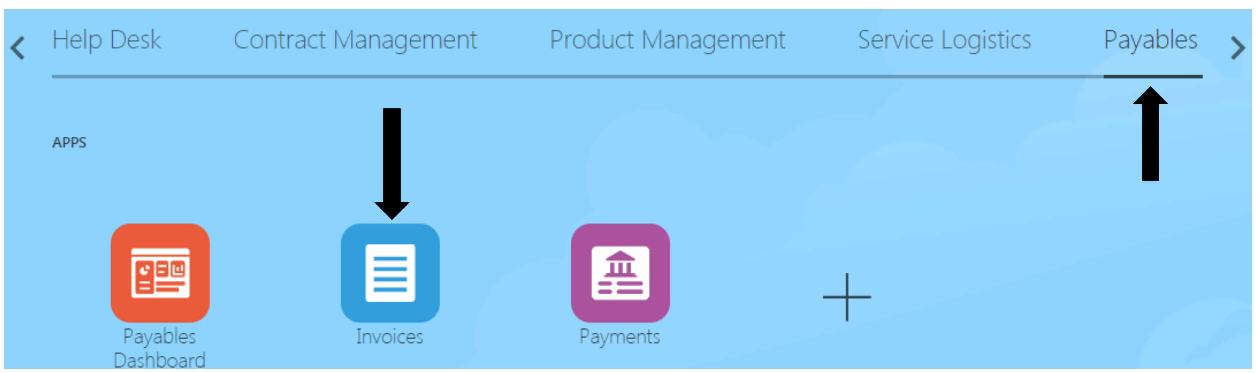
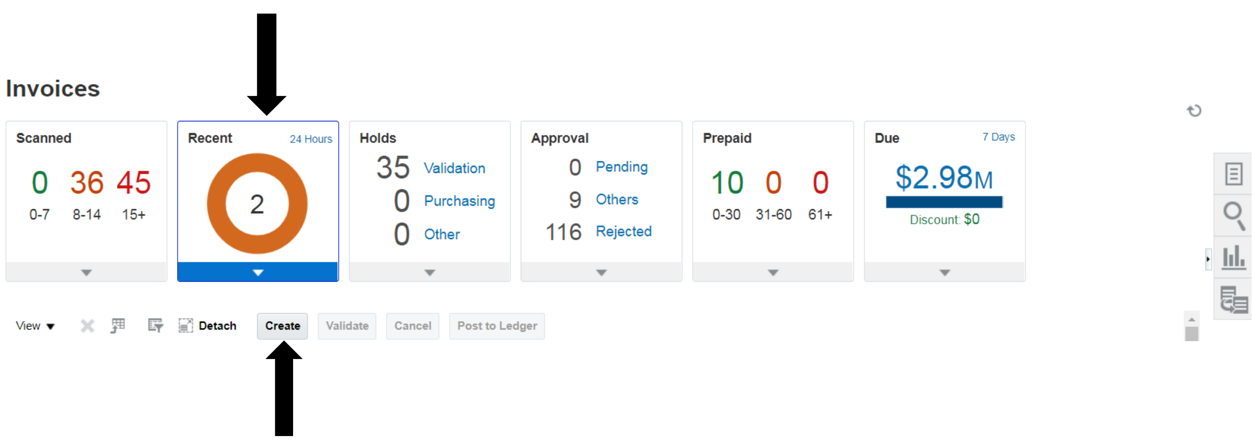
Invoice Processing - Without a Purchase Order (PO)

This process will show you how to get your suppliers paid for the goods or services you purchased. (A Supplier can be a Vendor, Independent Contractor, or a Student)

Additional Resources:

- GMHEC Website (https://www.gmhec.org/finance/finance-knowledge-base/)
- **ap@gmhec.org**

Process Step & Description	**Action**
	➢ If you have used the Requisition or Purchase Order function, you will use the Matched Invoice process. Click here for instructions. ➢ Otherwise, please follow the process below
1.1 Create Invoice	Navigation Path: ➢ Payables → Invoices → Recent →Create  

