**Match Lines Invoice:**
Partial Payments or Multiple Invoices on one Purchase Order

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**Product Management**
- **Payables**
- **General Accounting**
- **Intercompany Accounting**
- **Cash**

![Payables Dashboard](image)

**Invoices**

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. Otherwise your invoice will create an error!

**Matching Invoice Lines:** Helpful for purchases where more than one invoice is allocated to one purchase order

Click the “Create” button

Under the “Identifying PO” field, type in and search for your PO

Once you enter your PO fields will automatically fill in.
Next, enter your invoice number and the total amount you are paying for this invoice. In the example below, my total PO amount is $50.00. However, the invoice will only be paying for line 1 & 3. The total will be $20.00. Add your name as Requester. Search by last name first.

Under the Attachments area, add invoice from supplier by clicking the “+” sign. A pop-up will appear. Add your attachment(s) and click “Ok”.

Go down to Lines and choose “Match Invoice Lines” in the dropdown box. Click the arrow on the right.

The following pop-up will appear. Click the lines you want to match:

Quick Tip! Always enable your pop-ups in Oracle.
Click “Ok”. The pop-up will go away.

Go to “Invoice Actions” at the top of the page. Choose “Validate”.

Your invoice, if correct, will show “Validated”

Next, click “Approval” and choose “Initiate”

Choose “Save and Close”

If you have an invoice with multiple quantities of one item on one line, and the vendor has only invoiced you for a portion until the rest of the items are received, you can change the amount in this section, too.