







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

Audience: All

Additional Resources: [ap@gmhec.org](mailto:ap@gmhec.org)

Process Step & Description	Action																							
<p><b>Matching Invoice Lines:</b> Helpful for purchases where more than one invoice is allocated to one purchase order</p>	<p>Navigation Path: ➤ Payables → Invoices</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Product Management   <u>Payables</u>   General Accounting   Intercompany Accounting   Cash</p> <hr/> <p>APPS</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Payables Dashboard         </div> <div style="text-align: center;">  Invoices         </div> <div style="text-align: center;">  Payments         </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; border-radius: 15px;"> <p><b>Quick Tip!</b> 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 <b>error!</b></p> </div> <p>Click the "Create" button</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Invoices</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;"> <b>Recent</b> <span style="font-size: small;">24 Hours</span>   </td> <td style="width: 20%; text-align: center;"> <b>Holds</b>            21 Validation            0 Purchasing            86 Other         </td> <td style="width: 20%; text-align: center;"> <b>Approval</b>            0 Pending            181 Others            52 Rejected         </td> <td style="width: 20%; text-align: center;"> <b>Prepaid</b>            0 0 1            0-30 31-60 61+         </td> <td style="width: 20%; text-align: center;"> <b>Due</b> <span style="font-size: small;">7 Days</span>  <span style="font-size: large; font-weight: bold;">\$3.64M</span>            Discount: \$0         </td> </tr> </table> <p style="font-size: small; margin-top: 5px;">View   X   Print   Details   <b>Create</b>   Validate   Cancel   Post to Ledger</p> </div> <p>Under the "Identifying PO" field, type in and search for your PO</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Invoice Header</b> <span style="font-size: small;">Show More</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">           Identifying PO <input type="text" value="MD-PO-1197"/> </td> <td style="width: 15%;">           * Number <input type="text"/> </td> <td style="width: 15%;">           * Date <input type="text" value="dd-mm-yy"/> </td> </tr> <tr> <td>           * Business Unit <input type="text" value="MD-PO-1197 ABC-Clo MD SantaBarb-1 MIDD BU Foster, Cheryl"/> </td> <td>           * Amount <input type="text"/> </td> <td>           * Payment Terms <input type="text"/> </td> </tr> <tr> <td>           * Supplier <input type="text" value="More..."/> </td> <td>           * Type <input type="text" value="Standard"/> </td> <td>           * Terms Date <input type="text" value="14-Jun-2019"/> </td> </tr> <tr> <td>           Supplier Number <input type="text"/> </td> <td>           Description <input type="text"/> </td> <td>           Requester <input type="text"/> </td> </tr> <tr> <td>           * Supplier Site <input type="text"/> </td> <td>           Legal Entity <input type="text"/> </td> <td>           Attachments <input type="text" value="None"/> </td> </tr> <tr> <td>           Invoice Group <input type="text"/> </td> <td></td> <td>           Note <input type="text"/> </td> </tr> </table> </div> <p>Once you enter your PO fields will automatically fill in.</p>	<b>Recent</b> <span style="font-size: small;">24 Hours</span> 	<b>Holds</b> 21 Validation 0 Purchasing 86 Other	<b>Approval</b> 0 Pending 181 Others 52 Rejected	<b>Prepaid</b> 0 0 1 0-30 31-60 61+	<b>Due</b> <span style="font-size: small;">7 Days</span> <span style="font-size: large; font-weight: bold;">\$3.64M</span> Discount: \$0	Identifying PO <input type="text" value="MD-PO-1197"/>	* Number <input type="text"/>	* Date <input type="text" value="dd-mm-yy"/>	* Business Unit <input type="text" value="MD-PO-1197 ABC-Clo MD SantaBarb-1 MIDD BU Foster, Cheryl"/>	* Amount <input type="text"/>	* Payment Terms <input type="text"/>	* Supplier <input type="text" value="More..."/>	* Type <input type="text" value="Standard"/>	* Terms Date <input type="text" value="14-Jun-2019"/>	Supplier Number <input type="text"/>	Description <input type="text"/>	Requester <input type="text"/>	* Supplier Site <input type="text"/>	Legal Entity <input type="text"/>	Attachments <input type="text" value="None"/>	Invoice Group <input type="text"/>		Note <input type="text"/>
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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.

