**Invoice Processing - Without a Purchase Order (PO)**

This will be used to process an invoice when you have not gone through the requisition process or have not used the punch out option.

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

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ If you have used the Requisition Function you will match your Invoice to the Purchase Order already created.</td>
<td></td>
</tr>
<tr>
<td>➢ If you have NOT gone through Requisition Process Create an Invoice Process an Invoice Below</td>
<td></td>
</tr>
</tbody>
</table>

**Navigation Path:**
- Payables → Invoices → Recent → Create

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**1.1 Create Invoice**

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**Created:** 02/09/2019  
**Revised:** 04/04/2019
1. 2 Under Create Invoice Complete Required Items

- Enter Business Unit (SMC, CC, or Midd) and Supplier. (This is a drop down menu)
- Supplier Number, Supplier Site and Legal Entity should default.
- Enter the “Number” = Invoice Number from Vendor.
- Enter the dollar value in Amount.
- The Type should be Standard. Payment Terms.
- Click Requester Search and search by using your last name% (% is the wildcard selector) Select your name. Note fields with an * are required.

DO NOT fill in Identifying PO

- Number
- Amount
- Type
- Description
- Date
- Payment Terms
- Term Date
- Requester
- Attachments
- Note
1.3 Enter Invoice Line(s) Information

Click the Gray Arrow to open Lines:

Click next to the number 1 line it will now be highlighted enter the dollar amount under amount. Click on Distribution Combination to enter the correct Accounting information.

If you are distributing the dollars to more than one object or department you will complete multiple lines. The total of all the lines must equal the amount entered above.

Entity and Department are defaulted. Enter the Department and Object Information and you can change.
<table>
<thead>
<tr>
<th>Designation and Activity.</th>
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<tr>
<th>1.4 Validate, Initiate, &amp; View Approval/Notification History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the Invoice Actions drop down and click Validate. This will review for errors. Fix any that are indicated. Next click the Invoice Actions drop down—Approvals – Initiate.</td>
</tr>
</tbody>
</table>
1.5 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.