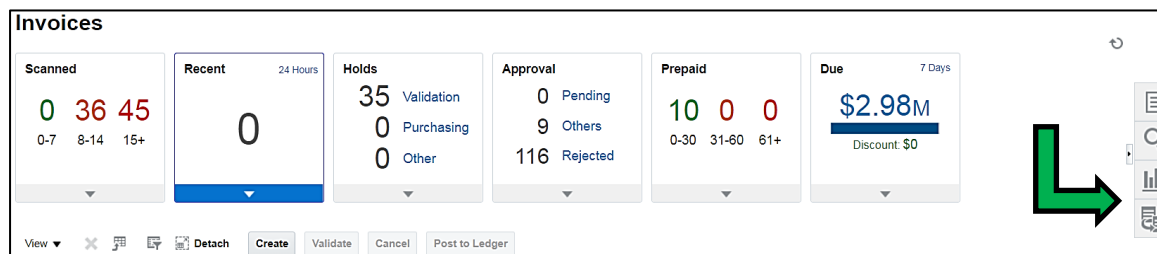


Invoice Processing – Matching an Invoice to a Purchase Order

Navigation Path: Payables > Invoice



Invoices

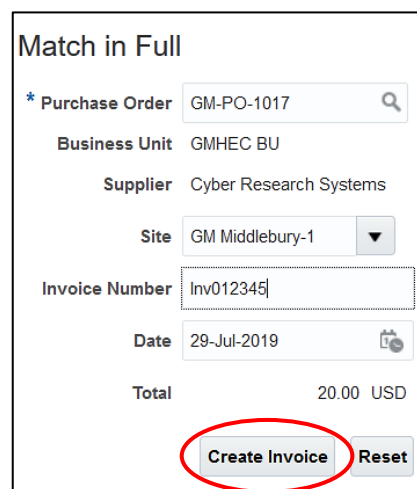
Scanned	Recent 24 Hours	Holds	Approval	Prepaid	Due 7 Days
0 36 45 0-7 8-14 15+	0	35 Validation 0 Purchasing 0 Other	0 Pending 9 Others 116 Rejected	10 0 0 0-30 31-60 61+	\$2.98M Discount: \$0

View [dropdown] [Print] [Refresh] [Detach] [Create] [Validate] [Cancel] [Post to Ledger]

On the far right, click on the fourth icon down (2 pages of paper).

A small pop-up will appear. Enter your PO number, invoice number, and date.

Click “Create Invoice.”



Match in Full

* Purchase Order: GM-PO-1017

Business Unit: GMHEC BU

Supplier: Cyber Research Systems

Site: GM Middlebury-1

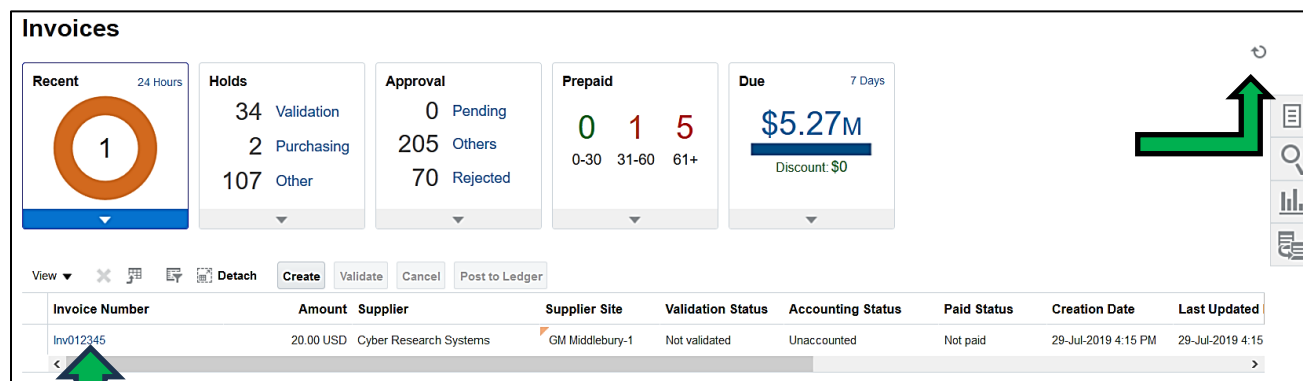
Invoice Number: Inv012345

Date: 29-Jul-2019

Total: 20.00 USD

Create Invoice [Reset]

After the pop-up leaves, click the refresh button on the main invoices page.



