Oracle

RIFANS

Rhode Island Financial/Accounting System

Agency Payables Version 12

Training Guide

TABLE OF CONTENTS

1 Navigation 3
1.1 Keyboard Shortcuts 3
1.2 Toolbar Icons 5
1.3 Navigation Notations 6
2 8 Steps on Entering Invoices 7
2.1 Track the approval history of an invoice 18
2.2 Budgetary Controls 19
1 "Insufficient Funds" hold 19
2 Insufficient Budget Holds 19
3 Cash Holds 20
2.3 Printing an Invoice Separator sheet 21
3 Invoice with a PO match 26
4 Payment Inquiry 34
5 Canceling Invoices 36
5.1 Canceling an Entire Invoice 37
5.2 Reversing an Invoice Distribution 40
6 Attaching Forms Electronically 43
6.1 What circumstance would prompt electronically attaching a form to an invoice? 43
6.2 Attaching a SFA 12 43
7 Batch Invoice Import 48
7.1 Entering a Zero Dollar Invoice 49
7.2 Submitting Zero Dollar Invoice for Approval 51
7.3 Running Reports 52
8 Credit Memos 53
8.1 Enter a Credit Memo or Debit Memo that is not PO matched 53
8.2 Matching Credit Memos to Purchase Orders 54
9 Invoice Overview 55

1 Navigation

1.1 Keyboard Shortcuts

Function	Key
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	**Ctrl+S**
Count Query	F12
Delete Record	Ctrl+UpArrow
Display Error	Shift+Ctrl+E
Down	DownArrow
Duplicate Field	**Shift+F5**
Duplicate Record	**Shift+F6**
Edit	Ctrl+E
Enter Query	**F11**
Execute Query	**Ctrl+F11**
Exit (or Cancel Query)	**F4**
Help	Ctrl+H
Insert Record	Ctrl+DownArrow

List of Values	Ctrl+L
List Tab Pages	F2
Next Block	Shift+PageDown
Next Field	Tab
Next Primary Key	Shift+F7
Next Record	DownArrow
Next Set of Records	Shift+F8
Previous Block	Shift+PageUP
Previous Field	Shift+Tab
Previous Record	UpArrow
Print	Ctrl+P
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	UpArrow
Update Record	Ctrl+U

1.2 Toolbar Icons

Toolbar Icons

New	Creates a new record in the active form.	
Find. . .	Displays the Find window to retrieve records.	
Show Navigator	Displays the Navigator window.	
Save	Saves any pending changes in the active form.	
Next Step	Updates the Process workflow in the Navigator by advancing to the next step in the process. Also saves any pending changes in the active form.	
Print	Prints the current screen that the cursor is in. In some cases it may print a report associated with current data.	
Close Form	Closes all windows of the current form.	
Cut	Cut the current selection to the clipboard.	
Copy	Copies current selection to the clipboard.	
Paste	Pastes from the clipboard into the current field.	
Clear Record	Erases the current record from the window.	
Delete	Deletes the current record from the database.	
Edit Field. . .	Displays the Editor window for the current field.	
Attachments. . .	Launches the Attachments window. If one or more attachments already exist, the icon changes to a paper clip on a piece of paper.	
Folder Tools	Displays the folder tool palette.	
Window Help	Displays help for the current window.	