**Invoice Header** Show More

Identifying PO: MD-PO-1197	* Number: Partial_Invoice_06/14/19	* Date: 14-Jun-2019
Business Unit: MDD BU	* Amount: USD 20.00	* Payment Terms: Net 15
Supplier: ABC-Clo	* Type: Standard	* Terms Date: 14-Jun-2019
Supplier Number: 10024	Description:	Requester: Foster, Cheryl
* Supplier Site: MD SantaBarb-1		Attachments: None
Legal Entity: President and Fellows of Middlebury College Inc.		Note:
Invoice Group:		

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

**Attachments**


Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Browse... No file selected.			Cheryl Foster

Rows Selected 1

OK Cancel

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

Lines Match Invoice Lines 

**Quick Tip!** Always enable your pop-ups in Oracle

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

**Match Invoice Lines**

Search Advanced Saved Search Match Invoice Lines

View **Detach** Allocate Distributions

Match	Line			Item Description	Purchase Order			Receipt		Ship-to Location	Need-by Date	Item Number
	Quantity	Unit Price	* Amount		Number	Line	Schedule	Number	Line			
<input checked="" type="checkbox"/>			10.00	Match line item 1	MD-PO-...	1	1			McCullough Hall R...	21-Jun-2019	
<input type="checkbox"/>				Match line item 2	MD-PO-...	2	1			McCullough Hall R...	21-Jun-2019	
<input checked="" type="checkbox"/>			10.00	Match line item 3	MD-PO-...	3	1			McCullough Hall R...	21-Jun-2019	
<input type="checkbox"/>				Match line item 4	MD-PO-...	4	1			McCullough Hall R...	21-Jun-2019	
<input type="checkbox"/>				Match line item 5	MD-PO-...	5	1			McCullough Hall R...	21-Jun-2019	

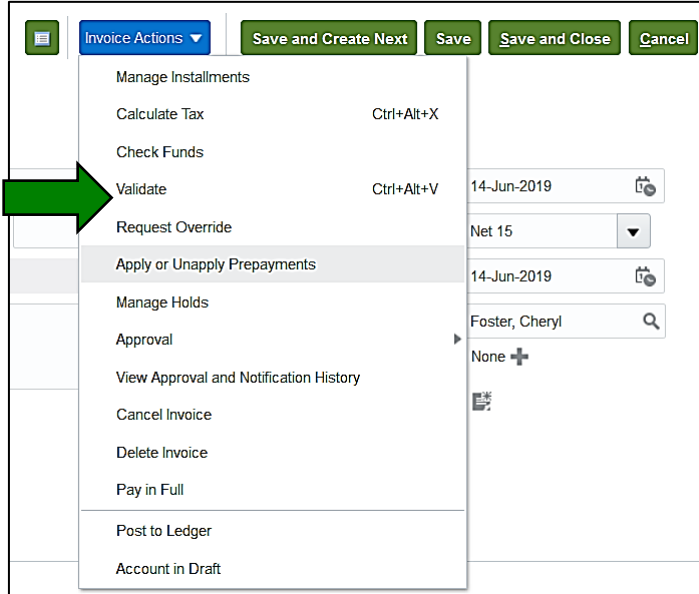
**PO MD-PO-1197, Line 3, Schedule 1: Details**

Ordered	10.00	Received	N/A	UOM	
Available	10.00	Accepted	N/A	Match Basis	Amount
Billed	0.00	Returned	N/A	Invoice Match Option	Order
Shipped	0.00	Consumed	N/A	Payment Terms	Net 15
				Freight Terms	

Apply OK Cancel

Click "Ok". The pop-up will go away.

