

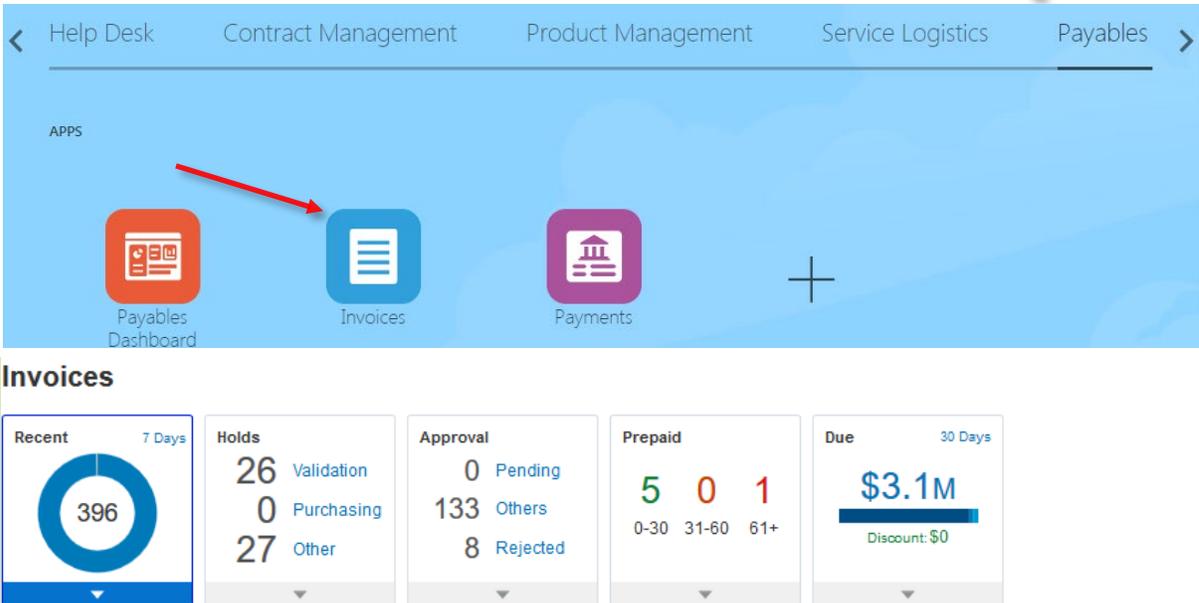
Creating an Invoice Entry - without a Purchase Order (PO)

This guide outlines the process of paying suppliers (Vendor/Volunteer/Independent Contractor/Student) for goods or services when a purchase order is not required, and in lieu payment via purchasing card.

Additional Resources:

- [Finance Knowledge Base](#)
- ap@gmhec.org

Note: If goods or services are purchased with the Requisition or Purchase Order function, use the Matched Invoice process. [Click here for instructions.](#)

