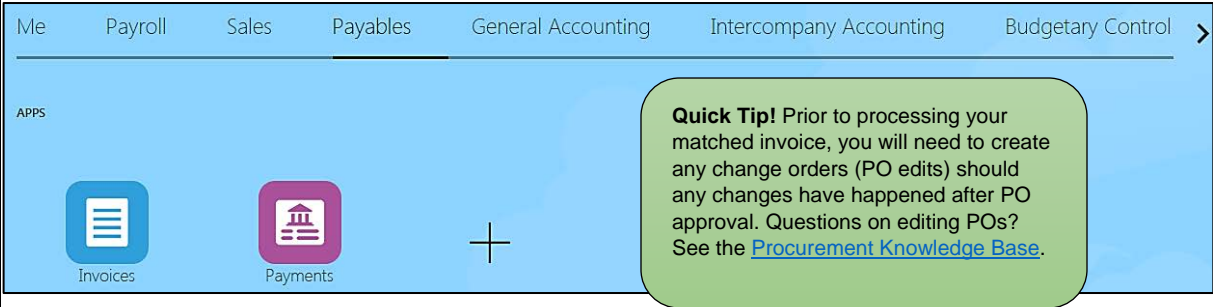
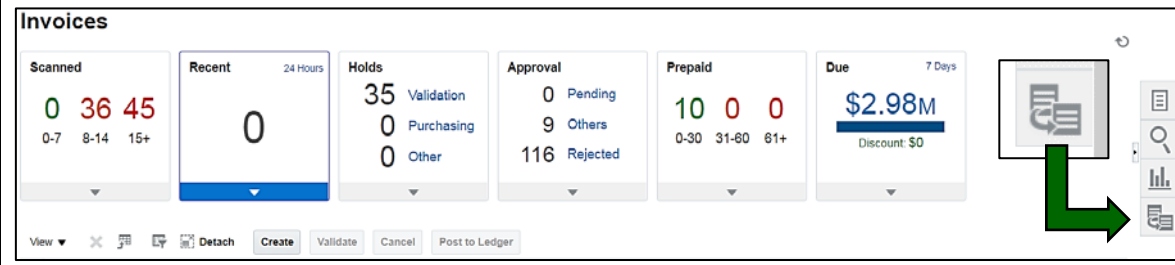
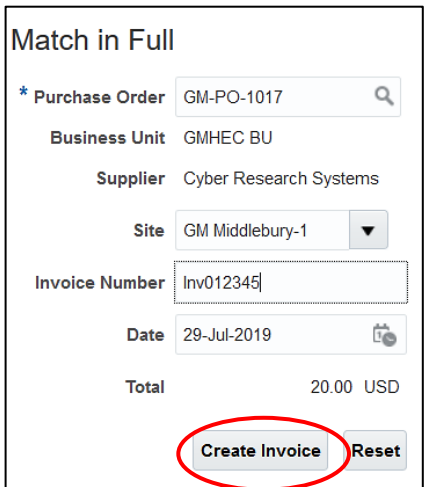


Invoice Processing - Matching To A Purchase Order (PO)

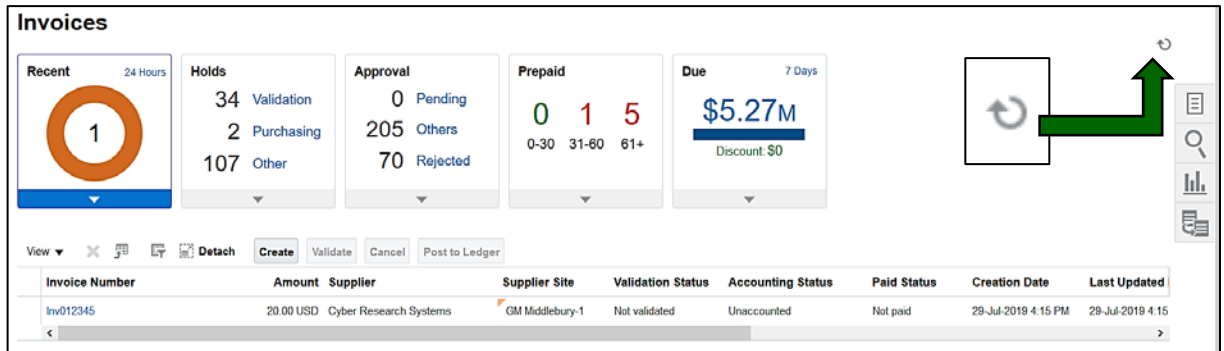
This process is for matching an Invoice to a Purchase Order when you have an exact match from one Invoice to one Purchase Order. For POs with multiple invoices, see the ["Matched Line Invoice Reference Guide"](#).

