

Invoice Approval Process Roadmap (Processing Receipts)

May 27, 2010



Report ID: APY1090

PeopleSoft Accounts Payable
MATCH EXCEPTION REPORT

Vendor Name	VOUCHER DATA						PURCHASE ORDER DATA				
	Voucher	Line	Inv. #	Vchr Qty	Vchr Price	Vchr Amt	PO ID	Ship To	Line	Sched	PO Qty
AMERTELEPH-001	00358634	2	AP0981090290	1.00	13.64	13.64	0000025006	GCB 352	1	1	1.00
	00358634	2	AP0981090290	1.00	13.64	13.64	0000025006	GCB 352	1	1	1.00
OFFICEDEPO-001	00358119	1	476508419001	1.00	16.99	16.99	0000026045	GCB 352	1	1	1.00
	00358119	1	476508419001	1.00	16.99	16.99	0000026045	GCB 352	1	1	1.00

Receipt #1
Receipt #2

Vouchers with Match Exceptions for Ship to ID GCB_352 2

Total Vouchers with Match Exceptions 2

#11 #9 #9 #5 #7

Scenario: The Match Exception Report has arrived in your inbox. Create a receipt for each invoice. You will need to create two receipts. The first receipt will be for invoice number AP0981090290 and another receipt for invoice 476508419001. Use page 1-2 to assist you with creating receipts. NOTE: The numbers on the map reference the numbers on the instruction page.

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- Instructions:** Create a receipt for each invoice that appears on the Match Exception Report.
1. Login to UNO Financials.
 2. Navigate to: **Purchasing>Receipts>Add/Update Receipts.**
 3. Enter **UNOLF** in the **Business Unit** field. (This field usually auto populates.)
 4. Select, Add.
 5. Enter the **PO ID** from the Match Exception Report in the **ID** field. **(Use Roadmap)**
 6. Select, Search
 7. Check the appropriate box(es) in the **Sel** column for each **PO Line** that appear on the Match Exception Report in the **Purchase Order Data** section. **(Use Roadmap)**
 8. Select, OK button.
 9. In the Receipt Lines section, compare the **Price** with the **Vchr Amt** on the Match Exception Report in the Voucher Data section. The **Price** in the receipt lines section must equal the **Vchr Amt** on the Match Exception report. If they do not match modify the **Price** field to match the value of the **Vchr Amt.** **(Use Roadmap)**

OR

In the Receipt Lines section, compare the **Receipt Qty** with the **Vchr Qty** on the Match Exception Report in the Voucher Data section. The **Receipt Qty** in the receipt lines section must equal the **Vchr Qty** on the Match Exception report. If they do not match modify the **Receipt Qty** field to match the value of the **Vchr Qty.** **(Use Roadmap)**

Receipt Formula

Price=Vchr Amt

Receipt Qty=Vchr Qty

10. Select, **Optional Input** tab in the Receipt Lines section.
11. In the **Invoice Number** field enter the **Inv.# EXACTLY** as it appears on the Match Exception Report in the Voucher Data section. **(Use Roadmap)**

Invoice Formula

Invoice Number=Inv.#

12. Select, Save.
13. Record the Receipt ID for your records.
14. If additional invoices appear on the match Exception Report return to steps 2-12 to create a receipt.
15. Sign Out