

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 Dashboard Payables	
		Things to Finish	
		Created by Me You have no open notifications.	
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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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Create Invoice: ⑦					Invoice Actions 👻	e and Create Next Save	Save and Close
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Business Unit	UT System BU 🛛 👻		Amount USD	1,103.90	* Payment Terms	Net 30	
Supplier	DELL MARKETING LP Q		* Type Standard	~	* Terms Date	12/17/2024	
* Supplier Number	600/915		Description Demo		Requester	Q	
Legal Entity	UT System			-B	Attachments	None 🕂	
Invoice Group]			Note	8	
▶ Lines ② Match Invoice Lines ✔ ●							
▶ Taxes							Ð
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		Retainage 0.00		Withholding 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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Supplier DELLMARKETING LP	Attestants	Type Standard 🗸		Terms Date 12/17/2024	
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* Supplier Site ATLANTAGA	Actions 🕶 View 🕶 🕂 💥			Attachments None +	
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E Lines @ Match Immica Lines w					
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	Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00		Due 1.103.90
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Now, click on the arrow to the right of "Match Invoice Lines"



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Create Invoice: ②				Invoice Actions 👻	and Create Next Save <u>Save and Close</u> <u>Cancel</u>
Invoice Header Show More					
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Business Unit	UT System BU 💌	* Amount	USD - ~ 1,103.90	* Date	12/17/2024
Supplier	DELL MARKETING LP	* Туре	Standard 🗸	* Payment Terms	Net 30
Supplier Number	6007915	Description	Demo	* Terms Date	12/17/2024
* Supplier Site	ATLANTAGA 🔻			Requester	٩
Legal Entity	UT System			Attachments	Training Script - AP Invoice C + X
Invoice Group				Note	<u>څ</u>
Lines ⑦ Match Invoice Lines					
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0.00		Retainage	Withholding	Applied Prepayments	41.0.00 Due
		0.00	0.00	0.00	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			Purc	hase (Order	Recei	pt		Needber	
	<	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	
PO	PO01	Тосаі 10000000	0002, Line 1	1,103.50 , Schedule 1:	Details								
			Ordered	1	Re	eceived	N/A	A			UOM	Each	
			Available	1	Ac	cepted	N/A	A			Match Basis	Quantity	Note: 📕 WARNI
			Billed	0	Re	eturned	N/A	A			Invoice Match Option	tion Order ensure yo	
			Shipped	0	Con	sumed	N/A	A			Payment Terms Freight Terms	Net 30	invoice before m
												C	Apply OK Cancel

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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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.

Create Invoice: @	Save and Create Next Save and Close Cancel
	Manage installments
Business Unit UT System BU v * Amount USD - v	Calculate Tax Ctrl+Alt+X
* Supplier Cintas Corporation Q	Check Funds
Supplier Number 6007189 Description This is a Demo	Validate Ctrl+Alt+V
* Supplier Site CINCINNATIOH2	Andy or Linandy Prenayments
* Legal Entity UT System	Manage Holds
Invoice Group	Approval
	View Approval and Notification History
A Lines (?) Match Invoice Lines	Cancel Invoice
View V + I X JI Er () Detach Allocate V Cancel Line Distributions	Delete Invoice
Distribution Budgetary Control Reference Tax Purchase Order Asset Project	Pay in Full
Number Type Amount Distribution	Budgetary Control R Post to Ledger
Distribution Set Distribution Combination Accounting Date Protect Across * E All Item Lines	udget Date Status Description Numi
1 liem V 100.00	116/2024 6 Not attempted This is a Demo
2 Item . 12/30/2024 12/	16/2024 Not attempted .
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5 Item . 12/30/2024 12/	16/2024 Not attempted .
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Items Freight Miscellaneous	Tax Included Prepayments Total
100.00 0.00 0.00 Retainage	0.00 0.00 ♥100.00 Withholding Applied Prepayments Due
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