if invoice relates to Pensions, overpayment of salary, cycle to work scheme or car loan.

Entering a description of the item here will overwrite the drop down selected in the description box above.
(max 39 characters)

## 4. Complete the form


This will close the form when you are finished using it.

This will delete all the details on the screen.

Use this button to clear the fields if errors have been made.

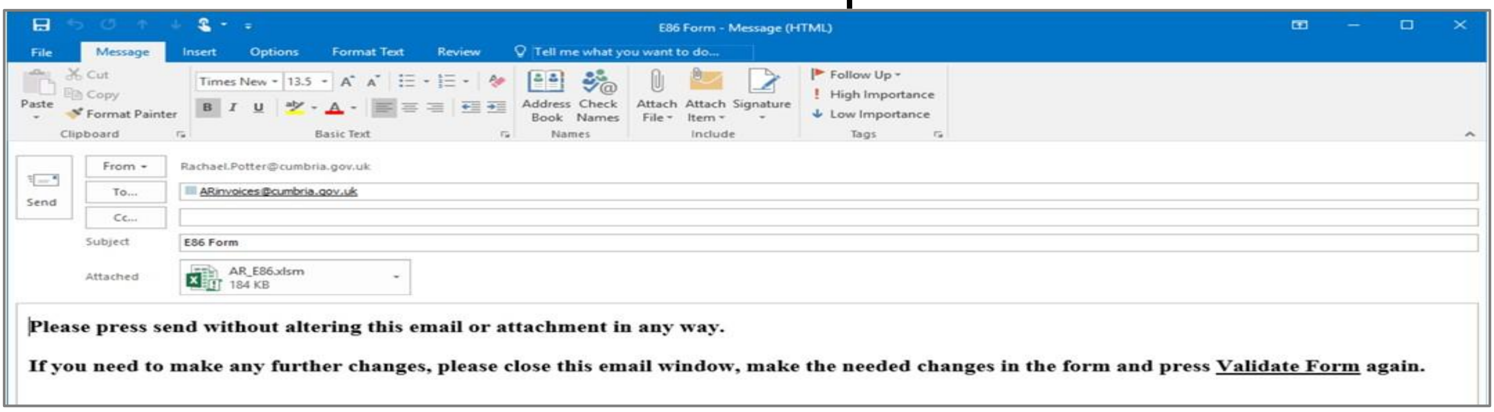
You can only select this when you have completed all the fields marked with an asterix.

***Clicking 'Validate' will automatically attach the form to an email - see step 6 below.***

## 5. Submit the E86 form

This email below will open automatically when you click on '***validate***'.

If everything on the form is correct, click '***Send'.***




## 6. Queries/problems/difficulties

If you encounter any problems in completing this form, the Purchase to Pay team will be happy to assist.

**Contact the Purchase to Pay**

**AR@cumbria.gov.uk**

**01228 221069**