Additional Resources:

- GMHEC Website: [Finance Knowledge Base](#)
- COA
- ap@gmhec.org

Process Step & Description	Action
<p>1.1 Match an Invoice</p>	<p>Navigation Path: > Payables → Invoice</p>  <p>Click the Match In Full Task button</p>  <p>A secondary window will slide open to the left. Enter:</p> <ul style="list-style-type: none"> • Purchase Order Number <ul style="list-style-type: none"> ○ Business Unit, Supplier, Site, and Total will autofill • Enter Invoice Number <ul style="list-style-type: none"> ○ If you received an invoice from the supplier, please use the invoice number issued on the physical supplier invoice ○ If an invoice was not sent, or the invoice does not have a number, use the following nomenclature: <ul style="list-style-type: none"> ▪ School Initials (CC, GM, MD, SM) & date of the invoice ▪ Ex. 1: GM_20190905; or, if taken, add the following number "-1, -2, -3, etc." ▪ Ex. 2: GM_20190905-1 • Once the invoice number has been entered, click the "Create Invoice" button • If you attempt to match a Purchase Order that does not belong to you it will not allow you to hit Create Invoice. 

You will be taken back to the invoice home page. Click the Refresh button in the upper right-hand corner until your invoice is listed.



Invoices

Recent 24 Hours: 1

Holds: 34 Validation, 2 Purchasing, 107 Other

Approval: 0 Pending, 205 Others, 70 Rejected

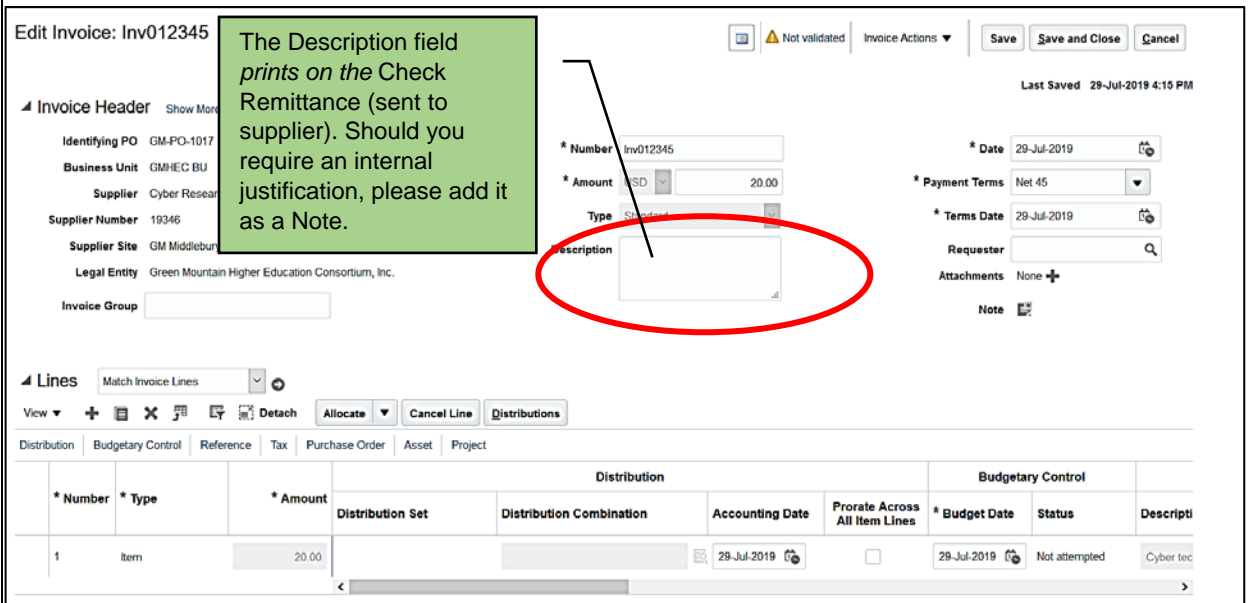
Prepaid: 0 1 5 (0-30, 31-60, 61+)

Due 7 Days: \$5.27M (Discount: \$0)

Buttons: View, X, Print, Attach, 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

After your invoice appears, click on the Invoice Number. The “Edit Invoice” screen will now appear. The majority of your invoice information will automatically fill-in now that your invoice is matched to the Purchase Order. Under the Invoice Header information enter the “Requester” as yourself. Type in your last name first – Oracle will auto-search and find your name.