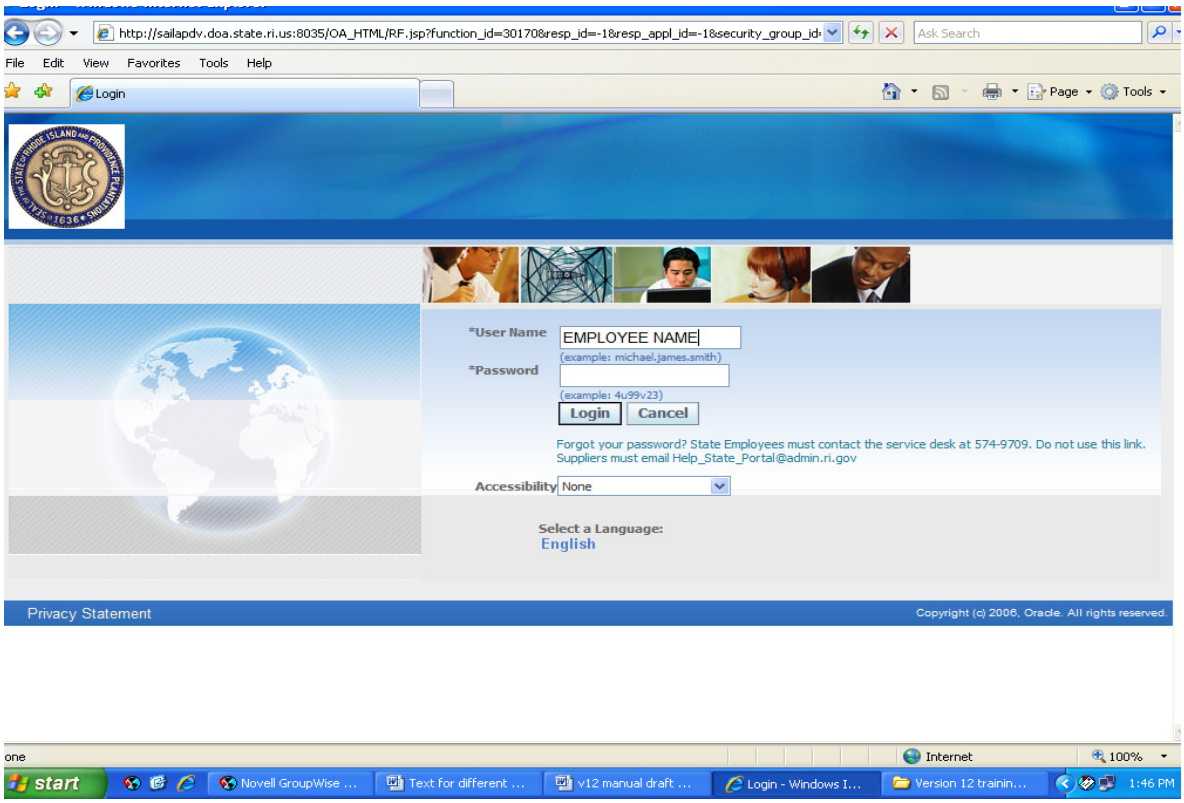
1.3 Navigation Notations

(N)	NAVIGATION
(M)	MENU
(T)	TAB
(B)	BUTTON
(I)	ICON
(H)	HYPERLINK
(ST)	SUB TAB
(R)	RESPONSIBILITY
LOV	LIST OF VALUES
%	WILDCARD