Invoices

Recent 24 Hours	Holds	Approval	Prepaid	Due 7 Days
1	34 Validation 2 Purchasing 107 Other	0 Pending 205 Others 70 Rejected	0 1 5 0-30 31-60 61+	\$5.27M Discount: \$0

View [dropdown] [Print] [Refresh] [Detach] [Create] [Validate] [Cancel] [Post to Ledger]

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated
Inv012345	20.00 USD	Cyber Research Systems	GM Middlebury-1	Not validated	Unaccounted	Not paid	29-Jul-2019 4:15 PM	29-Jul-2019 4:15

Click on your invoice number after page refresh.

Your invoice will appear with all the information from the PO copied over, including EDORDA (account numbers).

Under the Invoice Header information enter the “Requester” as yourself. Type in your last name first – Oracle will auto-search and find your name.

Enter the description in the description field. This information is printed on the Check Remittance (sent to supplier).

Edit Invoice: Inv012345 Not validated Invoice Actions Save Save and Close Cancel

Last Saved 29-Jul-2019 4:15 PM

Invoice Header Show More

Identifying PO GM-PO-1017 Business Unit GMHEC BU Supplier Cyber Research Systems Supplier Number 19346 Supplier Site GM Middlebury-1 Legal Entity Green Mountain Higher Education Consortium, Inc. Invoice Group <input type="text"/>	* Number <input type="text" value="Inv012345"/> * Amount <input type="text" value="USD"/> <input type="text" value="20.00"/> Type <input type="text" value="Standard"/> Description <input type="text"/>	* Date <input type="text" value="29-Jul-2019"/> * Payment Terms <input type="text" value="Net 45"/> * Terms Date <input type="text" value="29-Jul-2019"/> Requester <input type="text"/> Attachments <input type="text" value="None"/> Note <input type="text"/>
---	---	---

Lines Match Invoice Lines

View

* Number	* Type	* Amount	Distribution				Budgetary Control		
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Descripti
1	Item	20.00			29-Jul-2019	<input type="checkbox"/>	29-Jul-2019	Not attempted	Cyber tec

If applicable, attach the actual invoice.

- Attachments – click the “+” where it says “Attachments”

HEC BU

Attachments X

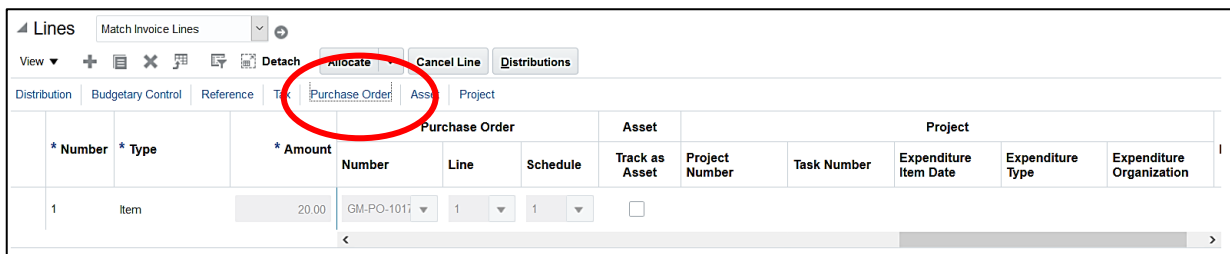
Actions

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Invoice Example For Reference Guide.pdf	Update...	Invoice Example For Refer	Invoice_Example_2019072 Cheryl Foster

