MissouriBUYS User Activities
Receiving and Invoice Management
State of Missouri

(Updated December 1, 2017)
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Training Objectives

The purpose of this training session is to cover the key features and functionality of the Receiving and Invoice functions of the Order Management module.

At the conclusion of the training session, you will be able to:

- Enter Receipt information for a Purchase Order
- Enter Invoice and Submit for Payment
- Cancel an Invoice
- Approve or Reject an Invoice
Activity 10 Receive

Activity 10.1 Enter Receipt Information for a Purchase Order

1. Select the **Orders** option on the **Home** page to Choose from the Drop Down for View All (to review or edit Orders) or Receive (to Receive against existing Orders). Click option to Receive to get to the Receiving List Screen. It will default to Receiving Status of None/Partial to show POs with available line items to receive.

2. Locate a Purchase Order within the list to enter in Receipt information.
3. Click the **Actions** column and select **Receive**.

4. Select the appropriate date for the Date Received section and either select Receive All to receive all the line items or key in the Receipt information for the Purchase Order item(s) as shown in the next screen shot. If there is a problem with the items,
select the appropriate Status from drop down options. The default Status is “Shipment OK”.

5. A copy of the packing receipt can be added as an Attachment by selecting ▼ Upload.

6. Find the image of the packing slip and click Open.

7. Click Submit.

**Note**: Now that receipt information is complete for the Purchase Order—the Close option will be available for the Purchase Order from the Track Orders page by finding the PO and clicking the Actions column. Click Close Order to initiate a PO Close transaction with the financial system if the “Close” permission is assigned to your user profile. Close is available for a transaction for a Partial or a Complete Receipt status. Users should be cautious not to close a purchase order until all items are received and invoiced.
Activity 10.2 Enter Receive by Amount for a Purchase Order

1. Receive by Amount is used to receive against orders for Services. To find and receive an order by amount, follow the same procedure as an order for quantity. When you find your order and the line item that you are receiving against, then key in the dollar amount into the Received Amount field and Submit.

Activity 10.3 Viewing the Status of a Receipt

1. Select the Orders option on the Home page to Choose from the Drop Down for View All (to review or edit Orders) or Receive (to Receive against existing Orders). Click option to Receive to get to the Receive Orders Screen.
2. Locate the Purchase Order within the list to view the Receipt information.
3. Click on the Actions column and then View Receipt History.
4. View the details of the receipt by viewing the Status. The Comments field will display notification that the receipt was accepted by SAM II.

If the receipt fails in SAM II, an error message will display with the reason for the rejection.
Activity 10.4 Editing a Receipt for a Purchase Order

1. Select the Orders option on the Home page to Choose from the Drop Down for View All (to review or edit Orders) or Receive (to Receive against existing Orders). Click option to Receive to get to the Receiving List Screen.
2. Locate the Purchase Order within the list to enter in Receipt information.
3. Click the Actions column for the Purchase Order and select Receive.
4. Follow the steps within Activity 10.1 to add quantities to an existing receipt.
5. The steps below outline how to deduct quantities from an existing receipt. These steps can be followed for both the Receive by Quantity and Receive by Amount orders.

- Select the appropriate date for the Date Received section.
- Type the negative quantity in the Received Quantity field. Indicate the negative value with the presence of a hyphen (-).
c. Type the reason for receipt quantity deduction within the Comments field and update the Status (optional).

d. Click Submit.

**Note**: When deducting quantities from an existing receipt, if Submit is clicked without entering the required comments within the Comments field, the following system message will display:

1. Click OK to close the system message.
2. Type the reason for receipt quantity deduction within the Comments field.
3. Click Submit.

### Activity 11 Invoice Management

Invoice Management and order of entry of invoices for submission is important. If you have partial invoices, verify that all previous invoices have processed and been approved before submitting a final invoice for approval. If the final invoice is approved prior to the previously entered invoices – the PO will be closed. Approval of invoices will be discussed further in the Approval Training Materials.

The invoice create process is designed to allow the payment of a single PO item(s) or items from more than one PO on a single invoice.

1. Select the Invoices option on the Home page. There are two options under the invoice tab: Create New and View All.

### Activity 11.1 Create an Invoice for one or more Purchase Orders

There is a navigation/process bar at the top of the page. At a glance, you will be able to see the current step of the invoice payment process.
1. Select **Create New** from the tab and the **Invoice - Header** page will open.