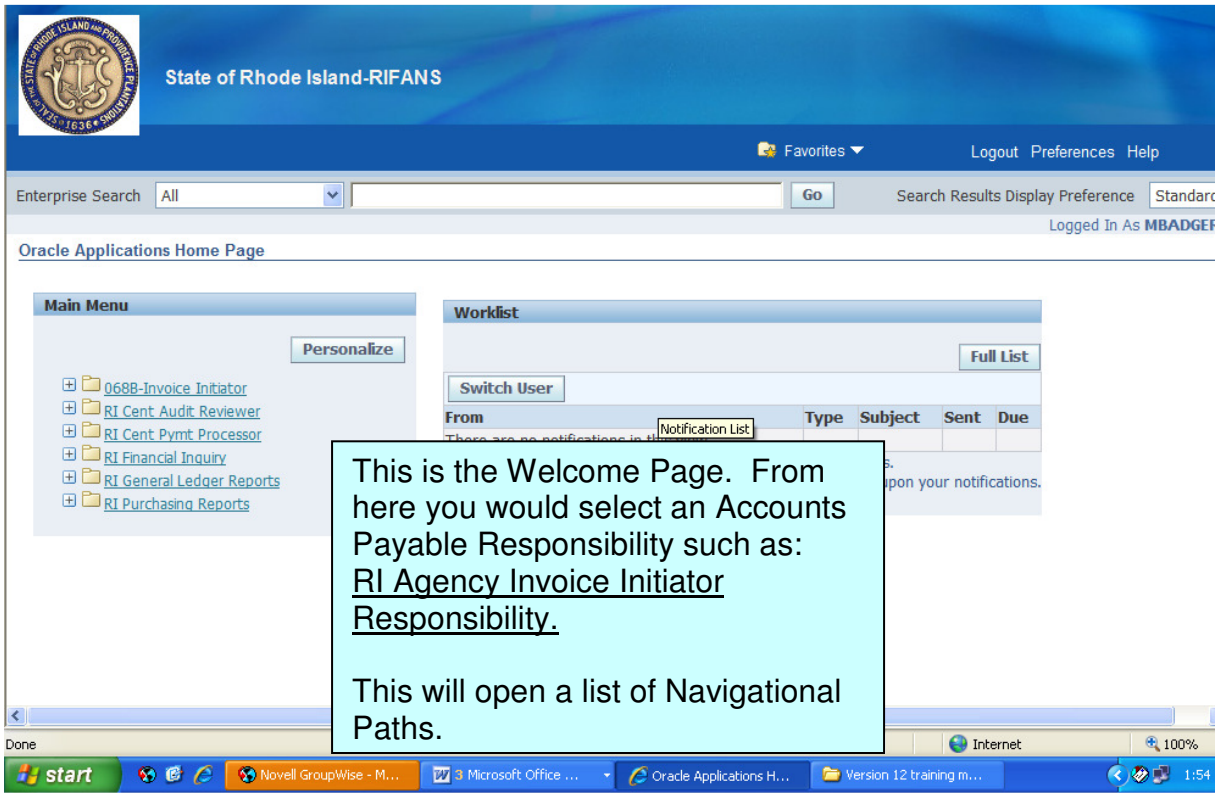
2 8 Steps on Entering Invoices

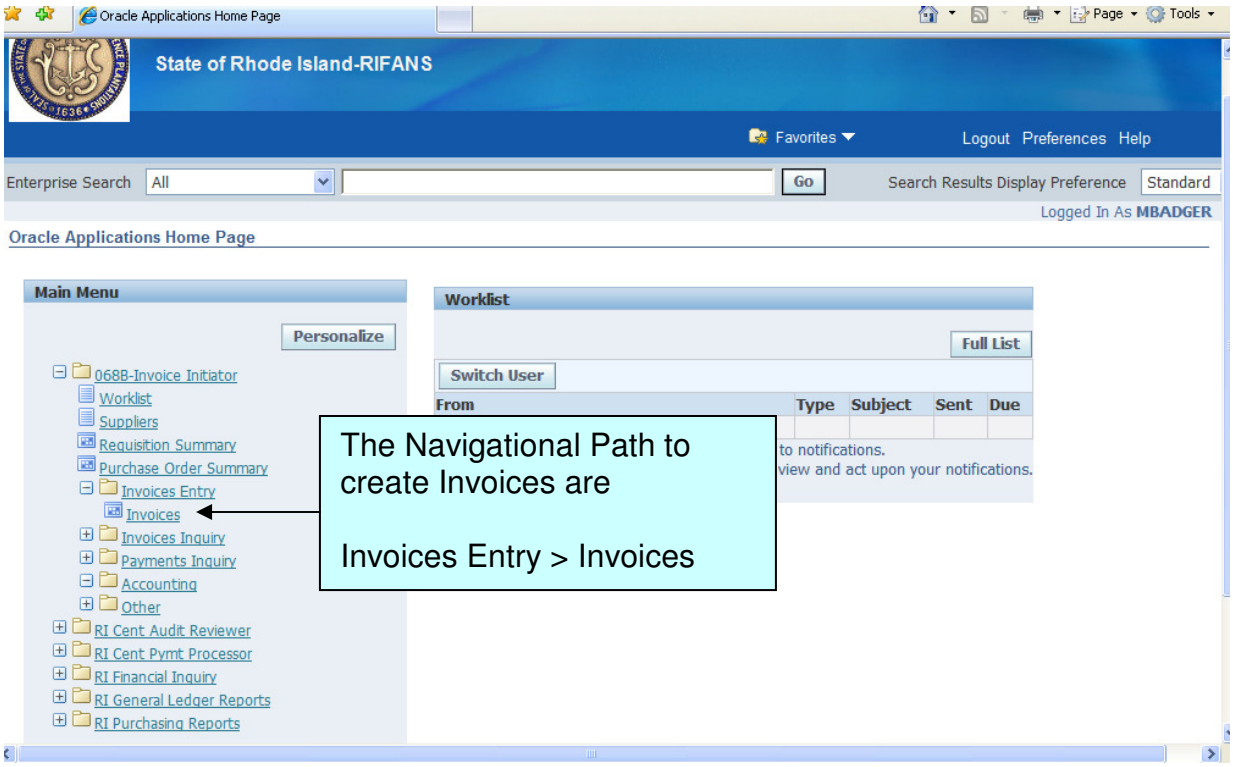
- Receive Invoice
- Enter Invoice
- Match To PO
- View Invoice
- Validate/Initiate
- Approve
- Scan/File
- Pay Invoice

