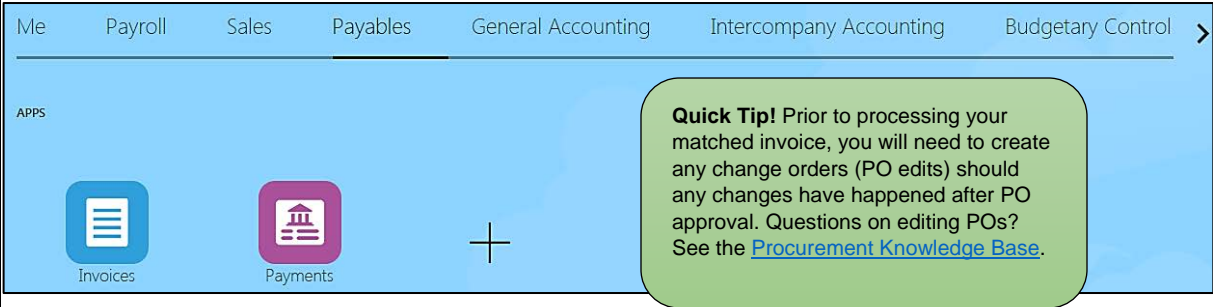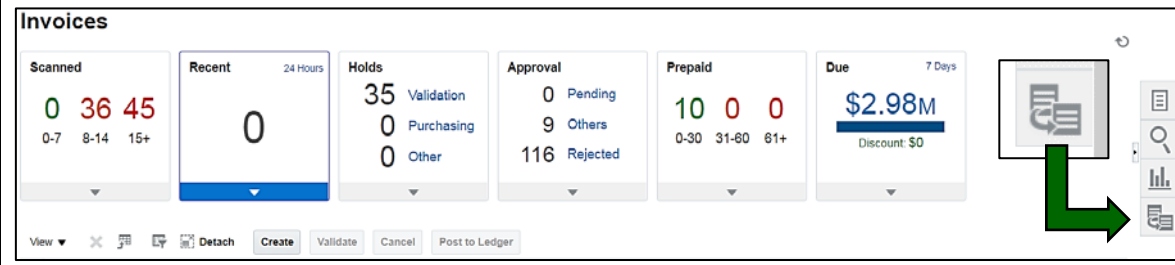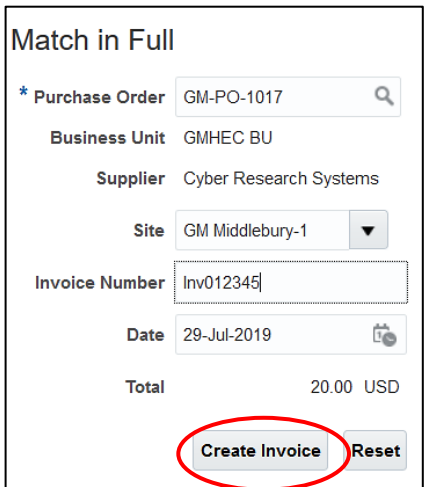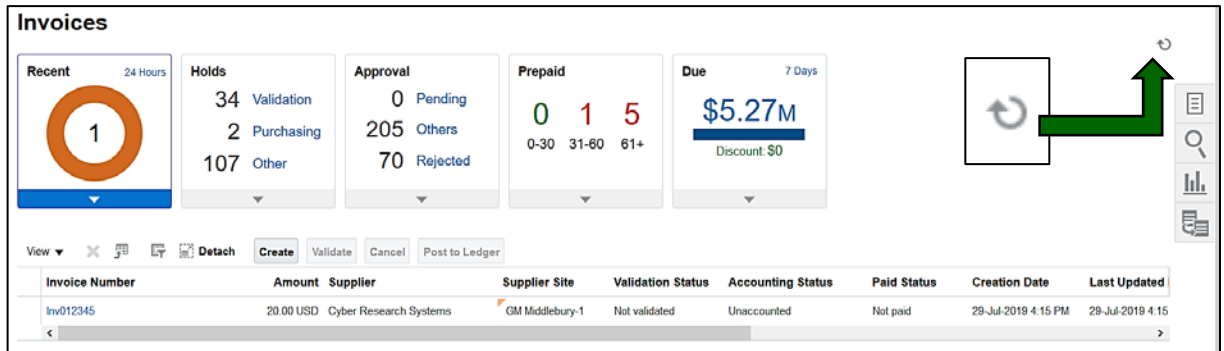# Invoice Processing - Matching To A Purchase Order (PO)

