Invoice Processing - Matching with a Purchase Order (PO)

This process will be used to add an invoice when you have gone through the requisition process.

Additional Resources:
- GMHEC Website (where applicable – insert link)
- COA

### Process Step & Description

#### Navigation Path:

- Payables → Invoices → Recent → Click the Match In Full Task button

#### Action

1.1 Match an Invoice

A secondary window will open, enter the Purchase Order number that was created during the Requisition Process. You can search for the Purchase Order number if you can’t remember it. The % sign is the wildcard used for searching.
After you have found your Purchase Order you will enter the Invoice Number and click Create Invoice. Create Invoice will remain grey until you enter the Invoice number. You will get an acknowledgement that the invoice was created.

If you attempt to Match a Purchase Order that does not belong to you it will not allow you to hit Create Invoice.

Click the Refresh button in the upper right and you will see your new Invoice listed.

1.2 Review Invoice & PO Information

You will now review the information attached to the Invoice & Purchase Order

- Find your Invoice and click on the Invoice Number Link
➢ You need to attach the actual invoice and make any notes you wish: Click on the Plus sign near Attachments to add the attachment. Click the square next to Notes to add notes.

➢ After clicking on the Plus Sign you will click Choose file from the pop up window. This will allow you to search your files for the invoice to attach.

➢ Click Purchase Order Tab below the Lines Section
  ➢ You can review the section below to make sure you have matched to the correct PO

➢ You can review but **DO NOT EDIT** your Invoice Account lines here it will create an Error. Next to Invoice Header(above Lines) click Show More

Click Accounting, you can see the full distribution by drilling in further.
- You can see the Liability Distribution **DO NOT EDIT**.

- To Review the Expense Account lines click Distributions Button On Lines

- Click Invoice Actions -> Validate
  - If no Price or Quantity variance holds are placed on Invoice

- Click Invoice Actions -> Approve -> Initiate

**A matched Invoice should Auto approve (Save and Close)**
You can validate this by going to your payables Dashboard
Click Pending Approval From Other tab
Verify Invoice is not in the list, click refresh until clear

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.

Invoices
- Create Invoice
- Create Invoice from Spreadsheet
- Create Recurring Invoices
- Manage Invoices
- Apply Missing Conversion Rates
- Validate Invoices
- Initiate Approval Workflow
- Import Invoices
- Correct Import Errors

Accounting
- Create Accounting

You can search for your Invoices here the Advanced Search is more powerful. You do need to know some information about your Invoices.