![Invoice - Header Information](image)

2. Begin by typing in the name of the **Supplier** for which you are processing the invoice. This is a type ahead feature and the list will shorten as you enter in more characters. If there are multiple vendors, you will need to select the vendor used on the PO. There are two ways to view the vendor’s profile from this screen:
   a. Select one of the vendors from the drop down list (the shortened list from the type ahead). A person icon will appear in the selection box.

   ![Supplier Search](image)

   Click on the box and you can view the vendor’s profile (and Remit To) to validate that it is the correct vendor, or that the Remit To information is correct.

   b. Or, click on the magnifying glass in the **Supplier** field,

   ![Find a Supplier](image)

   and a Search box will open.

   Key in the Supplier name and matching suppliers will appear in the box. To find the correct supplier, click on the icon next to the supplier’s name and
view the profile information. When the correct supplier is found, click on the

in the Actions column.

3. Complete the Invoice header information, including the mandatory fields, indicated with an *.
   a. **Supplier Invoice No.:** (required) Type the invoice number for the order printed on the suppliers invoice. **NOTE:** If the invoice number exceeds 12 characters, the interface to SAM II will truncate the left most characters when sending this number to SAM II. Please be aware of this when viewing SAM II for the supplier invoice number.
   b. **Invoice Type:** This is always set to Standard and is not editable.
   c. **Payment Indicator:** Combined Check is the default. Other options are Held Check (not recognized in SAM II) and Single Check (do not combine with other checks).
   d. **Memo:** SAM II does not utilize this field; use it for any internal notes.
   e. **Receive Date:** (required) Click the Date selector icon to select the date the invoice was received by your organization.
   f. **Post Date (or Scheduled Pay Date):** (required) This is the payment date and is equivalent to the Scheduled Pay Date in SAM II. If the payment is to be in the next payment cycle, enter today’s date. Be aware that the next SAM II payment date may not be the following day, due to end of month processing. Just as in SAM II today, the Scheduled Pay date should be set to two days prior to the date which the vendor will actually receive the funds (ie., a Scheduled Pay Date of 12/5/2017 will pay on 12/7/2017)
   g. **Issue Date:** (required) The Date on the Supplier’s Invoice, the date the invoice was issued by the supplier.
   h. **Due Date:** (required) Click the Date selector icon to select the date the supplier has noted as their payment due date.
   i. **Payment Terms:** Defaulted from the contract or standard Missouri terms.
   j. **Comments:** Available for any additional information logged for the invoice that is being created. Note that only the first 27 characters of this field will be passed to SAM II (equivalent to the description field in SAM II).
   k. **EFT Indicator** (Electronic Funds Transfer) (Required) Default is blank. The preference is to select ‘Yes’ if the supplier accepts EFT payments and has provided ACH information in their profile. If the supplier does not accept EFT, payment is made according to their profile. If a supplier is set up for EFT and ‘No’ is selected, then a check will be cut to the supplier for this payment only and only if you also indicate a Check Category in the next field. If you do not select a check category, then the supplier will be paid according to their profile preference.
   l. **Check Category:** Type ahead functionality. As users begin entering a check category, MissouriBUYS will retrieve a listing of possible matches for selection. Check Categories correspond to the entries in SAM II and indicate where to send a check that will not be mailed.
   m. **Fixed Asset Indicator:** Default is no change. If the item is a Fixed Asset, the user should select the number of shells to be created in SAM II. Other Drop down options include Create One Shell, Create Multiple Shells. Also, see Fixed Asset Code.

**Note:** Header fields listed as f, g and h are captured on the Invoice View, Invoice History and when the invoice is printed.
When complete, click on the Next Step.

4. The next page is displayed, which is the **Invoice Items** page (and the navigation bar will also show this at the top).

![Invoice Items Page](image)

Note that the Buyer Invoice number, Supplier and the Supplier’s Invoice number are displayed at the top.

5. To select the PO or POs that have items on this invoice, click on the Find PO Items button. A list will appear of all the POs (by PO number) for that supplier. If you do not see any POs for this supplier, return to the header page and verify that you have selected the correct supplier. Or, no valid POs exist for the supplier you selected.

To view the line items on the PO, click on the expand icon to show the items on the PO. Select the box next to the items on each of the POs that appear on the supplier’s invoice.

![PO List](image)

When you have selected all of the line items, click on the Add PO Items button at the bottom of the page to return to the PO/Line Data page.