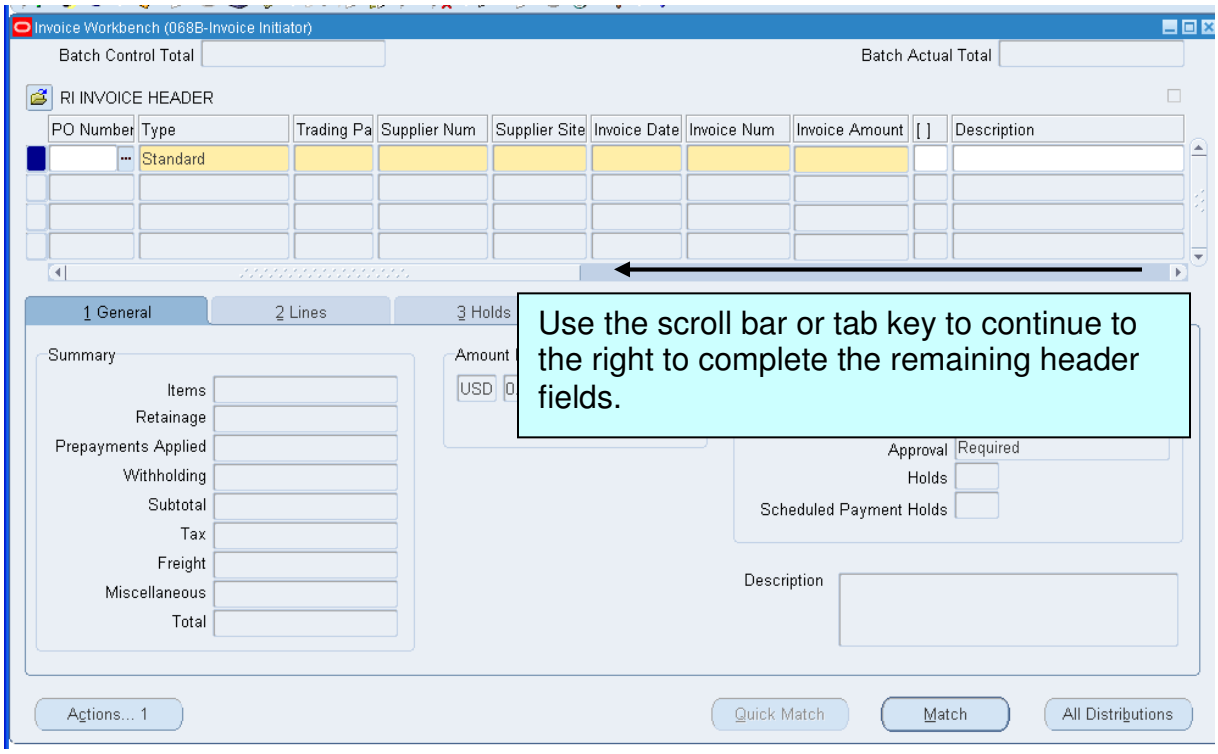
LOGIN SCREEN



HOME SCREEN VIEW







This navigational path will bring you into the Core Accounts Payable forms.

Basic information must be entered into the "header" of the Invoice Workbench. The header is the top of the document (AKA RI Invoice Header). Please use all CAPS when entering data in the invoice workbench.

All REQUIRED fields are represented in yellow. Required fields must have data entered into them before you can continue. The State requested additional fields (**Description** and **Pay Group**) be added to the header.

Description and Pay Group are mandatory but not represented in yellow.

Standard is the default **Type**. Standard invoice is either matched to a purchase order or a direct pay. There is a list of acceptable direct pay invoice payments on the Controller's website (http://controller.admin.ri.gov). All other payments need to be matched to a purchase order. Other **Types** include **Credit** and **Debit Memos**.

Enter the **Trading Partner** (supplier the invoice is from). This field can be searched if you know a portion of the name by using the wildcard search (%).

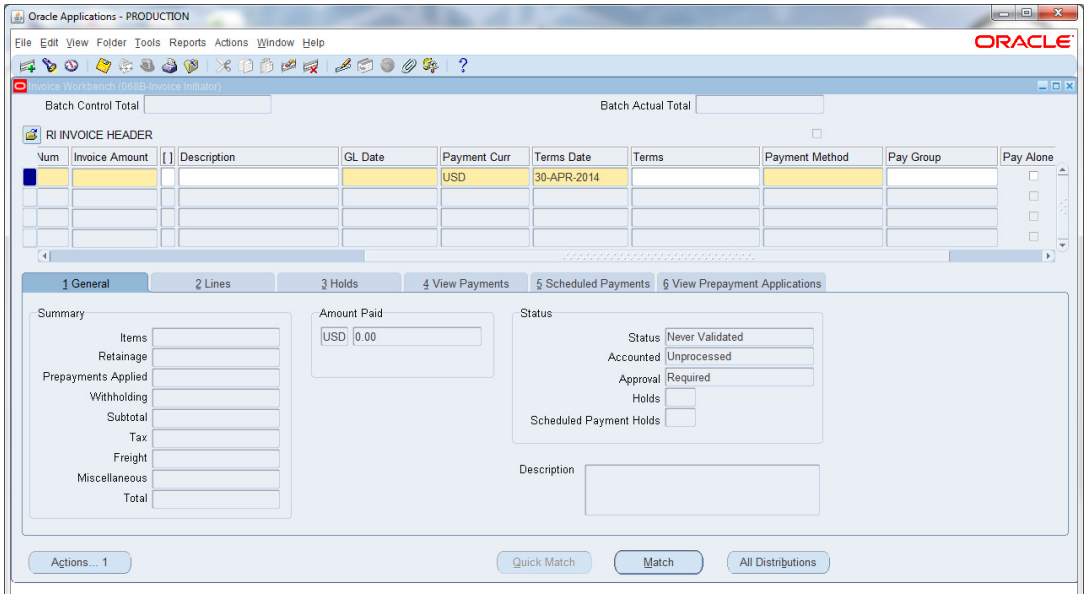
The **Supplier Num** and **Site** will automatically populate. Verify address is correct on the **Supplier Site** based on the remit to on the invoice.

Enter the **date** from the supplier's invoice.

Invoice number: Use the number provided on the supplier's invoice.