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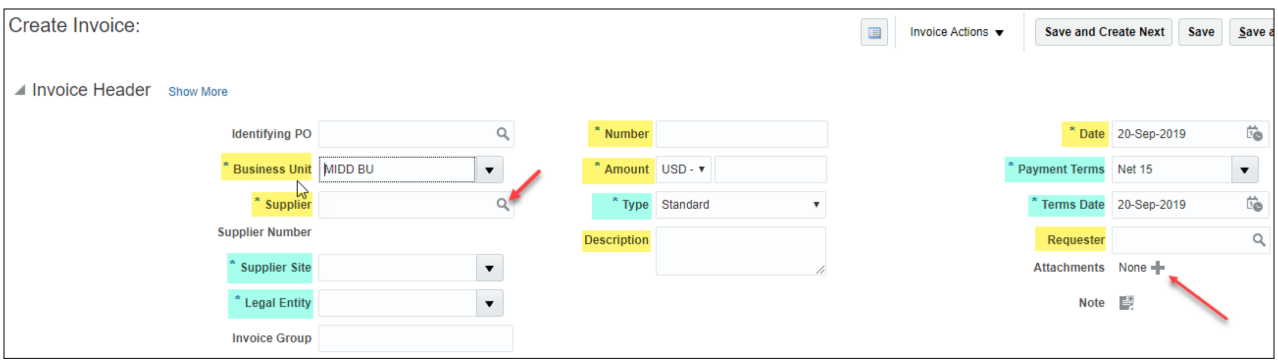
1.2 Under Create Invoice Complete Required Header Items

Enter Required Fields:

- **Business Unit** (*SMC, CC, or Midd*)
- **Supplier**: first try typing in the start of the name and see if it autopopulates.
    - If not, click the magnifying glass next to the cell and use the Search functionality to find it.
- **Supplier Site and Legal Entity** will default. If there is more than one Site, choose the one that corresponds to your invoice. If you need an additional one, please contact Accounts Payable.
- **"Number**" is the Invoice Number from Supplier Invoice (always use the number provided!)
    - If NOT available, use this naming convention: MD20190814 (2 digit school code + Date)
- **Amount:** dollar value to be paid
- **Type**: always Standard
- **Description:** this should be informative for the Approver of the invoice.
- **Date**: the date on the supplier invoice
- **Payment Terms / Terms Date** – accept default values
- **Requester:** its important to enter your own name here. Type your last name and select it from the list.

DO NOT fill in Identifying PO

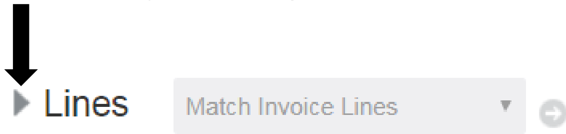


- **Attachments:** You must attach the Invoice provided by the Supplier for the invoice to be approved. Other appropriate backup includes a contract (for a guest speak for example) or receipt for a student reimbursement. Click the plus and then Choose File to upload a scanned document from your computer.

1.3 Enter Invoice Line(s) Information

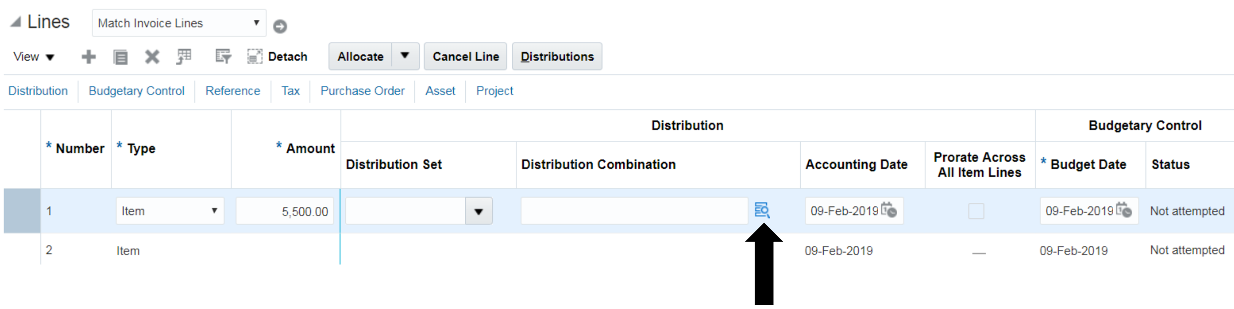
Add LINE ITEM details include Account Distribution (EDORDA):

Click the Gray Arrow to open Lines:

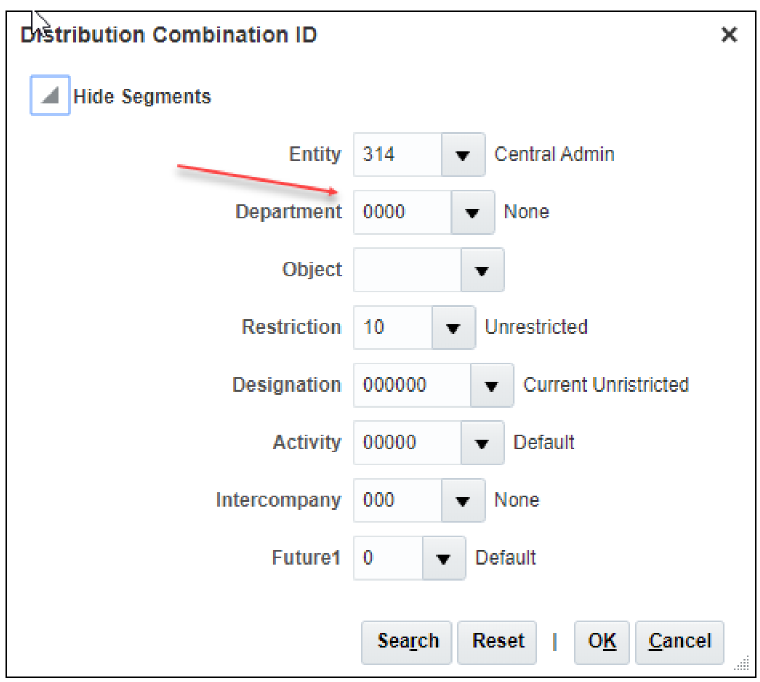


Click next to the number 1 line; it will now be highlighted. Enter:

- **Dollar amount** under amount (it should match the Header amount, unless you will enter multiple lines).
- **Distribution Combination**: to enter the correct Accounting information, click square blue icon.



.To complete the **Distribution Combination** popup:



- Confirm /update all default values. *TIP:* if the department defaults to 0000, you must put the correct one in or your invoice will be rejected.

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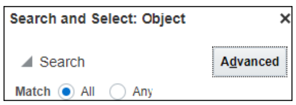
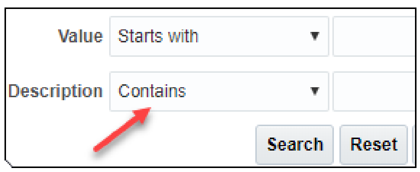
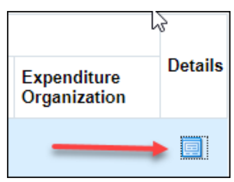
- ➢ To search for a value, use the dropdown arrow.
- ➢ Click into the blue SEARCH link
- ➢ Search tips:
  - Use ADVANCED
  - Switch the search type to "CONTAINS" for the broadest search





- ➢ **Designation**: if you also need to charge a grant or fund, update the Designation field. **NOTE**: You will ALSO have to populate a <u>second field</u>. Once you save your Distribution Combination, scroll to the **far right** of your line item. Click the box under Details for your line item and enter it.



- ➢ Once the account segments are set, click OK.
- ➢ **NOTE** – only include ONE supplier invoice per Oracle invoice transaction. Each invoice must be entered separately.

1.4 Validate, Initiate, & View Approval/ Notification History

Now take the final steps to complete the invoice and send it off for Approval:

- ➢ Click the **Invoice Actions drop down** and click Validate. This will review for errors. Fix any that are indicated.
- ➢ Click the **Invoice Actions drop down—Approvals** – **Initiate**. The approver is notified by email.