6. The **PO/Line Data** page will now display the line items that should match those listed on the invoice. Review the Ordered, Received and Invoiced Quantities on the left.
7. Complete the information for each line item from each PO.
   a. **Final Invoice check box:** The default is No. Users entering an invoice should only check this toggle box if all receipts have processed against the entire PO and any previous invoices are paid. Once the Final Invoice box is checked and the invoice processed, you will not be able to process any additional actions against this order as it effectively closes the PO in SAM II. If you forget to check the Final Invoice box when the PO is complete, you can accomplish closing the PO by selecting the **Actions** tab, finding your order and then clicking on the **Orders** menu and selecting **Close Order**.
   b. **Quantity Ordered:** System populated from Purchase Order details displayed in a Read-Only format.
   c. **Quantity Received:** System populated based on the receipt information entered for the Order within the **Receive** module. If no receipt information is complete for the Purchase Order, then no value will be available. No Receipt information also disqualifies the Invoice for a 3-Way Match (Order, Receipt and Invoice).
   d. **Quantity Invoiced to Date:** System populated from existing Invoices. If there are no existing invoices, then the value will be 0.0.
   e. **Invoiced Quantity:** Type the **Invoiced Quantity** value.
   f. **Unit Price:** System populated from Purchase Order details displayed in a Read-Only format.
g. **Invoiced Unit Price:** System populated from Purchase Order details but available for value entry if required. Type the **Invoiced Unit Price** value if it differs from the defaulted value.

h. **Invoiced Amount:** System populated but available for value entry if required. Type the **Invoiced Amount** value if it differs from the defaulted value.

i. **Delete icon:** If the line item has already been invoiced, then click on the trash can to remove this item from payment for this invoice. At any time, you can select the **Find PO Items** button to add a different PO line item to this invoice.

j. **Unit of Measure:** System populated from Purchase Order details displayed in a Read-Only format.

k. **Supplier Part Number:** System populated from Purchase Order details displayed in a Read-Only format.

l. **Item Description:** System populated from Purchase Order details displayed in a Read-Only format.

m. **Billing Status:** Options to indicate if this is an overbill or underbill situation.

n. **Fixed Asset Code:** Has type ahead functionality for the corresponding Fixed Asset code available in SAM II. To see a list of codes, type ‘**’. Be sure to select the number of shells to create in the Fixed Asset Indicator field. Once the invoice is accepted in SAM II, log into SAM II and complete or create the new Fixed Asset shell(s). The generated Fixed Asset shell(s) can be found on the SAM II Document Listing (SUSF) table.

o. **Comments:** Enter any Comments on the Invoice.

p. **Freight/Miscellaneous Charges:** This field is not in use by Missouri. To add freight to an invoice, you must first complete a Purchase Order Change to add another line item for Freight and enter the amount. Once approved, then you must complete a receipt, and then this will appear as a line item on the PO Items page (you will have to go back and add it).

q. **Comments:** Enter Freight/Miscellaneous Charges explanation.

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**Note:** If all line Items listed in the **Line Item Detail** section qualify for Invoice Entry, click the Invoice All button to populate the required fields for each line item.

Select **Next** at the bottom of the page.

8. This will navigate you to the **Attachments** page.

Click on Add Document, which opens the **Invoice Documents** page. Adding an attachment is optional.
Click on **Browse**, locate the attachment on your computer and select Open. Type the purpose for the attachment, then select **Upload**.

Review the list of attachments; use the trash can icon if you need to delete any or all of the attachments. When satisfied, select **Next**.

**Note:** It is recommended that users attach a scanned copy of the supplier's invoice and receipt (if available). This will also assist an invoice approver in quickly reconciling the information on the paper invoice with the entered data.

9. **The Invoice Matching** page will open. Select the Available Receivers listed for each of the PO Line Items by checking the box next to each.
Note: Only Purchase Orders that have Receipt information entered will be available for a 3-Way Match within the Invoice Management module.

When a satisfactory quantity matches the Ordered, Invoiced and Received, the Matched Quantity value will change to green.

Select Match next to each item or use the short cut for Match All if all items have receivers that match.

If necessary, the capability for Reverse Match is available.

a. Click Reverse Match

OR

b. Click Reverse All

Click Next to navigate to the Summary Page.

10. The final step in the invoice process is to review and submit the invoice. Review the information on the Invoice Summary page to be sure that everything matches the paper invoice.
If any changes need to be made to the document, scroll to the bottom of the screen and select **Previous** to return to any of the screens to edit the information on that page.
Also on this page, users have the option to **Close** this invoice without submitting and come back to edit, review or submit later review the Invoice and if all is correct, then click **Submit**.