Edit Invoice: Inv012345

Not validated | Invoice Actions | Save | Save and Close | Cancel

Last Saved: 29-Jul-2019 4:15 PM

Invoice Header

Identifying PO: GM-PO-1017
 Business Unit: GMHEC BU
 Supplier: Cyber Research
 Supplier Number: 19346
 Supplier Site: GM Middlebury
 Legal Entity: Green Mountain Higher Education Consortium, Inc.
 Invoice Group: []

* Number: Inv012345
 * Amount: USD 20.00
 * Date: 29-Jul-2019
 * Payment Terms: Net 45
 * Terms Date: 29-Jul-2019
 Requester: []
 Attachments: None +
 Note: []

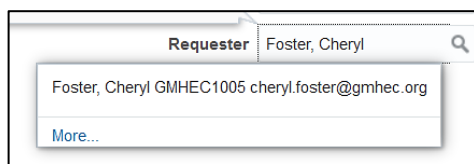
Lines

Match Invoice Lines

View: +, -, X, Print, Attach, Allocate, Cancel Line, Distributions

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

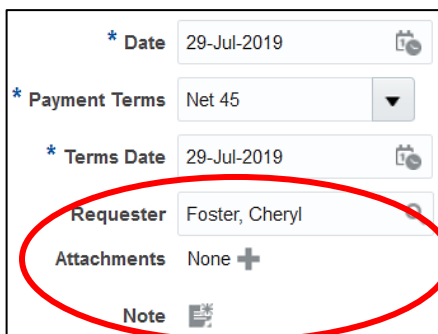
1.2 Review Invoice & PO Information



Requester: Foster, Cheryl

Foster, Cheryl GMHEC1005 cheryl.foster@gmhec.org

More...



* Date: 29-Jul-2019

* Payment Terms: Net 45

* Terms Date: 29-Jul-2019

Requester: Foster, Cheryl

Attachments: None +

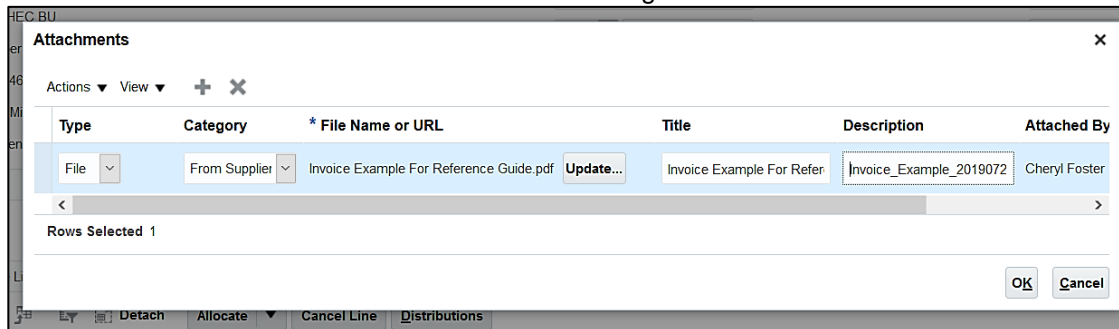
Note: []

If applicable, attach the actual invoice and create notes:

- Attachments – click the “+” where it says “Attachments”
- Notes – click the square next to Note to add any notes

Quick Tip! Do not change Invoice Payment Terms, Terms Date, and/or Accounting/Budget Dates (unless for specifically designated time frames determined by college finance team)

After clicking on the “+” icon, the following pop-up will appear. Click “Choose File”. Choose your file and add the attachment. Click “OK” when finished attaching document.



