Processing Invoices: Connecting the PO to the Invoice

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 Associate to 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

6. Once the PO information has displayed, click the blue plus sign on the right
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7. 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, selecting the second PO line is the correct option.

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

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 on the 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.
- While an invoice in pending, a Change Request can be processed. Do not complete/approve the invoice until the workflow has completed for the Change Request AND the steps have been taken to reassociate the PO to the invoice line.