Rows Selected 1

How to Review Your Invoice:

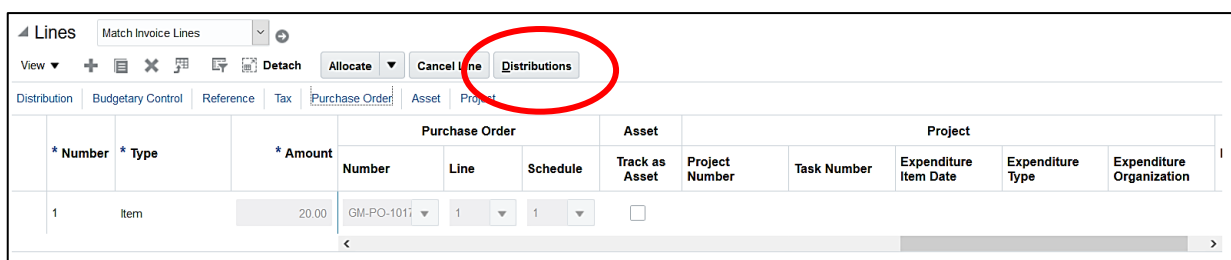
OPTIONAL: To review your PO information, click the Purchase Order tab.



The screenshot shows the 'Lines' interface with the 'Purchase Order' tab selected and circled in red. The table below displays the invoice line details.

* Number	* Type	* Amount	Purchase Order			Asset	Project				
			Number	Line	Schedule	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization
1	Item	20.00	GM-PO-1011	1	1	<input type="checkbox"/>					

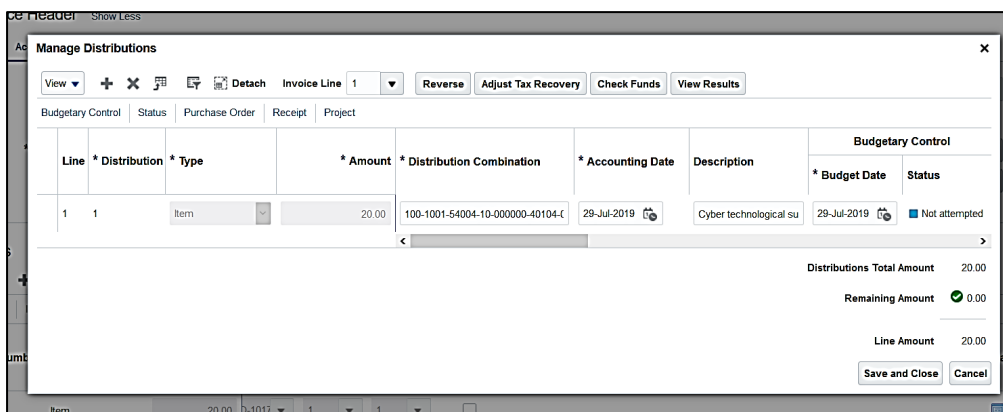
OPTIONAL: To review your distribution/EDORDA click the “Distributions” button in the Lines section.



The screenshot shows the 'Lines' interface with the 'Distributions' button highlighted in red. The table below displays the invoice line details.

* Number	* Type	* Amount	Purchase Order			Asset	Project				
			Number	Line	Schedule	Track as Asset	Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization
1	Item	20.00	GM-PO-1011	1	1	<input type="checkbox"/>					

OPTIONAL CONTINUED: A pop-up box will appear displaying where your invoice will be charged. **DO NOT EDIT** this information. This is for reviewing purposes only. Close out of the box once reviewed.



The screenshot shows the 'Manage Distributions' pop-up window. The table below displays the distribution details.