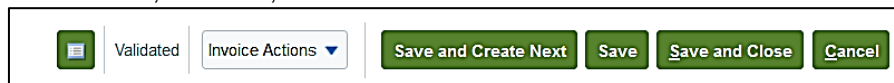
Go to "Invoice Actions" at the top of the page. Choose "Validate".



The screenshot shows the 'Invoice Actions' dropdown menu. The 'Validate' option is highlighted with a green arrow. Other options include 'Manage Installments', 'Calculate Tax', 'Check Funds', 'Request Override', 'Apply or Unapply Prepayments', 'Manage Holds', 'Approval', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The background shows a date of '14-Jun-2019' and a vendor name 'Foster, Cheryl'.

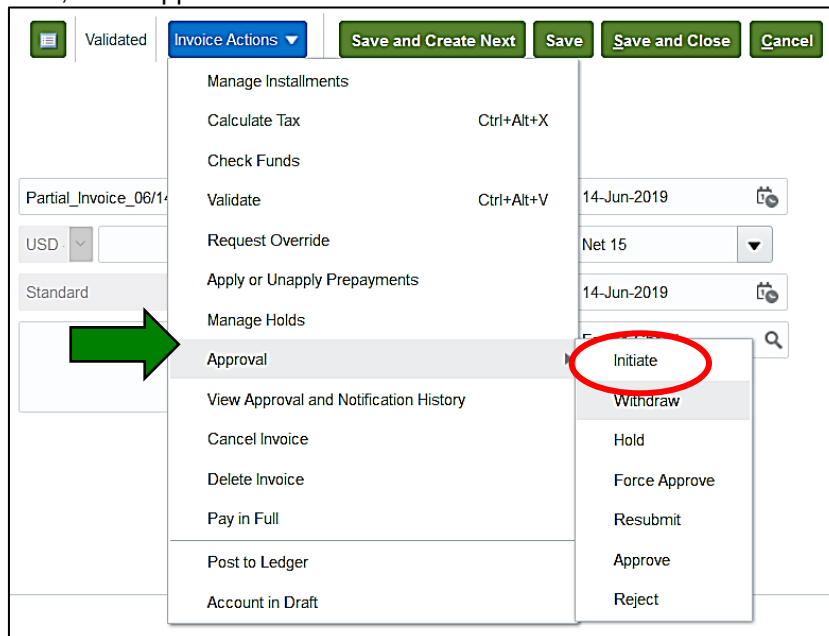
If you have an invoice with multiple quantities of one item on one line, and the vendor has only invoiced you for a portion until the rest of the items are received, you can change the amount in this section, too.

Your invoice, if correct, will show "Validated"



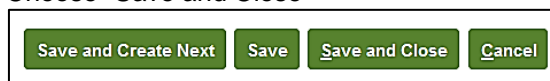
The screenshot shows the top of the invoice interface. The status 'Validated' is displayed next to a document icon. The 'Invoice Actions' dropdown menu is visible, and the 'Save and Create Next', 'Save', 'Save and Close', and 'Cancel' buttons are present.

Next, click "Approval" and choose "Initiate"



The screenshot shows the 'Approval' dropdown menu. The 'Initiate' option is circled in red. Other options include 'Manage Installments', 'Calculate Tax', 'Check Funds', 'Validate', 'Request Override', 'Apply or Unapply Prepayments', 'Manage Holds', 'View Approval and Notification History', 'Cancel Invoice', 'Delete Invoice', 'Pay in Full', 'Post to Ledger', and 'Account in Draft'. The background shows the invoice details, including the date '14-Jun-2019' and the vendor name 'Foster, Cheryl'.

Choose "Save and Close"



The screenshot shows the 'Save and Close' button, which is highlighted in green. Other buttons visible are 'Save and Create Next', 'Save', and 'Cancel'.