Process Step & Description	Action																					
<p>1.1 Create Invoice</p>	<p>Navigation Path: > Home → Payables → Invoices → Recent → Create</p>  <p>Invoices</p> <table border="1"> <tr> <td>Recent 7 Days 396</td> <td>Holds 26 Validation 0 Purchasing 27 Other</td> <td>Approval 0 Pending 133 Others 8 Rejected</td> <td>Prepaid 5 0 1 0-30 31-60 61+</td> <td>Due 30 Days \$3.1M Discount: \$0</td> </tr> </table> <p>View [Icons] [Detach] Create [Validate] [Cancel] [Post to Ledger]</p> <table border="1"> <thead> <tr> <th>Invoice Number</th> <th>Amount</th> <th>Supplier</th> <th>Creation Date</th> <th>Validation Status</th> <th>Paid Status</th> <th>Accounting Status</th> </tr> </thead> <tbody> <tr> <td>5555-Proc-Pay/Std/...</td> <td>1,000.00 USD</td> <td>Supplier Inc</td> <td>05-Jul-2020 1:50</td> <td>Not validated</td> <td>Not paid</td> <td>Unaccounted</td> </tr> </tbody> </table>	Recent 7 Days 396	Holds 26 Validation 0 Purchasing 27 Other	Approval 0 Pending 133 Others 8 Rejected	Prepaid 5 0 1 0-30 31-60 61+	Due 30 Days \$3.1M Discount: \$0	Invoice Number	Amount	Supplier	Creation Date	Validation Status	Paid Status	Accounting Status	5555-Proc-Pay/Std/...	1,000.00 USD	Supplier Inc	05-Jul-2020 1:50	Not validated	Not paid	Unaccounted		
Recent 7 Days 396	Holds 26 Validation 0 Purchasing 27 Other	Approval 0 Pending 133 Others 8 Rejected	Prepaid 5 0 1 0-30 31-60 61+	Due 30 Days \$3.1M Discount: \$0																		
Invoice Number	Amount	Supplier	Creation Date	Validation Status	Paid Status	Accounting Status																
5555-Proc-Pay/Std/...	1,000.00 USD	Supplier Inc	05-Jul-2020 1:50	Not validated	Not paid	Unaccounted																
<p>1.2 Under Create Invoice Complete Required Header Items</p>	<p>Enter information in the required fields of the Invoice Header:</p> <p>Create Invoice: [Invoice Actions] [Save and Create Next] [Save] [Save a...]</p> <p>Invoice Header Show More</p> <table border="1"> <tr> <td>Identifying PO</td> <td>* Number</td> <td>* Date</td> </tr> <tr> <td>* Business Unit MIDD BU</td> <td>* Amount USD</td> <td>* Payment Terms Net 15</td> </tr> <tr> <td>* Supplier</td> <td>* Type Standard</td> <td>* Terms Date 20-Sep-2019</td> </tr> <tr> <td>Supplier Number</td> <td>Description</td> <td>Requester</td> </tr> <tr> <td>* Supplier Site</td> <td></td> <td>Attachments None +</td> </tr> <tr> <td>* Legal Entity</td> <td></td> <td>Note</td> </tr> <tr> <td>Invoice Group</td> <td></td> <td></td> </tr> </table>	Identifying PO	* Number	* Date	* Business Unit MIDD BU	* Amount USD	* Payment Terms Net 15	* Supplier	* Type Standard	* Terms Date 20-Sep-2019	Supplier Number	Description	Requester	* Supplier Site		Attachments None +	* Legal Entity		Note	Invoice Group		
Identifying PO	* Number	* Date																				
* Business Unit MIDD BU	* Amount USD	* Payment Terms Net 15																				
* Supplier	* Type Standard	* Terms Date 20-Sep-2019																				
Supplier Number	Description	Requester																				
* Supplier Site		Attachments None +																				
* Legal Entity		Note																				
Invoice Group																						

- Identifying PO
 - Leave Blank
- Business Unit
 - Choose from the dropdown menu: SMC, CC, MIDD or GMHEC
- Supplier:
 - Begin typing the supplier name. If the supplier is **Active** in Oracle, the Supplier name and Supplier Number fields should autofill. Please note that individual suppliers are usually entered in *Last name, First name* format.
 - If the Supplier name does not autofill, click the **magnifying glass icon** within the cell, then click on the **Advanced** button:

Search and Select: Supplier

Search

** Supplier

** Supplier Number

** Taxpayer ID

Alternate Name



** At least one is required

This will bring up additional fields in which to search (when clicking on the gray down arrow for each field, several other search parameters may be selected, such as: *Contains, Between, End With, etc*). Switch the search type to **Contains** for the broadest search. When field information has been entered, click on the **Search** button, then choose the correct supplier name. If the supplier for which you are searching is not visible, please contact Accounts Payable.

