Project Ensemble

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

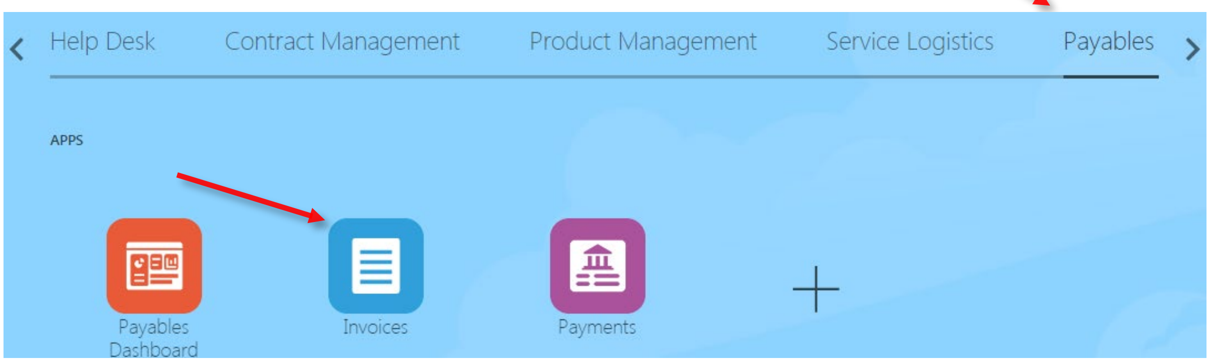
This guide outlines the process of paying suppliers *(Vendor/Volunteer/Independent Contractor/Student)* for goods or services when a purchase order is not required, and in lieu payment via purchasing card.

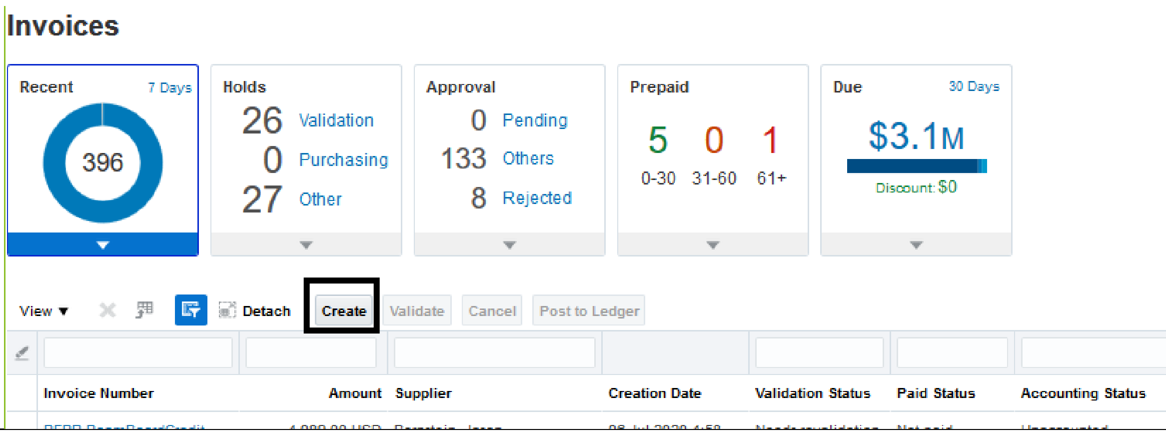
Note: If goods or services are purchased with the Requisition or Purchase Order function, use the Matched Invoice process. *Click here for instructions*.

Additional Resources:

