1. From the Available Actions on the purchase order - choose Create Invoice

2. Click on Buy	er Invoice tab.					
View Detailed Manual Entry						
at the second second						
Simple Manual Entry Buyer	Approvals Matching Comm	ents Supplier Messages Attac	hments History			
Summary Payment J	ation Discount, Tax, Shipping &	Handling Codes				?
Hide header					1	Hide value descriptions
	General	?	Addresses	?	Note/Attachments	?

A. Enter Supplier Invoice number and invoice date in the General Section by clicking on the edit button.

Simple Manual	Entry Buyer Invoice	Approvals Matching Comments Sup	plier Mes	Hide header			
Summary	Payment Information	Discount, Tax, Shipping & Handling	Codes	Invoice Information	General	?	? X To
Hide header				Invoice Type	Invoice		18
	G	eneral	?	Invoice Number Supplier Invoice No.	no value		- 8
Invoice Type	Invo	oice	edit	Supplier Name	CDWG more info		- 8
Invoice Numb	er no v	ralue		FRS Vendor Number			- 81
Supplier Invoid	ce No. no v	ratue Required field 🔗			Save Cancel		
Supplier Name	e CDV	VG more info		Discount Date	no value		
FRS Vendor Nu	umber no v			Due Date	1/14/2020		
				Terms	0, Net 7		
				Terms Discount	0.00 USD		Accountin
Invoice Date	nov	value	edit	Invoice Name	2020-01-07 advanceduser1 04		Fiscal Year approval r
	•••	Required field 🖉		Invoiced By	Advanced 1	edit	Payment N
Discount Date	nov			Match Status	Unmatched		Record No
Due Date	1/14	4/2020		Invoice Source	Manual		Record Da
Terms	0. N	et 7		Contains substituted item(s)	×		Tax Identif
				Original Bid or Contract #	no value		

3. Attach your paper invoice in the Note/Attachments section – Internal Attachments – Add Attachments.



A. Scroll down to line item and click on the edit button for the line that has the split. If you are not paying the full amount of the line item, this is where you will change the amount by clicking on the edit button next to the Ext. Price.

P00001183 44 Add more lines from this P0 P0 Product Description Line	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price		
1 🗸 1 Oracle Database Enterprise Edition - Processor Perpetual per attached Ordering Document 📄 more info	N/A	1/EA	10,000.00 USD	1 EA	10,000.00 USD	edit	

B. Click on View/Edit by line item to open the split accounts on the line.

									-
ne Item Details									?
le line details						For selected	line items Rer	move Selected Items	Go
dd Non-PO Item									
00001185 🖻 Add ma	re lines from this PO								
PO Line Product D	escription			Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	2
1 √ 1 Oracle Da	tabase Enterprise Edition - Processor Perpe	tual per attached Ordering Docume	nt 🖹 more info	N/A	1/EA	10,000.00 USD	1 EA	10,000.00 USD	edit
						For selected li	na itams Ram	ove Selected Items	T Go
						For selected li	ne items Rem	ove Selected Items	Go
PO Line Product Desc	ription			Catalog No	Size / Packaging	For selected li	ne items Rem Price Quar	ove Selected Items	• Go
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PO Line Product Desc ✓ 1 Oracle Datab Accounting Codes (a) values have been ov LINE	ription ase Enterprise Edition - Processor Perpetua erridden for this line Chart 5 Ctr for Veterinary Health Sciences	I per attached Ordering Document Fund 160010-5 Teaching Hosp. Admin	more info Commor Services, Repair Repairs and Mainter materials, xupples, lab	Catalog No N/A dity rs & Maint nance including or, motor vehicle	Size / Packaging 1/EA Account 707350 Maint Cont-D/P Soft	For selected li Unit F 10,000.00 I Amount of Price 16,689.16 USD	ne items Rem Price Quar USD 1 EA	edit	V Go Price
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C. Adjust the amounts for each account to total the amount for the line and click save.

V 1 Oracle Databas	e Enterprise Edition - Processor Perp	betual per attached Ordering Document	more info	N/A	1/EA	10,000.00	USD 1	:A
Accounting Codes								?)
For one or more line	es, the amount of price splits total does	s not equal the line item's price. (Line 1) - Line	2					
LINE								
	Chart	Fund	Commodity	Acc	ount	Amount of Price 🔻	add split	
	5 Select from all values	160010-5 Select from all values	Services, Repairs & Maint Select from all values	707 Select from	350 all values	16,689.16	remove	
	5 Select from all values	167170-5 Select from all values	Services, Repairs & Maint Select from all values	707 Select from	350 all values	6,816.70	remove	
		_		Line subtotal: 10,000	.00 USD Split Total	23,505.86 USD	add split	
						recalculate / validate	•	
		s	ave Cancel					

5. Review the split to verify amounts are correct.

6. Return the to the summary tab and review/verify everything is correct and click Complete in the upper righthand corner.



If you forget to attach the paper invoice before submitting you can open the invoice and attach it in the comments.

IMPORTANT NOTE***: If a valid invoice is not received, do not create a buyer invoice or a duplicate payment could occur. Staples and other punch-out vendors may send electronic invoices, so you do not need to create an invoice. A packing slip or order confirmation is not a valid invoice.