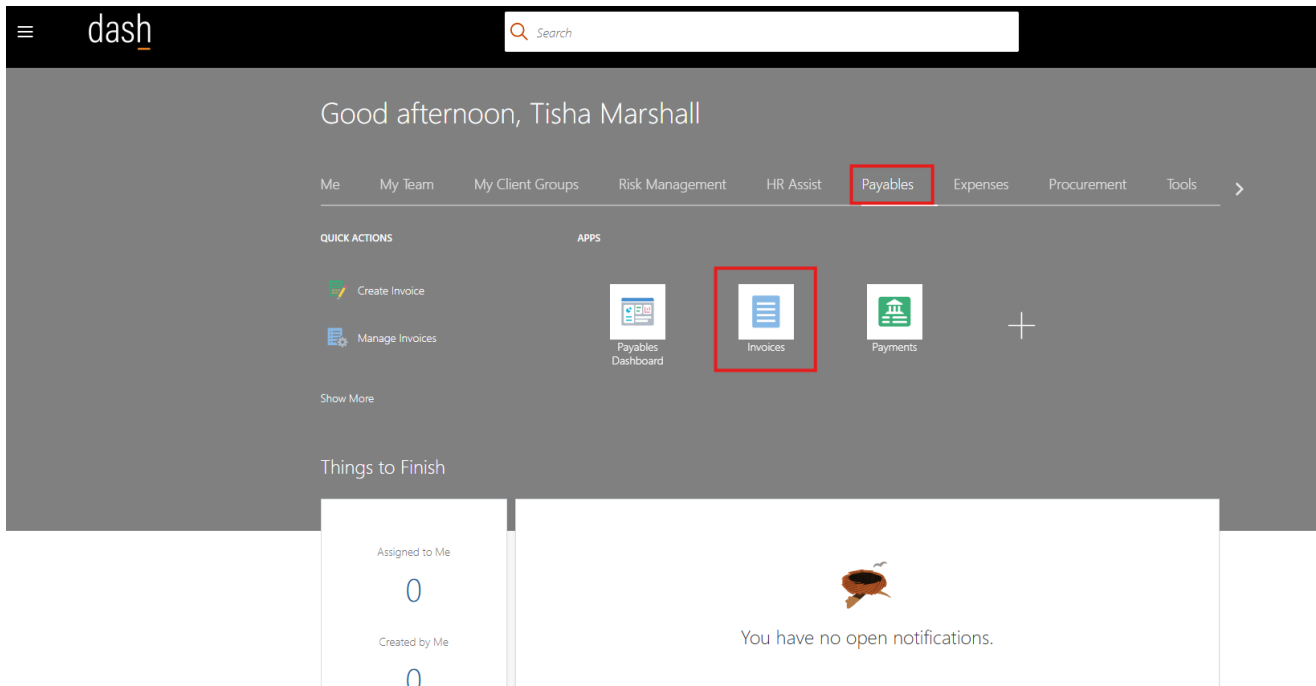


About PO/Contract Invoices

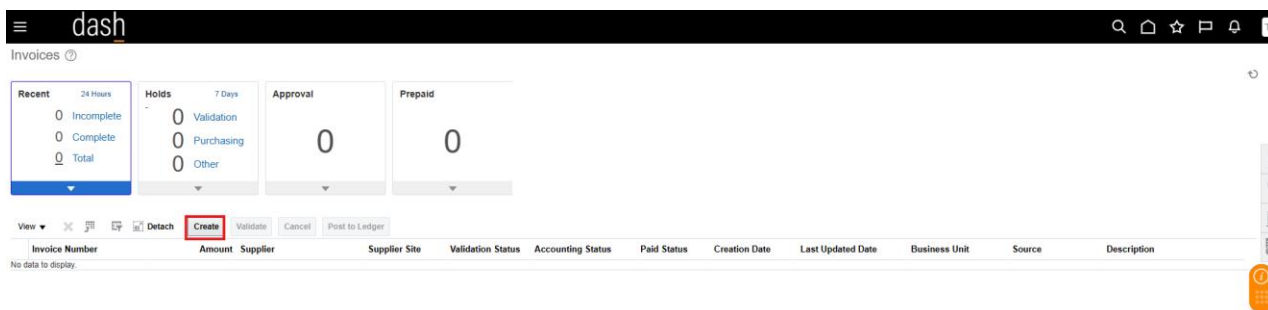
Purchase order invoices and Contract Invoices are now entered through the same Process.