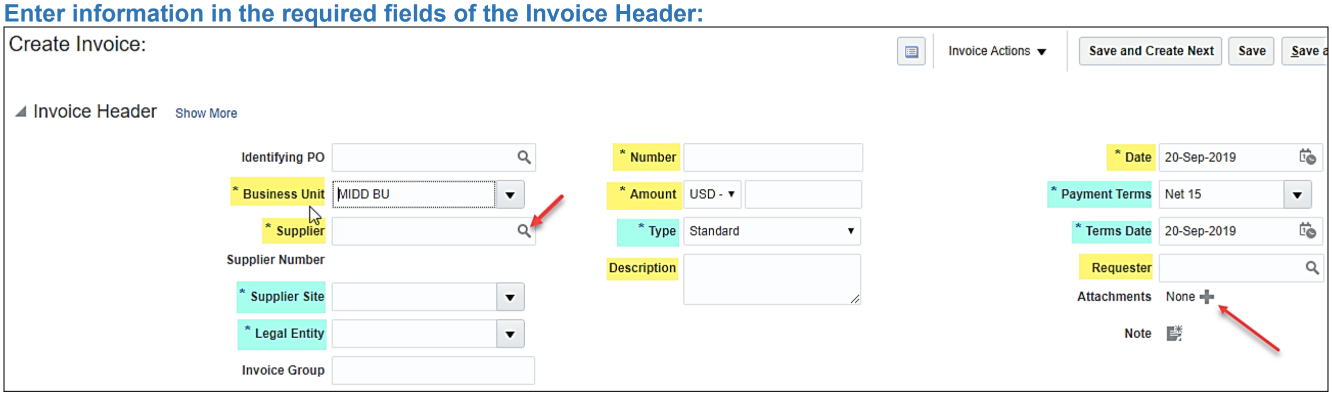
- Finance Knowledge Base
- ap@gmhec.org

Process Step & Description	Action
1.1 Create Invoice	**Navigation Path:** ➢ Home → Payables → Invoices → Recent → Create





Process Step & Description	Action
1.2 Under Create Invoice Complete Required Header Items	**Enter information in the required fields of the Invoice Header:**



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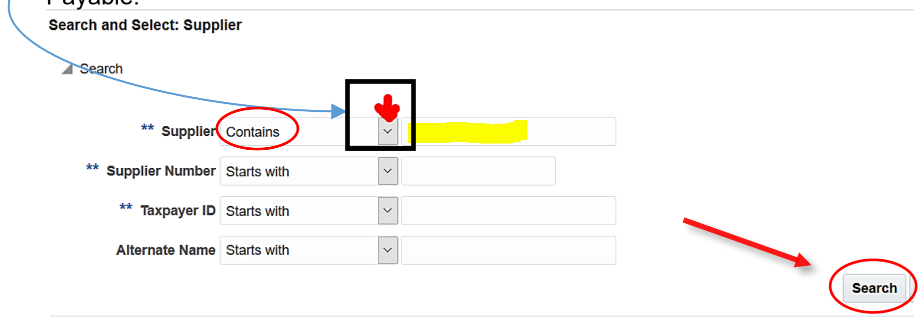
- Identifying PO
  - Leave Blank
- Business Unit
  - Choose from the dropdown menu: SMC, CC, MIDD or GMHEC
- Supplier:
  - Begin typing the supplier name. If the supplier is **Active** in Oracle, the Supplier name and Supplier Number fields should autofill. Please note that individual suppliers are usually 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:

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.

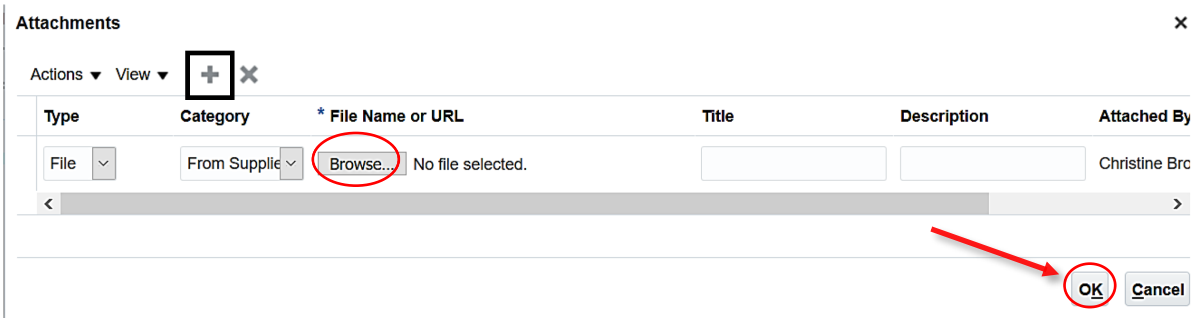


- **Supplier Site and Legal Entity:**
  - Both fields will normally fill in automatically. If the Site field is blank, click the dropdown arrow and choose the Site that matches the address on the invoice. If the address on the invoice is not in the list, please contact Accounts Payable.
- **Number**:
  - 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

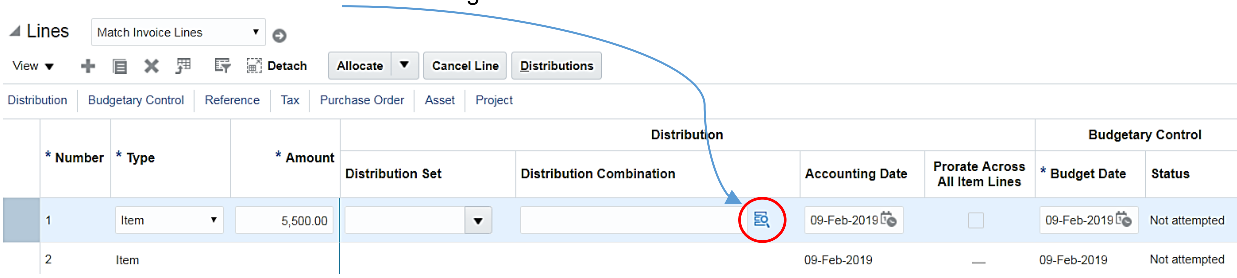
Identify budget line to charge – add Distribution Combination (EDORDA, General Ledger Account/Budget Numbers):

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.