## Activity 11.2 Review/View All Invoices

Select Invoices, then **View All** from the menu.

There are two tabs on the Invoice View page: **Group by Invoices** and **Group by Orders**.

The **Group by Invoices** page displays invoices that have been created (abandoned invoices will not be displayed).

1. **Group by Invoices** page includes:
   - a. Invoices created and submitted for payment.
   - b. Invoices created, matched, but not submitted to the financial system.
   - c. Invoices created and submitted to the financial system and have received an approved/rejected transaction response.

2. **Group by Orders** page includes:
   - a. Orders with invoice(s) created and submitted for payment.
   - b. Orders with invoice(s) created, matched, but not submitted to the financial system.
   - c. Orders with invoice(s) created and submitted to the financial system and have received an approved/rejected transaction response.

1. Locate the Invoice with one of the search criteria available, including Invoice Status (see list of statuses below).
2. From the **Group by Invoices** tab, review the list to find the invoice you want to review and click the Expand icon + to see the Purchase Orders that are included in this invoice.

If you are on the **Group by Orders** tab, the Expand icon + will display the Invoices for each PO.
3. The status is displayed in the **Invoice Status** column.
   a. **Awaiting Approval**
      i. The Invoice document is awaiting organization approval prior to submission to the financial system.
      ii. Click the Actions column and select **Approval Map** to display the workflow for Invoice approval.
      iii. Click **Close** to close the **Approval Map** page.
   b. **Financial System Pending**
      i. All workflow approvals are received.
      ii. The Invoice Transaction is submitted to the financial system.
   c. **Submitted for payment**
      i. The financial system has processed and returned a successful Invoice transaction response.

   **Note:** Upon a successful Invoice transaction, a response from the financial system will return a SAM II Voucher # that can be viewed on the **Invoice View** page accessed by clicking the **Actions** column and clicking on **View Invoice**.

<table>
<thead>
<tr>
<th>Invoice Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
</tr>
<tr>
<td>Invoice No.</td>
</tr>
<tr>
<td>Invoice Type</td>
</tr>
<tr>
<td>Financial System Voucher No.</td>
</tr>
<tr>
<td>Financial System Payment Details</td>
</tr>
</tbody>
</table>

   d. **Financial System Rejected**
      i. The financial system has processed and returned a rejected Invoice transmission response.
      ii. Click on the **Actions** column and click on **View Invoice History** to view the reason for the rejection.

   **Note:** An Invoice Transaction that results in a **Financial System Rejected** will appear in the **Group By Invoices** list and is accessible in an editable state by clicking on the **Actions** column and selecting **Edit Invoice**.

   e. **Paid**
      i. Once the Payment is sent to the supplier, the financial system will send an updated transaction status of Paid. Once an Invoice has a status of Paid, the Invoice cannot be cancelled through MissouriBUYS. Please contact OA-Accounting for guidance in cancelling a payment at this stage.

4. Depending on the status of the invoice, the **Actions** column will display the available functions for the invoice.
Activity 11.3 Accessing the Invoice History

1. Review the Invoice History to view the Check Number and Date of a Payment for any Order or Invoice.
2. Locate the Invoice Purchase Order.
3. Click the Expand icon to review the POs for this invoice. Click on the Actions column to view the Order Details.
4. Click the Actions icon on the Invoice and select View Invoice History.
5. The Invoice History page will display. Note that the Check Number and Date of the Payment are recorded under Financial System Payment Details if the status is Paid.

Activity 11.4 Cancel an Invoice

**Note:** An Invoice can be cancelled as long as it does not have one of the following status codes: Matched, Fin Sys Pending, or Paid. All other status codes can be cancelled and will result in a voucher liquidation within the financial system. If you are cancelling an invoice in order to edit the invoice to resubmit, then it would be preferable if the document were in a reject status. Work with an approver in your workflow to have the document rejected so it can be modified and resubmitted.

1. Select the option on the Home page, then View All. Select either the Group by Invoices or Group by Orders tab and filter to find the invoice you wish to cancel.
2. If on the Group by Orders tab, Click the Expand icon to review the invoice(s) for this PO.
3. Click on the Actions icon next to the Invoice you want to cancel and select Invoice Cancel.
4. A system message will display confirming you want to cancel the invoice.
5. Click OK to continue with the Invoice Cancellation transaction.
6. If you refresh the screen, the Invoice Status will change to Cancelled.

