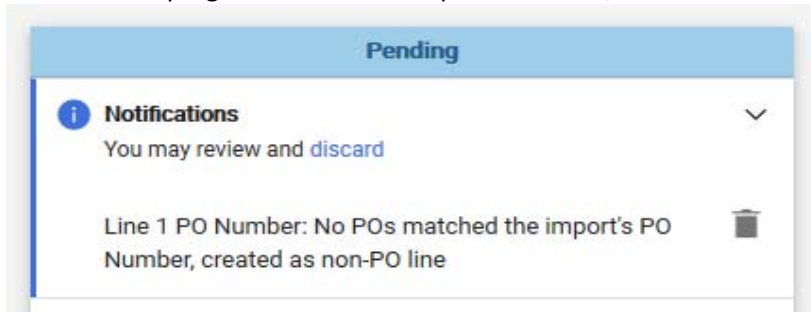
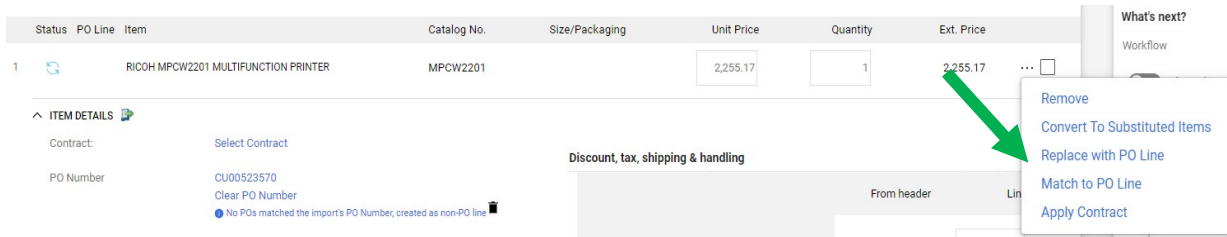


This document provides detailed instructions on invoices pending review in the NON-PO INVOICE REVIEW folder. Department AP users may need to do the following steps to ensure the PO is correctly connected to the PO. When these steps are not completed, PO encumbrances may not be released, the PO will not show as fully invoiced, extra workflow approvals and delayed payment. For all PO invoices that require Department AP review, confirm which folder the invoice is in. Review for taxes and/or match exceptions. The matching tab on the invoice will display the exception reason.

1. From the Invoice Approval Folder view:
 - Assign the invoice to yourself **then** click on the buyWays invoice number to open.
 - On the top right column of the opened invoice, review the Notifications located under the Pending heading.



- DO NOT CLICK discard or the trash can. This will prevent modifications being made to the invoice.
 - When you see the notification above, follow the steps below to associate the invoice to the PO.
2. Prior to making the following edits, you **must** assign the invoice to yourself. The following steps can be completed from the Entry or Summary tabs of the invoice.
 3. Copy the PO# (to paste later) or have the number written down for reference.
 4. Scroll down to the first line item, if line one IS NOT connected to the PO, click the three dots on the right of the Ext. Price and select Replace with PO Line from the drop-down menu.



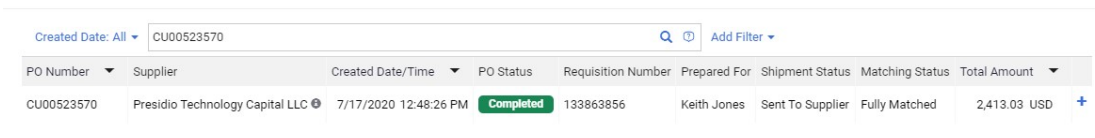
5. Enter the PO # in the search box and click the magnifying glass to search for the PO

Add New PO: Search Purchase Orders



6. Once the PO information has displayed, click the blue plus sign on the right

Add New PO: Search Purchase Orders



- Select the corresponding line from the PO. This window is displaying both the invoice line information AND the PO line(s) information. In this example, there is only one line. You will click the blue select.