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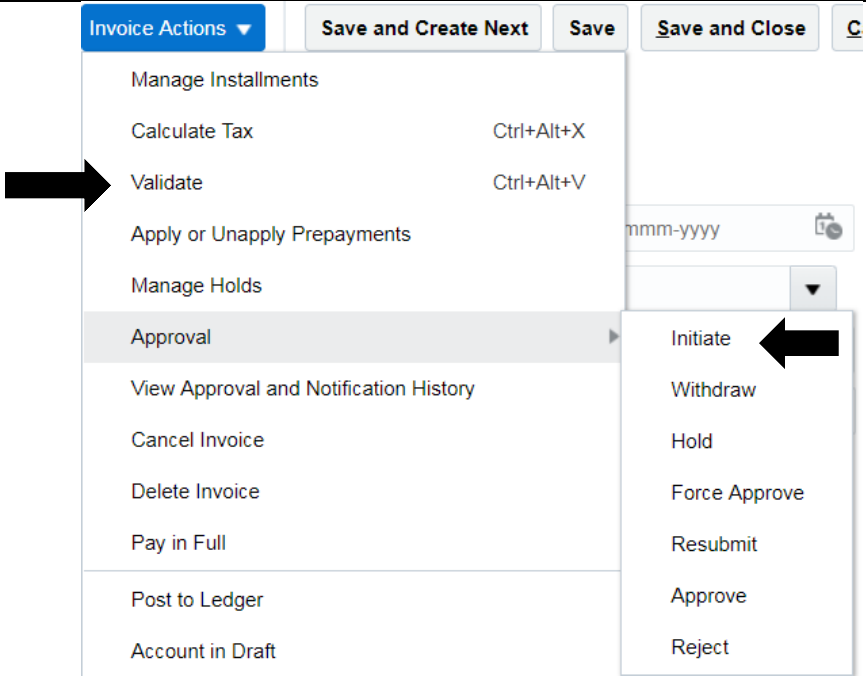
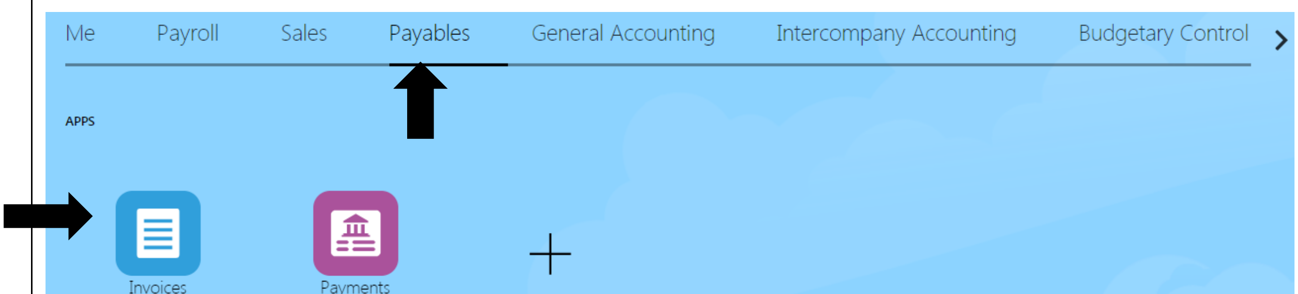
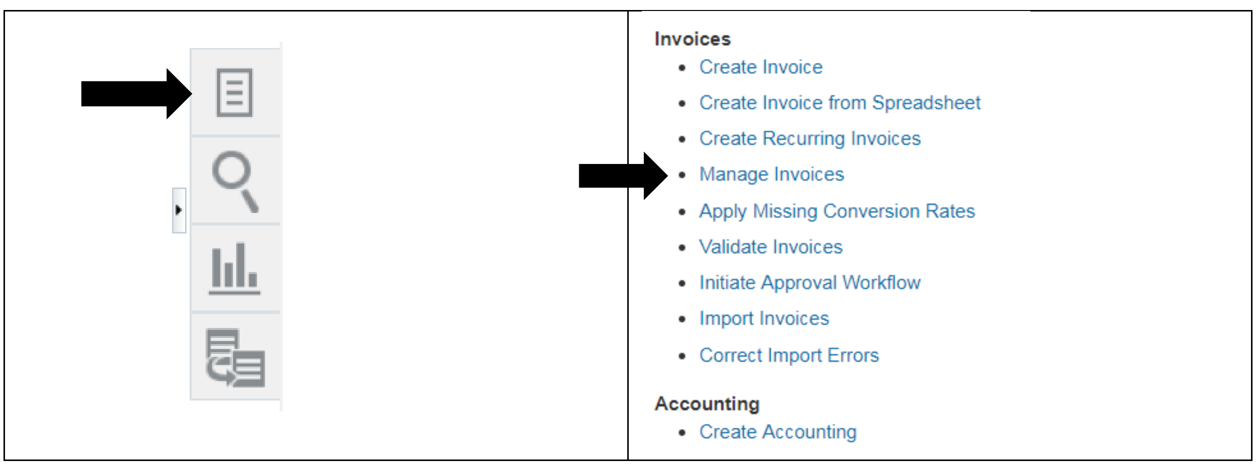


1.5 Viewing Invoice Information

➢ Later, come back to the Invoices tile to review your invoice and check the Status:



➢ You will then go to the Task icon on the right side of the screen and click on Manage Invoices.