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
1.1 Match an Invoice	**Navigation Path:** ➢ Payables → Invoice Me Payroll Sales Payables General Accounting Intercompany Accounting Budgetary Control APPS Invoices Payments + **Quick Tip!** Prior to processing your matched invoice, you will need to create any change orders (PO edits) should any changes have happened after PO approval. Questions on editing POs? See the Procurement Knowledge Base. Click the Match In Full Task button **Invoices** Scanned: 0 36 45 (0-7 8-14 15+) Recent 24 Hours: 0 Holds: 35 Validation, 0 Purchasing, 0 Other Approval: 0 Pending, 9 Others, 116 Rejected Prepaid: 10 0 0 (0-30 31-60 61+) Due 7 Days: $2.98M Discount: $0 View ▼ Detach Create Validate Cancel Post to Ledger A secondary window will slide open to the left. Enter: • Purchase Order Number o Business Unit, Supplier, Site, and Total will autofill • Enter Invoice Number o If you received an invoice from the supplier, please use the invoice number issued on the physical supplier invoice o If an invoice was not sent, or the invoice does not have a number, use the following nomenclature: ▪ 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. **Quick Tip!** Click here for an example of a supplier invoice to enter into Oracle **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
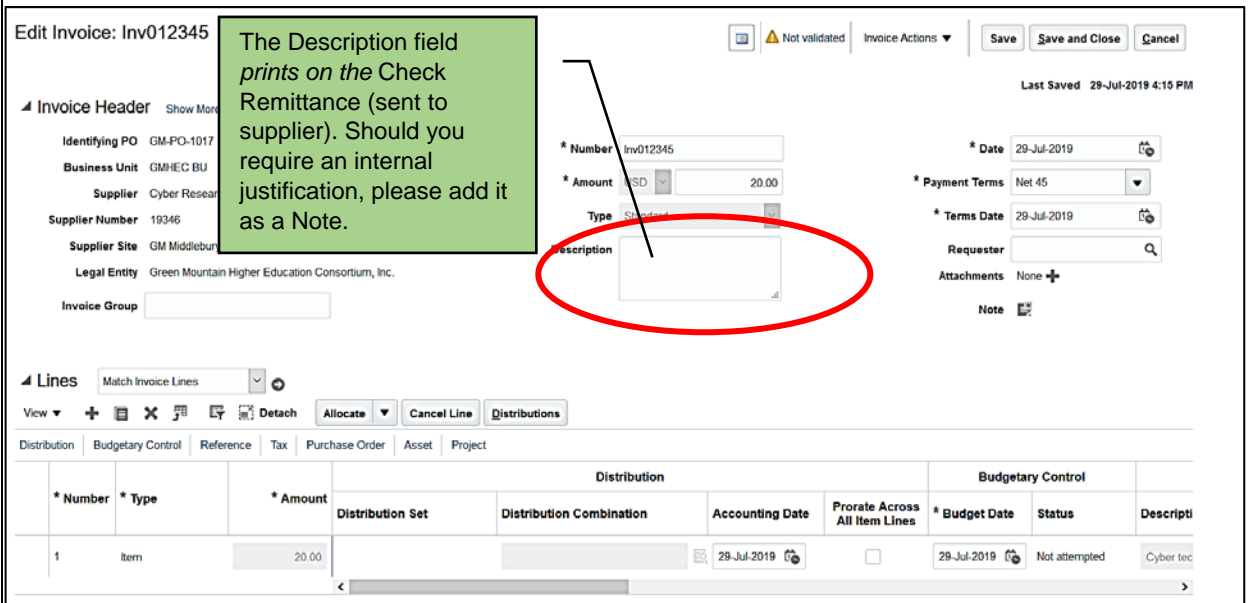
You will be taken back to the invoice home page. Click the Refresh button in the upper right-hand corner until your invoice is listed.
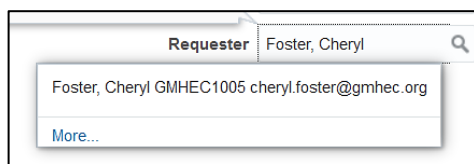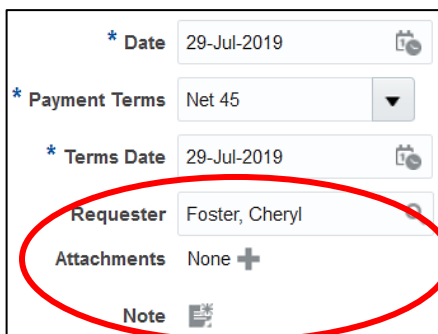
1.2 Review Invoice & PO Information

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 infromation enter the "Requester" as yourself. Type in your last name first – Oracle will auto-search and find your name.