Replace Invoice Line with PO Line ?


Buyer Invoice Line
CU00523570

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	RICOH MPCW2201 MULTIFUNCTION PRINTER	MPCW2201		2,255.17 USD	1	2,255.17 USD

Please select a PO line from the list below to replace the above displayed invoice line.

Line(s) from PO

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Replace
1 Ricoh CW2201 Color Wide Format Scan - Plot - Copy System			2,255.17	1	2,255.17 USD	[select]



- From the Invoice Summary tab, you can see that the invoice line has now been connected to the PO correctly:

CU00523570 ...

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	1 Ricoh CW2201 Color Wide Format Scan - Plot - Copy			2,255.17	Qty: 1	2,255.17

ITEM DETAILS

Contract: 5400010521 Internal Note/Funding Information: no value

PO Number: CU00523570 Internal Line Attachments: Add

Invoice Owner: Keith Jones

Substitute Item: ✗

Taxable: ✓

R&D Exempt-check this box if purchase meet BOTH--more than 50% R&D & SCDOR definition for equipment: ✗

Line Match Status: Matched



Matching Summary

	Ordered		
Quantity	1	1	1
Ext. Price	2,255.17 USD	4,510.34 USD	2,255.17 USD

Related Documents: 7 Show

Exemption Number: no value

This example displays the PO Line number correctly, the PO # and the Matching Summary information. *Lines that are correctly associated to the PO will ALWAYS display the Matching Summary table.*

9. Compare the invoice.pdf copy of the invoice to the invoice summary and make the necessary edits to:
 - Tax (sales or use tax)
 - Shipping (when applicable)
 - Remove any credit amounts (the discount should be deducted from the line total, remove any credits or discounts from each line or header on the invoice)
 - Remove Zero dollar lines from the invoice

Pending

⚠ Be aware of these issues.
You may review and proceed.

Required receipt has not been created.

QUARTZY INC.

Supplier Invoice No. 593595
Non PO Department Routing 0909
Invoice Image
[invoice.pdf](#)

Total (249.63 USD)	
Subtotal	233.30
Discount	0.00
Sales Tax	16.33
Use Tax	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
	249.63

Approve & Show Next

Reject

Other Issues

This warning is letting you know that a receipt is required. *NAOR (Negative Assurance of a Receipt)* – Items under \$2500.00 do not require a receipt in the system. You can create a receipt now OR after the invoice has been approved. When you do not create a receipt and the invoice is for less than \$2500.00, the invoice will proceed through workflow and process for payment according to the payment terms. When the invoice is greater than 2500.00 and you **do not** create a receipt, the invoice will stop for a second time in the Match Exceptions folder.

Catalog No.	Item	Quantity	Unit Price	Amount
AF-100-15	Animal-Free Recombinant Human EGF	1	\$233.30	\$233.30
Subtotal				\$233.30
Tax				\$16.33
Standard Shipping				\$0.00
Handling				\$0.00
Total				\$249.63
Amount Paid				(\$0.00)
Amount Due				\$249.63

Actual Invoice
Compare totals/extensions to the buyWays invoice

10. Remove any other line items that may be on the invoice. **OR** if necessary, follow the same steps (3 – 8) to associate the remaining lines on the invoice to the PO.
11. Once the review has been made, click the Approve & Show Next bar to approve the invoice.

Additional Information

- If an invoice is in your folder and it is NOT for your department, assign it to yourself and forward the invoice to the correct Department AP person. If you do not know the correct person, forward the invoice to Allison Patton.
- Reject an invoice ONLY when it is a duplicate. Review the Invoice tab on the PO **PRIOR** to rejecting an invoice. Rejected invoices CANNOT be recovered.
- Do not approve an invoice without addressing the notifications/warnings/issues. Discarding and or disregarding the invoice issues will result in unnecessary and additional approvals.
- Always review the line amounts, tax, shipping, and handling. If a line is not taxable, remove the check from the Taxable field on the line item.