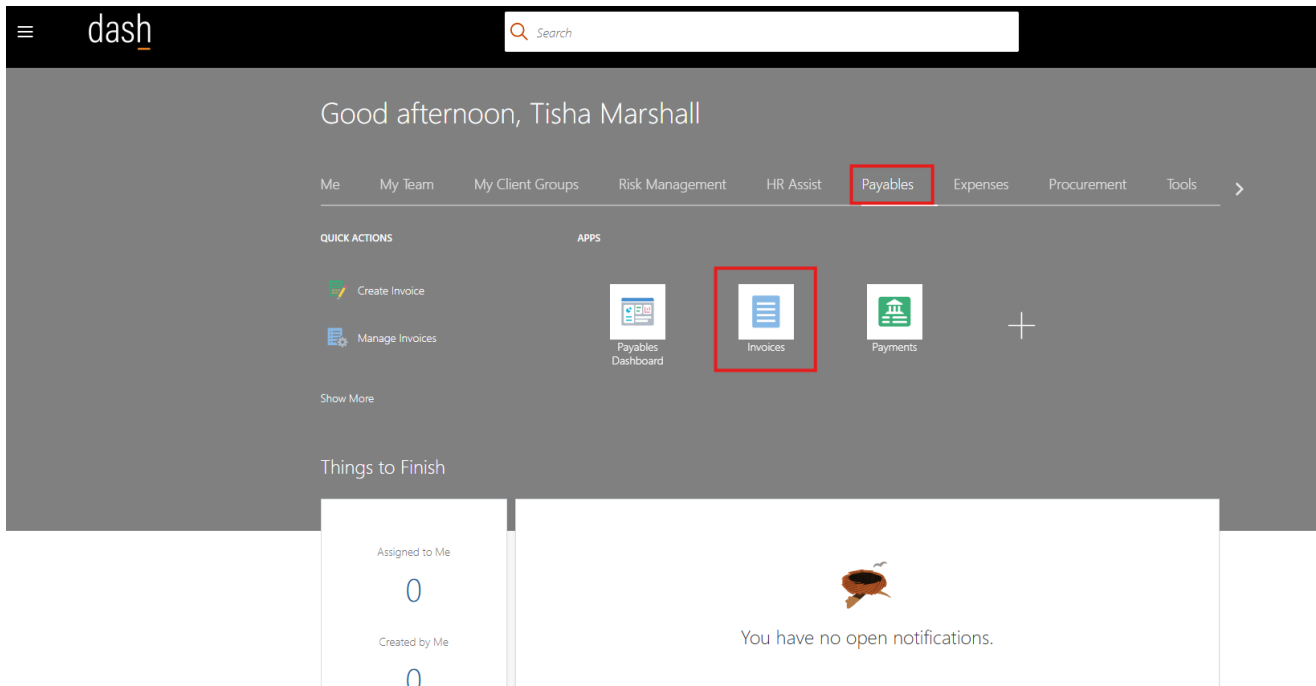## About PO/Contract Invoices
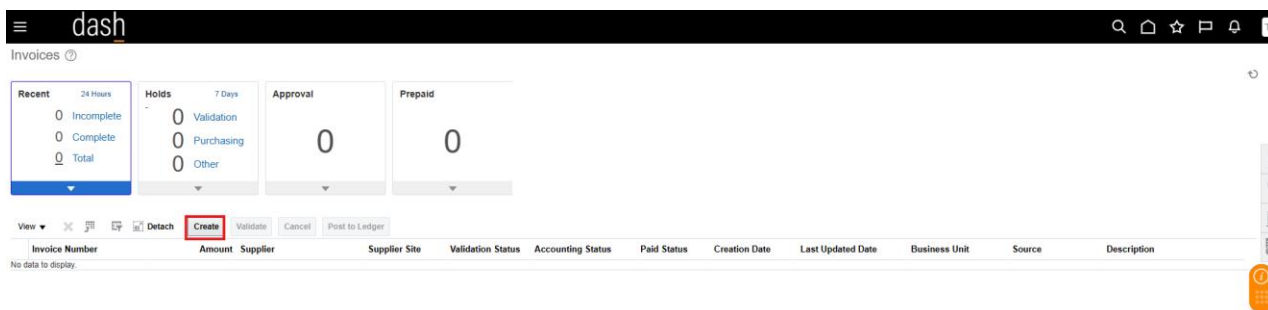
Purchase order invoices and Contract Invoices are now entered through the same Process.

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.

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.

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.

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.