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.



Click Create



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

DEV2 is the UAT environment, refreshed from DEV7 on July 26.

ORACLE

Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

Invoice Header

Identifying PO: PO01000000002

Business Unit: UT System BU

Supplier: DELL MARKETING LP

Supplier Number: 6007915

* Supplier Site: ATLANTAGA

Legal Entity: UT System

Invoice Group:

* Number: DEMO

* Amount: USD 1,103.90

* Type: Standard

Description: Demo

* Date: 12/17/2024

* Payment Terms: Net 30

* Terms Date: 12/17/2024

Requester:

Attachments: None

Note:

Lines: Match Invoice Lines

Taxes:

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		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.

DEV2 is the UAT environment, refreshed from DEV7 on July 26.

ORACLE

Create Invoice: ?

Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

Invoice Header

Identifying PO: PO01000000002

Business Unit: UT System BU

Supplier: DELL MARKETING LP

Supplier Number: 6007915

* Supplier Site: ATLANTAGA

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Requester:

Attachments: None

Note:

Lines: Match Invoice Lines

Taxes:

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	Due 1,103.90

Attachments

Actions: View, Add, Remove

Type	Category	* File Name or URL	Title	Description	Attached By
File	To Approver	Training Script - AP Invoice Creation (Excel) v2.pdf	Upd Training Script - AP Invoic	Additional information	Tisha Marshall

Rows Selected: 1

OK Cancel

Now, click on the arrow to the right of “Match Invoice Lines”

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.

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 Invoice: [New Item](#)

Invoice Actions **Save and Create Next** **Save** **Save and Close** **Cancel**

Identifying PO

Business Unit: UT System BU

Supplier: Cinfas Corporation

Supplier Number: 6007189

Supplier Site: CINCINNATIONH2

Legal Entity: UT System

Invoice Group

* Amount: USD - 100.00

* Type: Standard

Description: This is a Demo

* Payment Terms: Net 40

* Terms Date: 12/16/2024

Requester

Attachments: Training Script - AP Invoice C

Note

Lines

Match Invoice Lines

View

Distribution

Budgetary Control

Reference

Tax

Purchase Order

Asset

Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax Classification	Ship-to Location	Num
1	Item	100.00			12/30/2024		12/16/2024	Not attempted	This is a Demo			
2	Item				12/30/2024		12/16/2024	Not attempted				
3	Item				12/30/2024		12/16/2024	Not attempted				
4	Item				12/30/2024		12/16/2024	Not attempted				
5	Item				12/30/2024		12/16/2024	Not attempted				

Taxes

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	100.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		

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: [New Item](#)

Invoice Actions **Save and Create Next** **Save** **Save and Close** **Cancel**

Identifying PO

Business Unit: UT System BU

Supplier: Cinfas Corporation

Supplier Number: 6007189

Supplier Site: CINCINNATIONH2

Legal Entity: UT System

Invoice Group

* Amount: USD - 100.00

* Type: Standard

Description: This is a Demo

* Payment Terms: Net 40

* Terms Date: 12/16/2024

Requester

Attachments: Training Script - AP Invoice C

Note

Lines

Match Invoice Lines

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* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax Classification	Ship-to Location	Num
1	Item	100.00			12/30/2024		12/16/2024	Not attempted	This is a Demo			
2	Item				12/30/2024		12/16/2024	Not attempted				
3	Item				12/30/2024		12/16/2024	Not attempted				
4	Item				12/30/2024		12/16/2024	Not attempted				
5	Item				12/30/2024		12/16/2024	Not attempted				

Taxes

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	100.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00		

Validate

Approval