**Note:** A Cancel transaction will be sent to SAM II. The Invoice Status will update based on the response received. If the response is a rejection to the cancel request, the reasons for the reject returned by the financial system can be viewed on the Invoice History page, accessed by clicking the Actions column and View Invoice History.

7. If the invoice was submitted and processed in SAM II, however the payment has not yet been made, the status will read: Submitted for Payment and Invoice Cancel is available from the Actions list.
8. To cancel this invoice, click Invoice Cancel. The status will then read: Cancel Financial System Pending. The payment is not cancelled until there is a confirmation from SAM II that the payment is cancelled and the Invoice Status will read Cancelled.

If the payment cancellation is rejected by SAM II, then the processing of payments for SAM II has occurred and the payment is scheduled to be made. Please contact OA-Accounting for guidance.
Activity 12 Invoice Approval

**Note**: Only users with the Invoice Approval role will be able to perform the functions in this section.

Activity 12.1 Filter Approval Inbox for Invoices

1. Enter Approver Login ID and Password (password is case sensitive).
2. Click 
3. Click the Approval option on the Home page and select Approval Inbox.

4. Select Invoice from menu under Document Type. Click Submit button.

5. View the shortened list of only invoices to approve.

6. Click on the Sort icon for the Receive Date to sort the invoices from the oldest to newest. This is to be sure that when approving invoices, any preliminary invoices are at the top and need to be approved first. This will also prevent you from approving a Final Invoice before any preliminary invoices. A Final Invoice will close out the Purchase Order.
Activity 12.2 View the Invoice Details and History

1. Click on the Actions column and select View Invoice from the menu.

2. If this is the final invoice for any of the POs listed for this invoice, the ‘Final Invoice:' field will be marked as Yes.
3. Or, you can click on the **Actions** icon and select **View Invoice History** where you can see the Invoice (payment) Details and the History Log.

![Invoice Details]

### Activity 12.3 Adding an AdHoc Approver or Reviewer

1. Click **Close** to return to the Approval Inbox. Click on the **Actions** column and select **View Approval Map**.

![Approval Map]

2. When you view your approval routes, if you would like to add a Reviewer or an Additional Approver, follow the steps below. *(If you select to add an Approver or Reviewer, this cannot be undone.)*

   **Note:** An Approver must take an action in order for the request to continue in the workflow. If a Reviewer does not open and review a request, it will continue in its approval workflow.

**Adding an Adhoc Approver:**

a. Click **Add an Approver**.

b. You will see **icons** inserted into the workflow.

   ![Add Approver Icons]

   Click on the icon that represents where you will want to add an Approver.
c. Select Individual Approver or Approver Group option from the Approver Type drop down box.
d. Enter a double Asterisk (**) in the AdHoc Approver field to search for all approvers associated with the agency. Or start to type in the name of the group or individual and you will receive a short list of possible matches.
e. Click on the name or group name to be added to the workflow and click Select.
f. Your new Approver is displayed in the Approval Map. Click Close.

Adding a Reviewer:

a. Click Add Reviewer.
b. Select Individual Reviewer or Reviewer Group option from theReviewer Type drop down box.
c. Enter a double Asterisk (**) in the Reviewer field to search for all reviewers associated with the agency. Or type in the name of the group or individual and you will receive a short list of possible matches.
d. Click on the name or group name to be added to the workflow and click Select.
e. Your new Approver is displayed in the Approval Map below the approval workflow. Click Close.

Activity 12.4 Approving or Rejecting an Invoice/Payment

1. Click either Approve or Reject. If Approved and this is the final approver in the workflow, the invoice will no longer appear in the Approver Inbox. If Rejected, then a reason must be entered in the Comments section.
Appendix

Receipt and Invoice Status Messages

Receipt Statuses

Submitted: The receipt was submitted to SAM II for processing. If accepted, it will be noted in the Comments column.

Rejected: A submitted receipt was rejected by SAM II and the reasons are listed in the Comments column or by selecting the Print button on the Receipt History page.

Invoice Statuses

Awaiting Approval: The invoice was submitted to the predetermined workflow for approvals.

Cancelled: The user has cancelled the invoice prior to payment.

Financial System Pending: The invoice is submitted to SAM II for processing.

Matched: The invoice was matched to receipt(s) but not submitted to the Financial System.

Not Matched: Invoice details were entered and saved, but the 3-way match has not occurred.

Paid: The invoice has been paid and the check details returned and visible on the Invoice History page.