Search and Select: Supplier

Search

** Supplier 

** Supplier Number 

** Taxpayer ID 

Alternate Name 



- **Supplier Site and Legal Entity:**
 - Both fields will normally fill in automatically. If the Site field is blank, click the dropdown arrow and choose the Site that matches the address on the invoice. If the address on the invoice is not in the list, please contact Accounts Payable.
- **Number:**
 - This is the invoice number provided on the supplier's invoice.
 - If an invoice number is not provided, use a naming convention that works best.
 - Note: Invoice numbers will print on the check or be included in the electronic payment remittance advice.
- **Amount:**
 - The total dollar amount of the invoice including shipping.
 - Note: Invoices are only entered and paid in United States Dollars.
- **Type:**
 - Standard (*this field will automatically default*)
 - Note: if you have any other type of invoice transaction which needs to be processed, please contact Accounts Payable prior to invoice entry.
- **Description:**
 - This should be informative for the Approver of the invoice.
 - Note: this field may print on check stubs or appear on electronic payment remittances.
- **Date:**
 - Enter the invoice date from the supplier's invoice.
 - If that date is not provided, use the date of service or receipt of goods.
- **Payment Terms / Terms Date:**

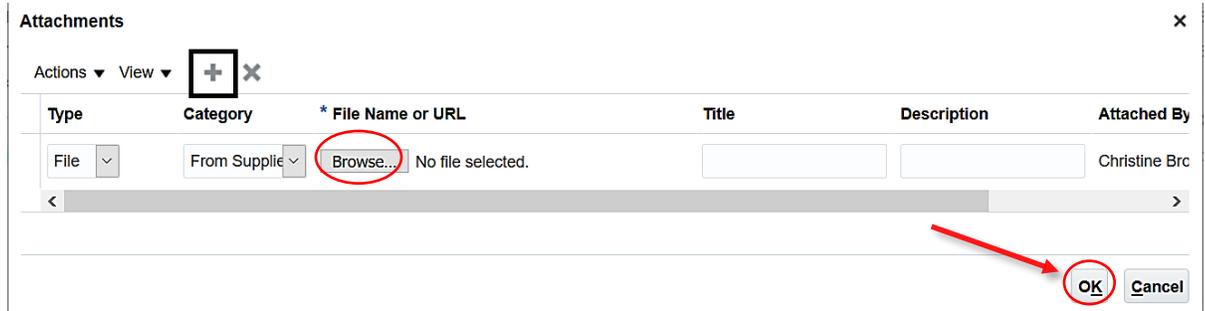
- Always accept default values.

➤ **Requester:**

- Enter your name in this field in *Last name, First name* format to search, then select your name from the list.

➤ **Attachments:**

- Click + to attach an electronic copy of the supplier's invoice to the entry. In the popup menu, click Browse and search your computer for the digital backup. Click Open, then click **OK**.



- Invoice entries must include some form of digital backup, such as a scanned copy of the invoice.*
- Other appropriate backup examples include, but are not limited to:
 - Contract (for a guest speaker or performer).
 - Receipt for a student reimbursement.
 - Candidate verification form for interviewee reimbursement.
 - Wire Transfer Form.

*** Please do not attach digital backup that contains sensitive personal information such as social security numbers.**

1.3 Enter Invoice Line(s) Information

Identify budget line to charge – add Distribution Combination (EDORDA, General Ledger Account/Budget Numbers):

Click the Gray Arrow to the left of the Lines section below.

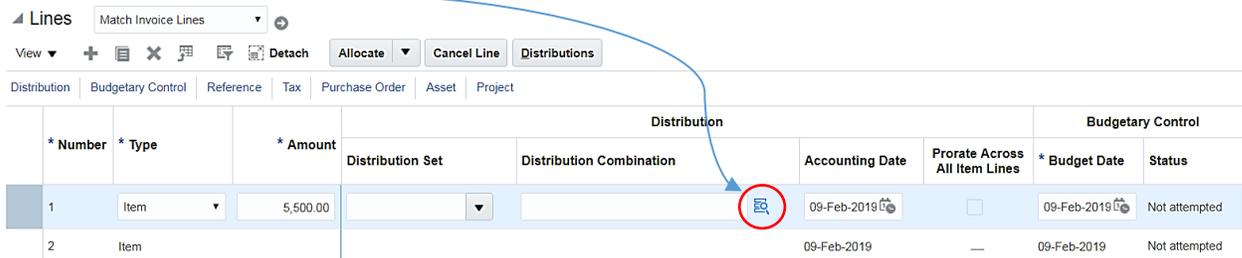
On line 1, enter:

➤ **Amount:**

- Dollar Amount (it should match the Amount in the Invoice Header, unless there will be more than one EDORDA/account number.)]