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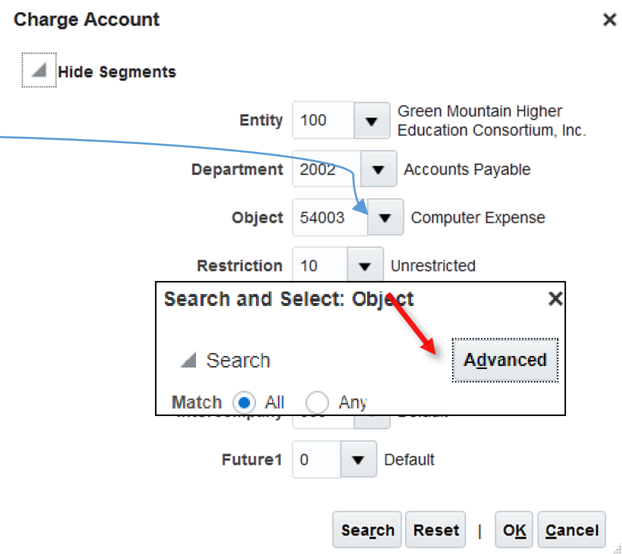
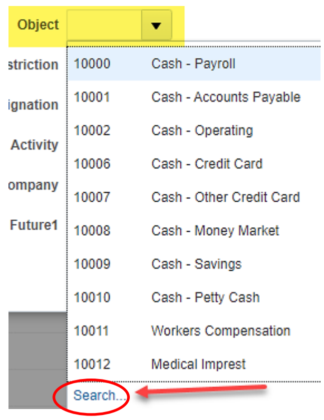
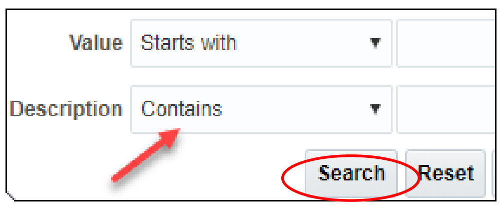
- Add or update all values in the **Distribution Combination ID** popup
  - To search for a value, use the dropdown menu to the right of each field.
  - Click Search…

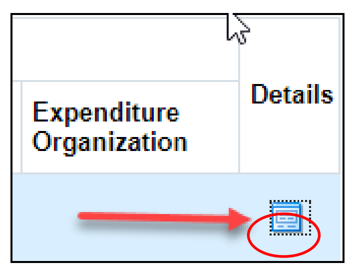




  - Click on **Advanced**.
  - Switch the search type to **Contains**, by clicking on the dropdown arrow, then enter the field information and click **Search**.



- **Designation**: If the invoice will be paid from a grant or fund, update the Designation field.
  - <u>**NOTE:**</u> You must ALSO populate a <u>second field</u>. 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**.

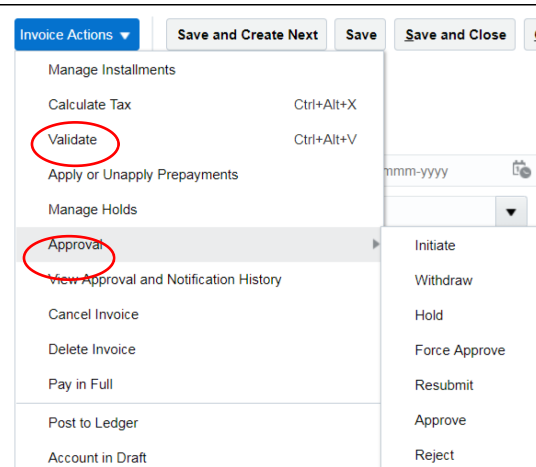


IMPORTANT NOTE – enter ONE supplier invoice per Oracle invoice entry. Each invoice must be entered separately.

1.4 Validate, Initiate, & View Approval/ Notification History

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.