HEC BU Attachments

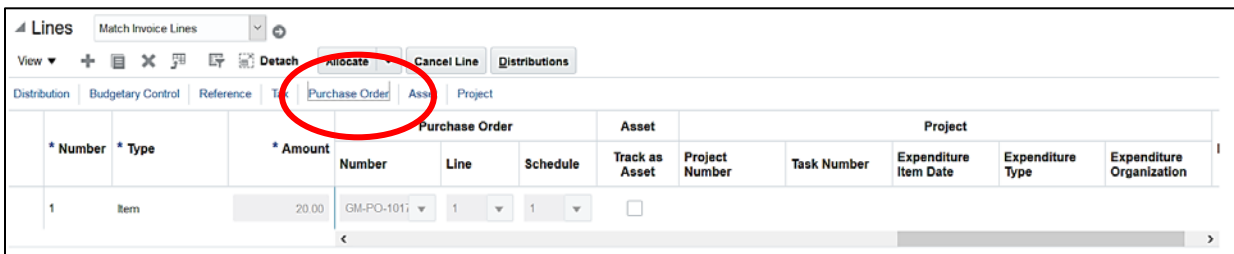
Actions View + X

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

OK Cancel

Click Purchase Order Tab below the Lines section. You can review this section to make sure the correct PO was matched.



Lines Match Invoice Lines

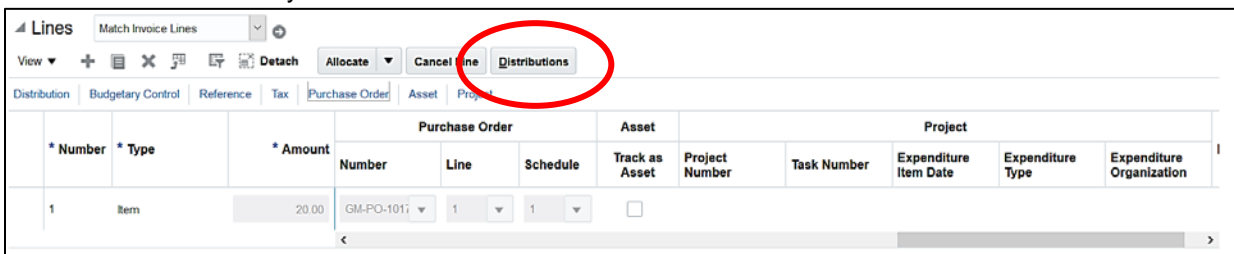
View + X Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* 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-101	1	1	<input type="checkbox"/>					

The EDORDA (distribution lines charged) was set-up and approved when the Purchase Order was created. DO NOT EDIT invoice account lines in a Matched Invoice. It will create an error if you do.

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



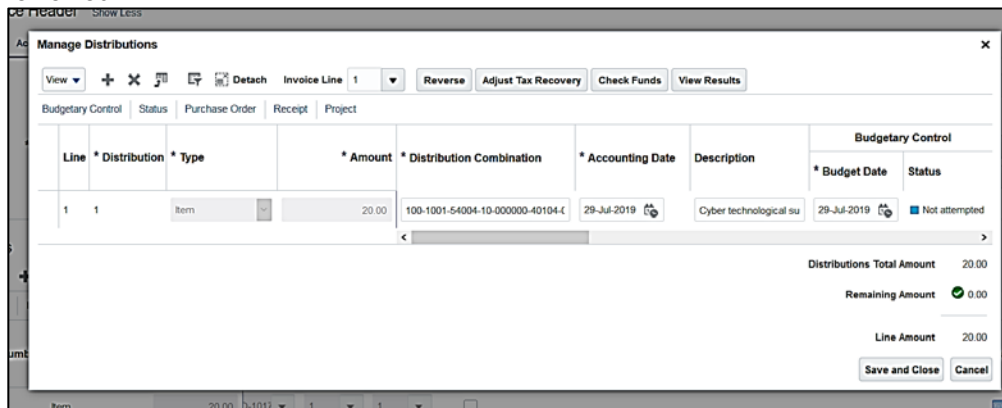
Lines Match Invoice Lines

View + X Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* 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-101	1	1	<input type="checkbox"/>					

OPTIONAL CONTINUED: A pop-up box will appear displaying where your invoice will be charged. Again, do not edit this information. This is for reviewing purposes only. Close out of the box once reviewed.