The Description field *prints on the* Check Remittance (sent to supplier). Should you require an internal justification, please add it as a Note.
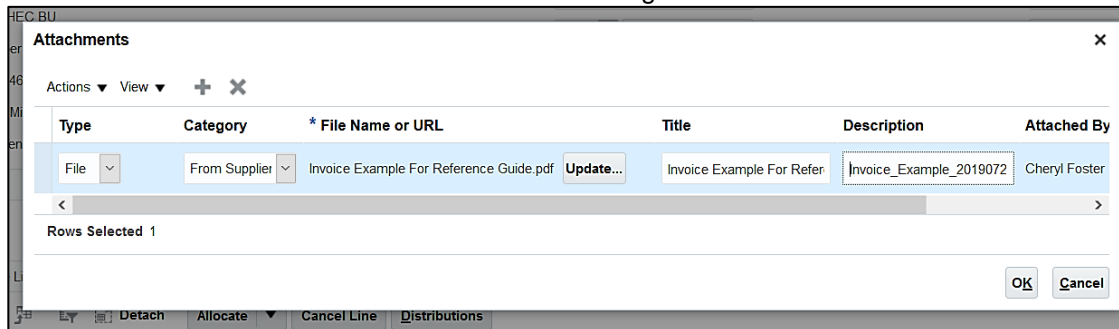

If applicable, attach the actual invoice and create notes:

- 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.

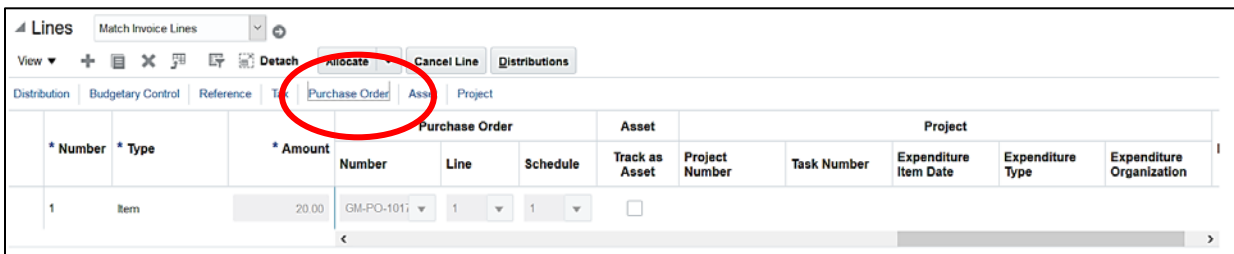Click Purchase Order Tab below the Lines section. You can review this section to make sure the correct PO was matched.

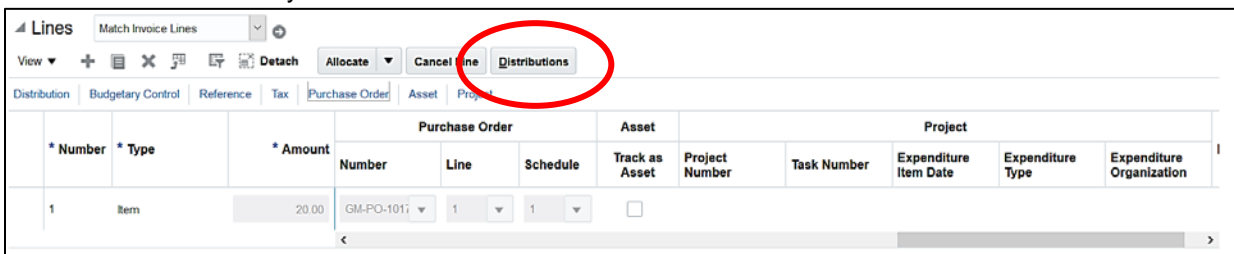The EDORDA (distribution lines charged) was set-up and approved when the Purchase Order was created. DO NOT EDIT invoice account lines in a Matched Invoice. It will create an error if you do.

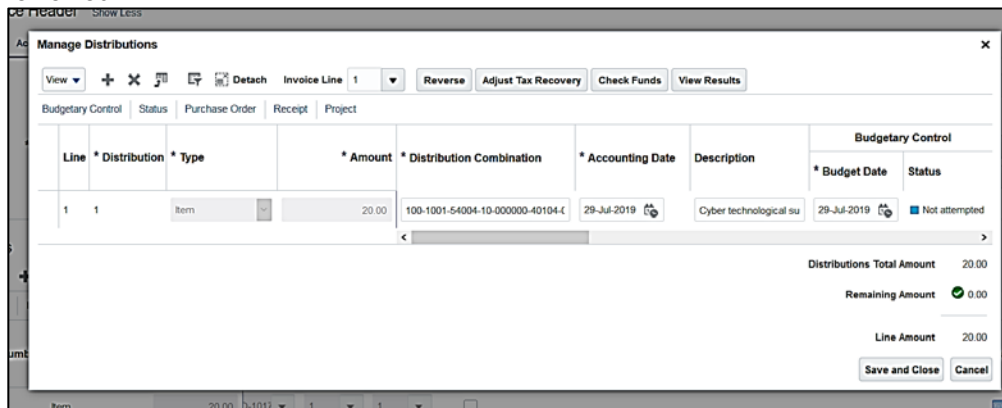**OPTIONAL:** To review your distribution/EDORDA click the "Distributions" button in the Lines section.