If you are unable to locate the invoice #, use the following numbering sequence: Purchase Order Number-Date of Service i.e. 3240000-NOV2014. For a direct pay use the following numbering sequence 14068XXX0001. The **14** represents the fiscal year (14), the **068** represents your agency number, your 3 **initials**, and the 0001 represents a sequential number beginning with 0001. You should **never** use the same document number twice.

The **Invoice Amount** is the amount due to the supplier.



The **Description** field is required (Note: It is *not* a yellow field). This field must contain a detailed *description* that will allow the supplier to determine what they are being paid for.

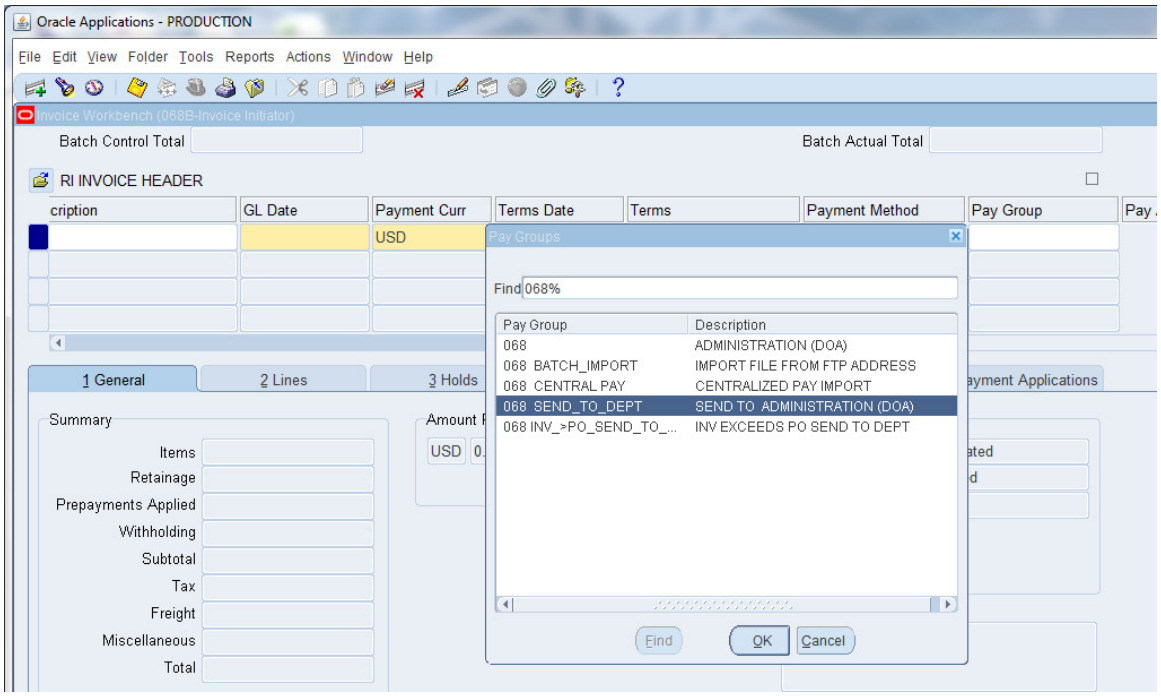
Please type this description in all CAPS. "APRIL 2014 MAINTENANCE" is not a good example of a detailed description. "ACCOUNT #9879-EJT" FOR MAINTENANCE APRIL 2014 SERIAL #123456, LOCATED AT DOA 4th FLOOR IN CBO (always include the invoice number whenever possible) is a good example of a detailed description. The first 14 characters (approximately) print on the top of the check stub.

GL Date, Payment Currency and **Payment Rate Date** will be automatically populated.

