

About PO/Contract Invoices

Purchase order invoices and Contract Invoices are now entered through the same Process.

Entering a PO/Contract Invoice

From your home screen, Select Payables. If you do not have Payables, you may need to request access. Then, click on Invoices.

≡	dash	Q Search	
		Good afternoon, Tisha Marshall	
		Me My Team My Client Groups Risk Management HR Assist Payables Expenses Procurement Tools	
		QUICK ACTIONS APPS	
		Ranage Invoices Payables Invoices Payables Invoices Payables Invoices Payables Invoices Payments	
		Things to Finish	
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Click Create

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In the top section, you will enter the PO Number, supplier site, Invoice number, Invoice amount, Invoice Date, and Description.



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reate Invoice: 🗇						Invoice Actions V	and Create Next	Save Sav	e and Close
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Business Unit		w	* Amount			* Payment Terms		•	
Supplier Supplier Number	DELL MARKETING LP 6007915		Description	Standard 🗸		* Terms Date	12/17/2024	6	
* Supplier Site		•				Requester	None -ll-	Q	
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			Retainage 0.00	With	0.00	Applied Prepayments 0.00			Due 1,103.90

Next, click on Attachments. On Category, choose "To Approver". Click Choose file to find appropriate attachment. You may also enter a further description for the attachment, if you choose to do so. Click OK.

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Business Unit UT System 8U		* Amount USD		* Date 12/17/2024	
Supplier DELL MARKETING LP		* Type Standard	* Pay	rment Terms Net 30	
Supplier Number 6007915	Attachments	type Standard	×	Terms Date 12/17/2024	
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Legal Entity UT System	Type Category * File Name or URL	Title	Description Attached By	Note 📑	
Invoice Group	File V To Approver V Training Script - AP Invoice	Creation (Excel) v2 pdf Upd Training Script - AP Invoic	Additional Information Tisha Marshal	NOTE ES	
Lines ⑦ Match Invoice Lines					
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Items 0.00	Freight Miscellaneous 0.00 0.00	Tax 0.00	Included Prepayments 0.00		Total
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Now, click on the arrow to the right of "Match Invoice Lines"



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Create Invoice: ⑦				Invoice Actions • Save and Create Next	
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✓ Totals 8000	Free 0	sight Miscellaneous 000 Retainage 000	Tex 0.00 Withholding 0.00	Included Prepayments 0.00 Applied Prepayments 0.00	Total ▲0.00 Due 1,103.90

Here, you will choose to match the appropriate lines for the invoice. If you need to change amounts or quantities, you can do so at this point. When you have completed all the items you need to match, click apply and then ok.

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Match		Line			Purchase Order		der	Receipt			Need-by	
	Quantity	Unit Price	* Amount	tem Description	Number	Line §	Schedule	Number	Line	Ship-to Location	Date	Item Number
	1	1,103.90	1,103.90	Base;Dell Latitude	PO010	1 1				UT Tower_10_10	9/4/2024	
	Total		1,103.50									
D PO01	10000000	0002, Line 1, S	Schedule 1:	Details								
D PO01	10000000	0002, Line 1, S	Schedule 1:		eceived	N/A				UOM	Fach	
D PO01	10000000			Re	eceived	N/A N/A				UOM Match Basis		
D PO01	10000000	Ordered	1	Re							Quantity	Note: !! WA ensure you h quantity field

Once you have finished your entry, check the bottom of the screen to see if you see a green circle. If you do, then your invoice is balanced.



Create	e Invoi	ce: (?)												Invoice Actions 👻	Save and Create Next	Save <u>S</u> ave a	nd Close	Cano
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				* Supplier	Cintas Corporati	n	Q		* Туре	Standard		~			Terms Net 40	•		
			Su	pplier Number	6007189				Description	This is a D	emo				s Date 12/16/2024	Ċ		
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				* Legal Entity	UT System		•							Attach		- AP INVOICE C -	~	
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3		Item							12/30/2024	-	12/	16/2024	Not attempted					
4		Item							12/30/2024	-	12/	16/2024	Not attempted					
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Click Save, and then go to Actions and click Validate. If your invoice status changes to Validated, go to Actions, Approve, and then Initiate. Your invoice is now in workflow for approval and will soon be ready for payment.

Manage Installments Manage Installments		
Business Unit UT System BU v * Amount USD-v 100.00 Calculate Tax	Ctrl+Alt+X	
* Supplier Ciritas Coporation Q * Type Standard V	Ctri+Alt+V	•
Supplier Number 6007199 Description This is Demo	Ctri+Ait+V	00
* Supplier Site CINCINIATIOH2 +	avments	٩
* Legal Entity UT System 🔹 Manage Holds		ce C 🕂 🗙
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