Partially Matched: The invoice has been matched to some, but not all receipts and has not been submitted to the Financial System.

Rejected: The invoice was rejected by SAM II. Access the History page to review the error messages.

Submitted for Payment: The invoice has been accepted in SAM II and is awaiting the payment date.
MissouriBUYS Invoice Management Module Icon/Button Glossary

The following icons and buttons are used to perform various functions within the MissouriBUYS Invoice Management module.

View Approval Map

Approval Map - Displays the Approval workflow map for the invoice document. Located on the Matched POs view within the Invoice expanded view.

Cancelled - Indicates that the Approver action on an Invoice transaction was an approval. Located on the Approval Map page.

Cancel - Cancels changes made to the current page since the last save action.

Cancel - Closes the system message and Cancels the requested action from proceeding.

Close - Closes the current page and returns to the previous MissouriBUYS application page.

Collapse - Closes the expanded view of the Invoice document.

Comments exist - Indicates that an approver has included comments when they reviewed or took action on the Invoice document. Located on the Approval Map page.

Create Invoice - Displays the Invoice Entry page for completion. Located on the Open POs and Matched POs page.

Current - Indicates the approver in the workflow that is currently viewing the Purchase document within the Approval Workflow. Located on the Approval Map page.

Date Selector - Displays the Calendar format for date selection.

Delete - Located on the Invoice Attachment page, available to delete a document that was previously attached to the Invoice.
Delete All

Delete All - Deletes all documents associated with an Invoice. Located on the Invoice Attachment page.

Edit Invoice

Edit Invoice - Allows you to edit the selected Invoice document for modification. Located on the Open POs page within the Invoice expanded view.

Expand

Expand - Displays the details of the selected transaction.

First Page

First Page - Displays the first page of Search Results.

Help

Help - Opens the online help tool. Located on the main navigation bar throughout the Order Mgmt module.

Invoice All

Invoice All - Time saving feature that will complete the Line Item Details section for an invoice at the same time. Located on the Invoice Entry page.

Invoice Cancel

Invoice Cancel - Cancels an existing Invoice. Triggers an Invoice Cancel transaction with the financial system.

Invoice History

Invoice History - Displays a log of the Invoice entries for the Invoice document.

Last Page

Last Page - Displays the last page of search results.

Match

Match - Performs the match action for the selected invoice and receipt transaction. Located on the Invoice Matching page.

Match All

Match All - Allows the matching of multiple invoices to order receipts at one time. Located on the Invoice Matching page.
**Match Invoice**

**Match Invoice** - Displays the Invoice Matching page to initiate an invoice-receipt match for a Purchase order. Located in the Actions column for an invoice that has not been previously matched to the order receipt.

**Next Page** - Displays the next page of Search results.

**OK** - Closes a system message window after you have read the contents.

**Pending** - Indicates that the Invoice transaction is awaiting approval from the designated Approver. Located on the Approval Map page.

**Previous Page** - Displays the Previous page of Search Results.

**Proceed To Match**

**Proceed to Match** - Opens the Invoice Matching page for a 3-way match (PO, Receive, and Invoice). Located on the Invoice Entry page after an initial save action have been performed for an Invoice.

**Reset**

**Reset** - Clears your selections and/or entries on a particular page.

**Rejected** - Indicates that the selected Invoice transaction has been rejected by an organization approver. Located on the Approval Map page.

**Reverse All**

**Reverse All** - Removes existing matches between Invoices and Order Receipts at one time.

**Reverse Match**

**Reverse Match** - Removes an existing match association between an Invoice and an Order Receipt.

**Save**

**Save** - Saves your changes and/or entries.

**Submit**

**Submit** - Submits the Invoice Transaction into Approval workflow then to the financial system.

**Supplier Notification**

**Supplier Notification** - Displays the Notify Supplier page to create and send a supplier notification through the Invoice Management module.
Upload New Document


Vendor Profile - Displays contact information for selected supplier.

View Invoice - Displays the Details of a previously created invoice. For invoices that have the status of Submitted for Payment or Paid, the Financial System voucher # will be listed.

View Invoice History - Displays the details of the Invoice statuses in a log entry format. Any Rejection reasons from the financial system will be listed within the Invoice History.

View Matches - Displays the details of a previous invoice-receipt match. Available from the Actions column for any invoice that has completed a match with the order receipt.

Waiting - Indicates on the Approval Map page that the selected Purchase document requires further action by a previous user in the Approval workflow before action can be taken by the specified user.