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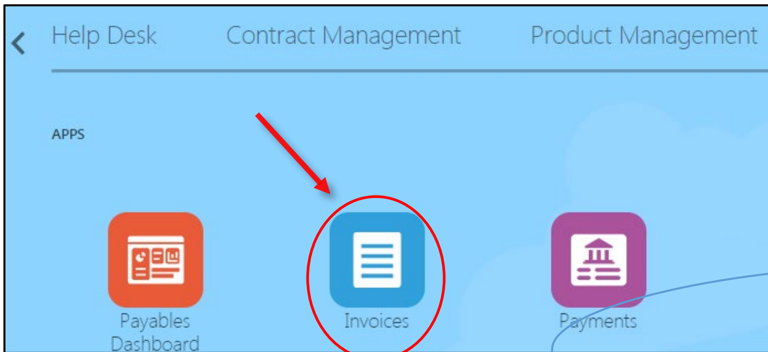
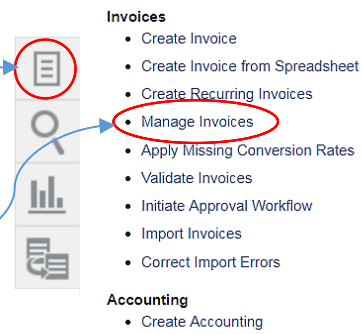
1.5 Viewing Invoice Information

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

Navigation Path:

- ➢ Payables □Invoices □ Tasks □ Manage Invoices

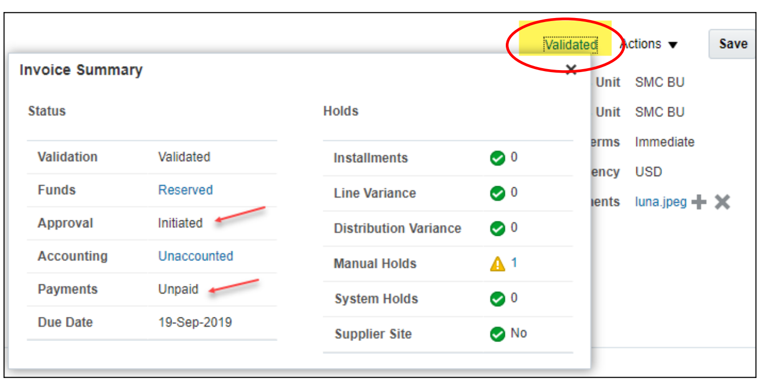




Click on the **Tasks** icon on the right side of the window and select **Manage Invoices**.

- ➢ Search for the invoice, by Number or Supplier. Once the search results appear, click on the invoice number in blue.
  - o 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:
  - o **Holds and Approvals** to review the approval workflow and confirm whether there are any Holds placed on the invoice which may slow down payment
  - o **Payments** for more information about payment of the invoice including the date of payment, the check/wire/ACH number, and payment method.

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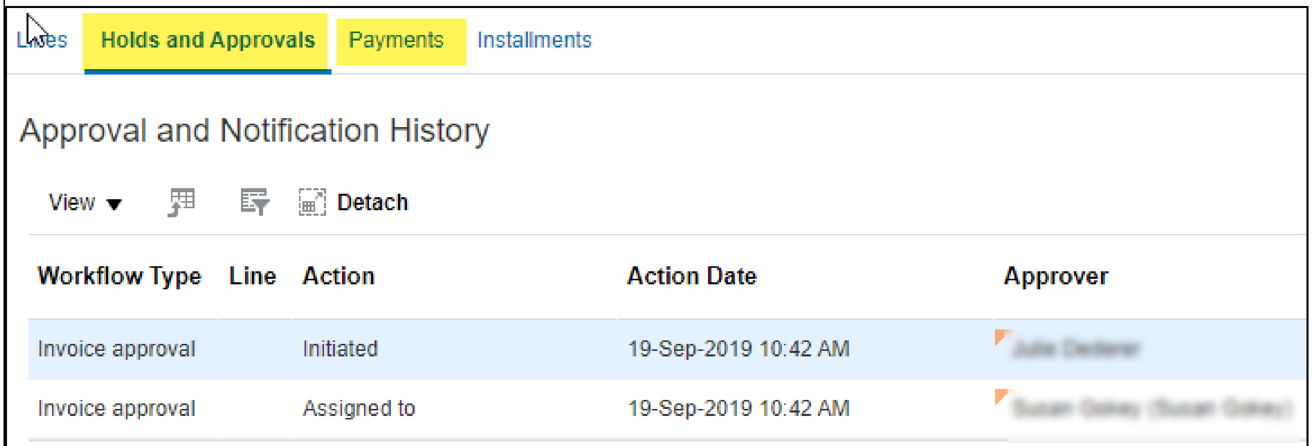

To confirm the Distribution Combination, click on Invoice Actions ⍰ Edit. Follow the steps in **Section 1.3** above to open the **Lines** section and review the EDORDA/account numbers.

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.