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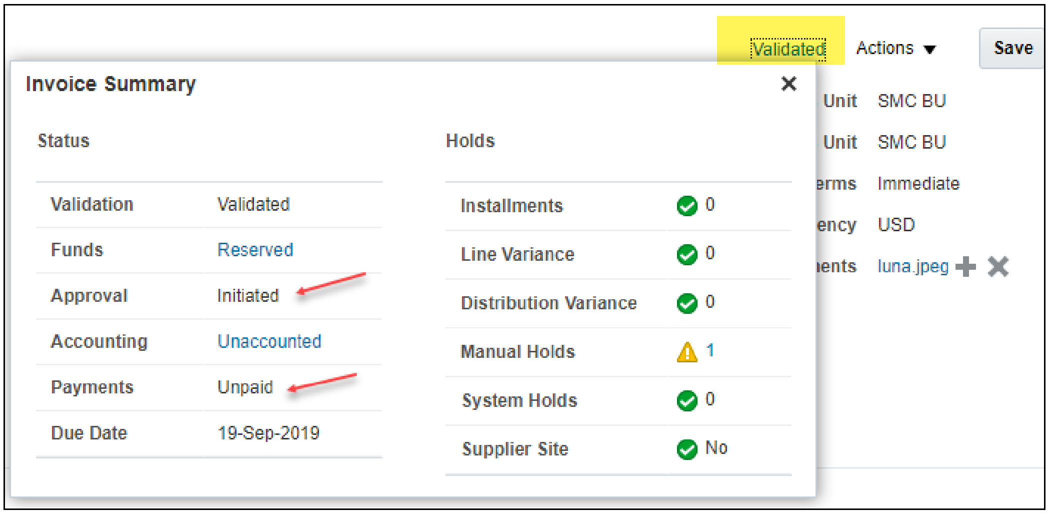
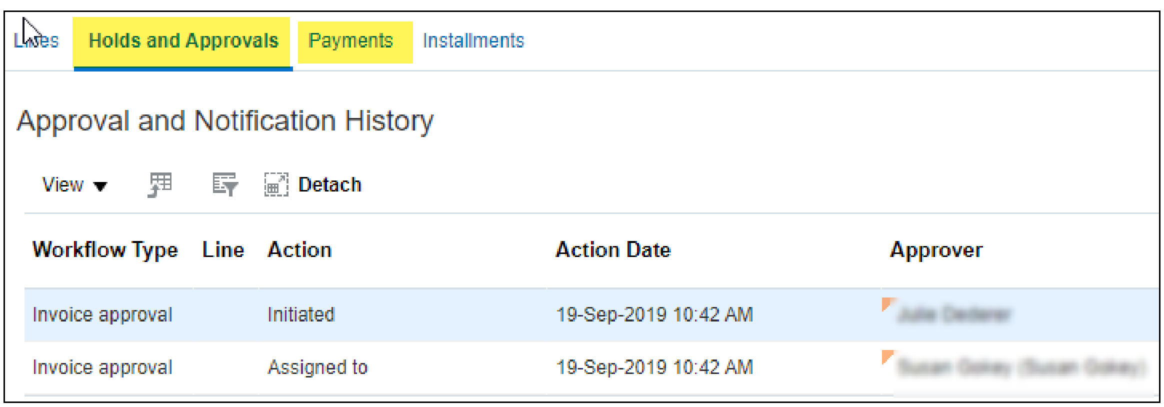
- You can now search for your invoice, likely by Invoice Number or Supplier. Once you have, click into the Invoice Number in the Results list to view details.
  - **TIP** – *refer to the Saved Searches reference guide for detailed instructions on using this search screen effectively*.

- In the Header area, go to the upper right and click the Validate link to see important information, including the Approval Status, and Paid status.



- In the middle left on the screen you can also check:
  - **Holds and Approvals** – see WHO the approver is, and if there are any Holds which may slow down payment
  - **Payments** – once paid, you can see date, check number, and payment method here.



- **To see the Account Distribution:** go to Invoice Actions / Edit. Follow the steps above for opening the Lines Items section, and you can view the EDORDA there.

Once the invoice is approved, it is routed to Accounts Payable where it will be included in the appropriate Payment Run so a check or direct deposit can be remitted to the Supplier.

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