Manage Distributions

View + X Detach Invoice Line 1 Reverse Adjust Tax Recovery Check Funds View Results

Budgetary Control Status Purchase Order Receipt Project

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

Distributions Total Amount 20.00

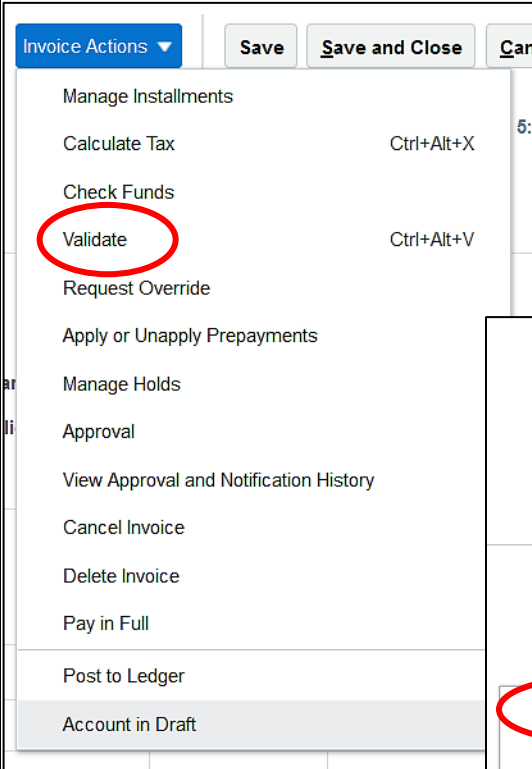
Remaining Amount 0.00

Line Amount 20.00

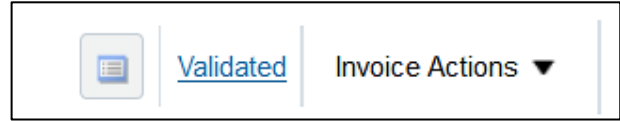
Save and Close Cancel

1.3 Validate and Initiate

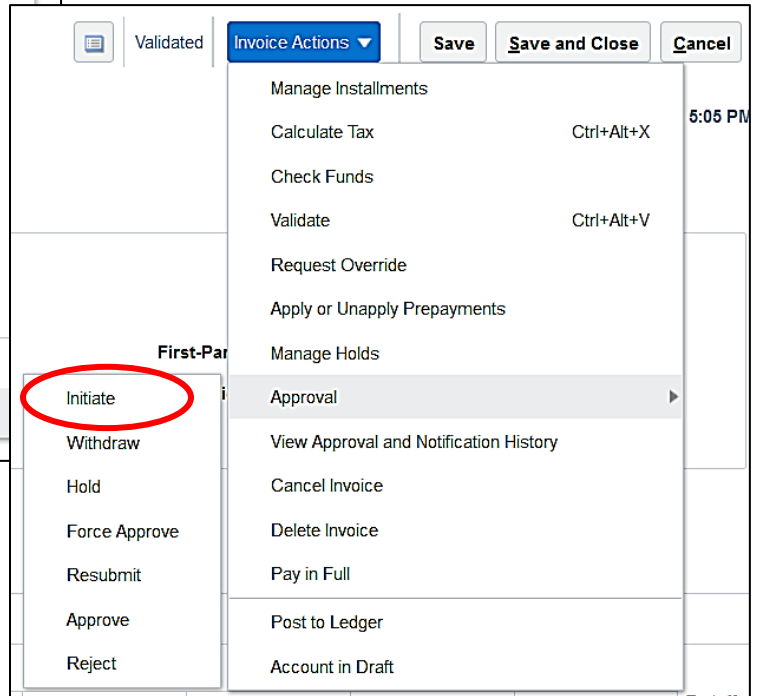
Once you are done with your review, go to “Invoice Actions” and choose “Validate.”



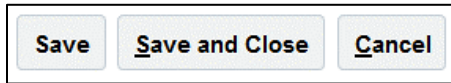
Your invoice will now show that it has been validated.



Lastly, click “Invoice Actions” and choose “Approve” and then choose “Initiate”.

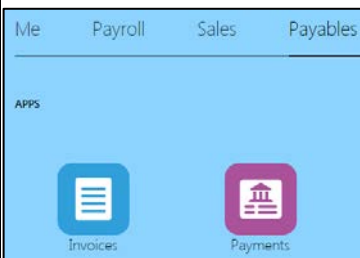


Click “Save and Close” to exit the Invoice.



Your invoice is now in the queue for payment.

1.4 Viewing Invoice Information



You can review all your Invoice information by going into Invoices

You will then go to the task manager on the right side of the screen and click on Manage Invoices.

Here you can create a search to find the status of your invoice. To create a more refined search see Reference Guide: [Reporting – Saved Searches](#).