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.
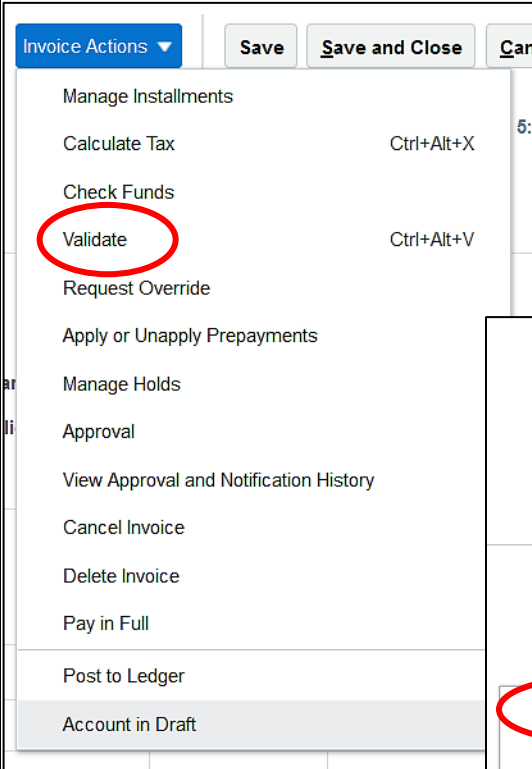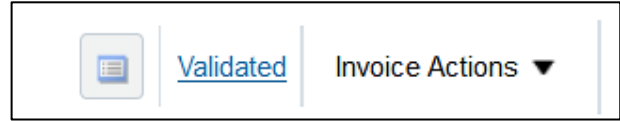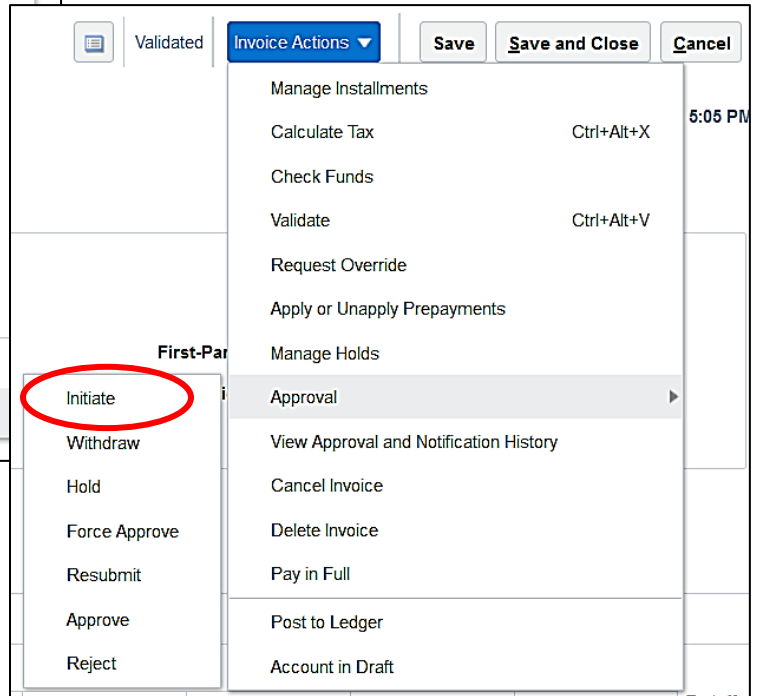
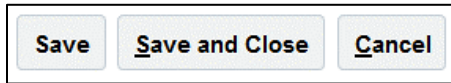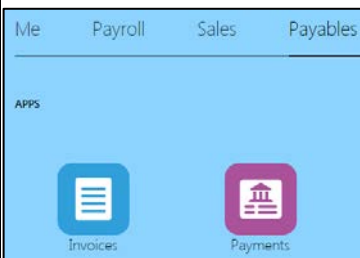|		
	Once you are done with your review, go to "Invoice Actions" and choose "Validate."	
1.3 Validate and Initiate		Your invoice will now show that it has been validated. Lastly, click "Invoice Actions" and choose "Approve" and then choose "Initiate".
	Click "Save and Close" to exit the Invoice. Your invoice is now in the queue for payment.	
1.4 Viewing Invoice Information	 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.	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.