➤ **Distribution Combination:**

- Click the **blue icon** to the right of the Distribution Combination field to enter the EDORDA/account number.



* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status
1	Item	5,500.00			09-Feb-2019	<input type="checkbox"/>	09-Feb-2019	Not attempted
2	Item				09-Feb-2019	—	09-Feb-2019	Not attempted

- Add or update all values in the **Distribution Combination ID** popup

- To search for a value, use the dropdown menu to the right of each field.
- Click **Search...**

Object

10000	Cash - Payroll
10001	Cash - Accounts Payable
10002	Cash - Operating
10006	Cash - Credit Card
10007	Cash - Other Credit Card
10008	Cash - Money Market
10009	Cash - Savings
10010	Cash - Petty Cash
10011	Workers Compensation
10012	Medical Imprest

Search...

Charge Account

Hide Segments

Entity 100 Green Mountain Higher Education Consortium, Inc.

Department 2002 Accounts Payable

Object 54003 Computer Expense

Restriction 10 Unrestricted

Future1 0 Default

Search Reset OK Cancel

Search and Select: Object

Search

Match All Any

Advanced

- Click on **Advanced**.
- Switch the search type to **Contains**, by clicking on the dropdown arrow, then enter the field information and click

Search.

Value Starts with

Description Contains

Search Reset

- **Designation:** If the invoice will be paid from a grant or fund, update the Designation field.
 - **NOTE:** You must ALSO populate a second field. Save the Distribution Combination and scroll to the **far right** of the line. Click the box under Details and enter the designation.
- After entering the designation under Details, click **OK**.

Expenditure Organization

Details

IMPORTANT NOTE – enter ONE supplier invoice per Oracle invoice entry. Each invoice must be entered separately.

Validate and Submit for approval:

- Click **Invoice Actions** and click **Validate**.
 - This will review for errors.
 - Fix any errors indicated.
- Click **Invoice Actions** and then **Approval** **Initiate**.
 - An email notification will be sent to the Approver.
 - The invoice must be approved in order to progress to a Ready for Payment Processing status.

Invoice Actions

Save and Create Next Save Save and Close C

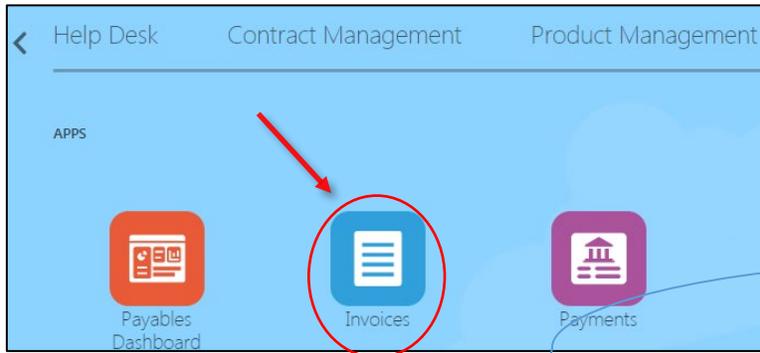
- Manage Installments
- Calculate Tax Ctrl+Alt+X
- Validate Ctrl+Alt+V
- Apply or Unapply Prepayments
- Manage Holds
- Approval
 - Initiate
 - Withdraw
 - Hold
 - Force Approve
 - Resubmit
 - Approve
 - Reject
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft

1.4 Validate, Initiate, & View Approval/ Notification History

Return to the invoice to verify its approval or payment status:

Navigation Path:

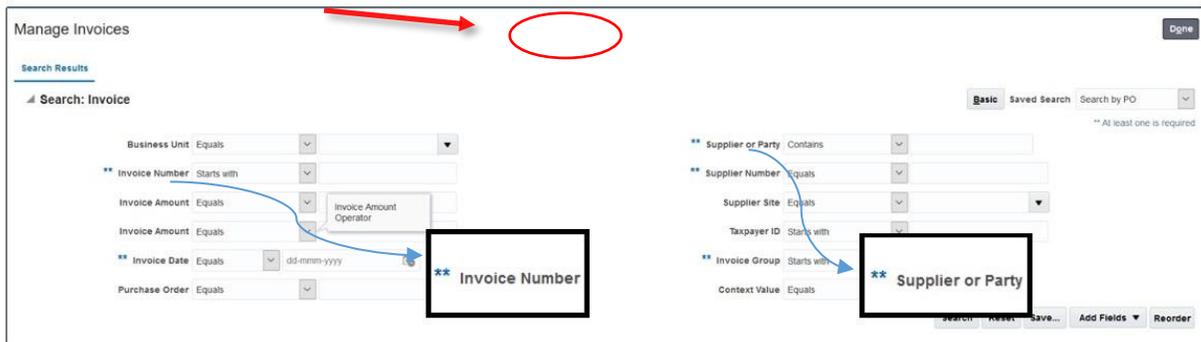
- Payables □ Invoices □ Tasks □ Manage Invoices



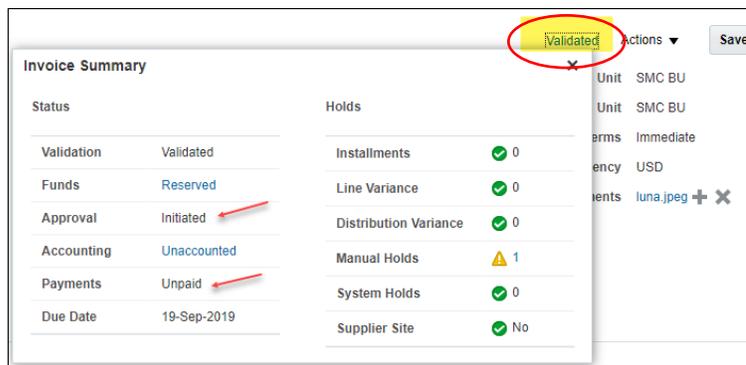
- Invoices**
 - Create Invoice
 - Create Invoice from Spreadsheet
 - Create Recurring Invoices
 - **Manage Invoices**
 - Apply Missing Conversion Rates
 - Validate Invoices
 - Initiate Approval Workflow
 - Import Invoices
 - Correct Import Errors
- Accounting**
 - Create Accounting

Click on the **Tasks** icon on the right side of the window and select **Manage Invoices**.

- Search for the invoice, by Number or Supplier. Once the search results appear, click on the invoice number in blue.
 - **TIP** – refer to the **Saved Searches** reference guide for detailed instructions on using this search screen effectively.



- Once the invoice is open, click on **Validated** to review the Approval and Payment statuses.



- In the middle left of the Invoice entry screen, click on:
 - **Holds and Approvals** to review the approval workflow and confirm whether there are any Holds placed on the invoice which may slow down payment
 - **Payments** for more information about payment of the invoice including the date of payment, the check/wire/ACH number, and payment method.

1.5 Viewing Invoice Information

[Lines](#)
[Holds and Approvals](#)
[Payments](#)
[Installments](#)

Approval and Notification History

View ▼    [Detach](#)

Workflow Type	Line	Action	Action Date	Approver
Invoice approval		Initiated	19-Sep-2019 10:42 AM	 Julie Dickerson
Invoice approval		Assigned to	19-Sep-2019 10:42 AM	 Susan Galloway (Susan Galloway)

To confirm the Distribution Combination, click on [Invoice Actions](#)  [Edit](#). Follow the steps in **Section 1.3** above to open the **Lines** section and review the EDORDA/account numbers.

Once the invoice is approved, it is routed to Accounts Payable where it will be included in the appropriate Payment Run so a check or electronic ACH payment can be remitted to the Supplier.