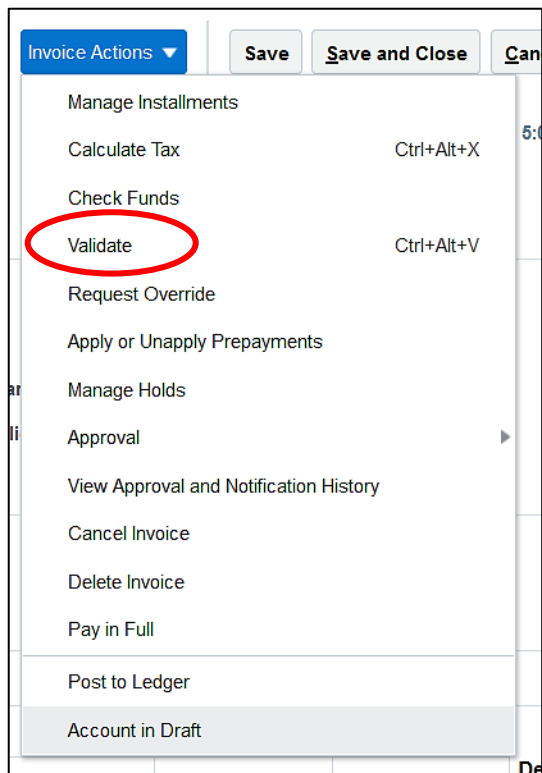
Line	* Distribution	* Type	* Amount	* Distribution Combination	* Accounting Date	Description	Budgetary Control	
							* Budget Date	Status
1	1	Item	20.00	100-1001-54004-10-000000-40104-C	29-Jul-2019	Cyber technological su	29-Jul-2019	Not attempted

Summary information:

- Distributions Total Amount: 20.00
- Remaining Amount: 0.00
- Line Amount: 20.00

Buttons: Save and Close, Cancel

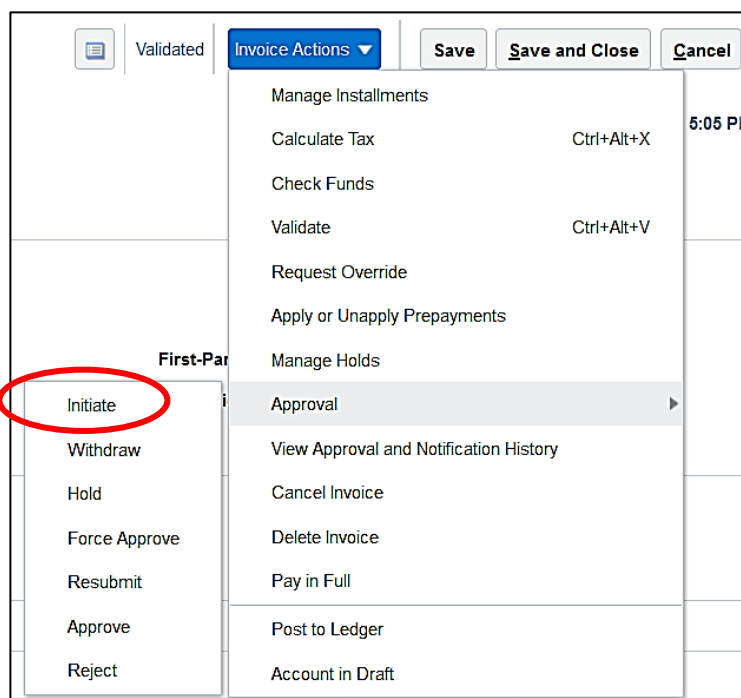
When finished with reviewing information, go to “Invoice Actions” and choose “Validate.”



Your invoice will now show that it has been validated.



Click “Invoice Actions” and choose “Approve” and then choose “Initiate”.



Your invoice will auto-approve because the PO was previously approved. If your invoice is stuck in the approval process, an error was made. Contact Accounts Payable at ap@gmhec.org or 802-443-2321.

Click “Save and Close” to exit the Invoice.

Your invoice is now in the queue for payment.