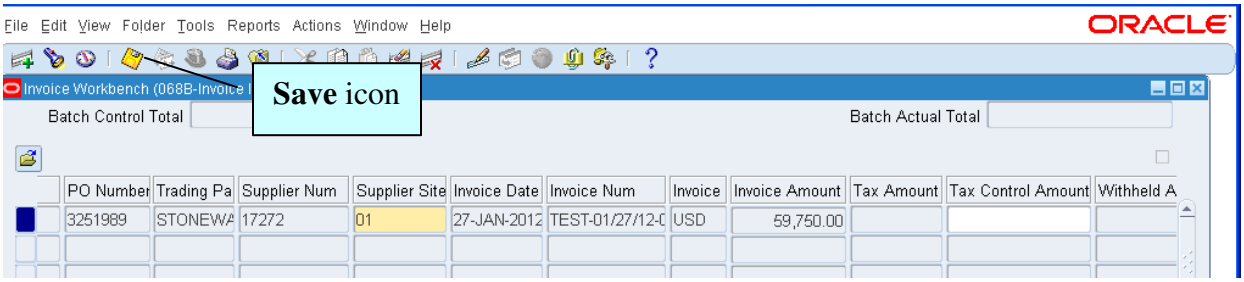
The **Terms Date**, **Terms** and **Payment Method** will be populated. The **Terms Date** must be the same date as the invoice date, not the GL date. All invoices should default to **Net 30 days** as the terms. If not, please change it to reflect **Net 30 days.**

Do *not* change the **Payment Method** as this is derived from the Supplier File. **Payment Method** is controlled by the supplier site: Check, Wire, or ACH (direct deposit).

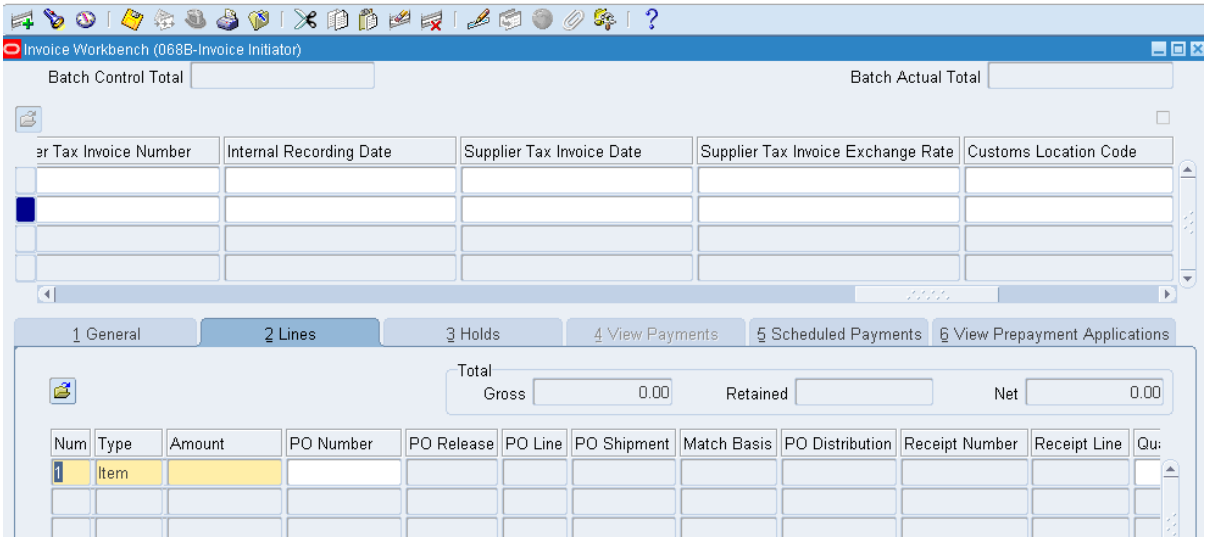
Pay Group is another field not represented in yellow but can be filled. This field is only required when a payment is to be "**Sent to Department**" Please select the **Pay Group** that shows your agency number then send to department.



After entering the **Pay Group,** save the header by clicking on the **Save** icon on the toolbar.



For Direct Pay only, after it is saved, enter your distributions by clicking on the **Lines** tab.



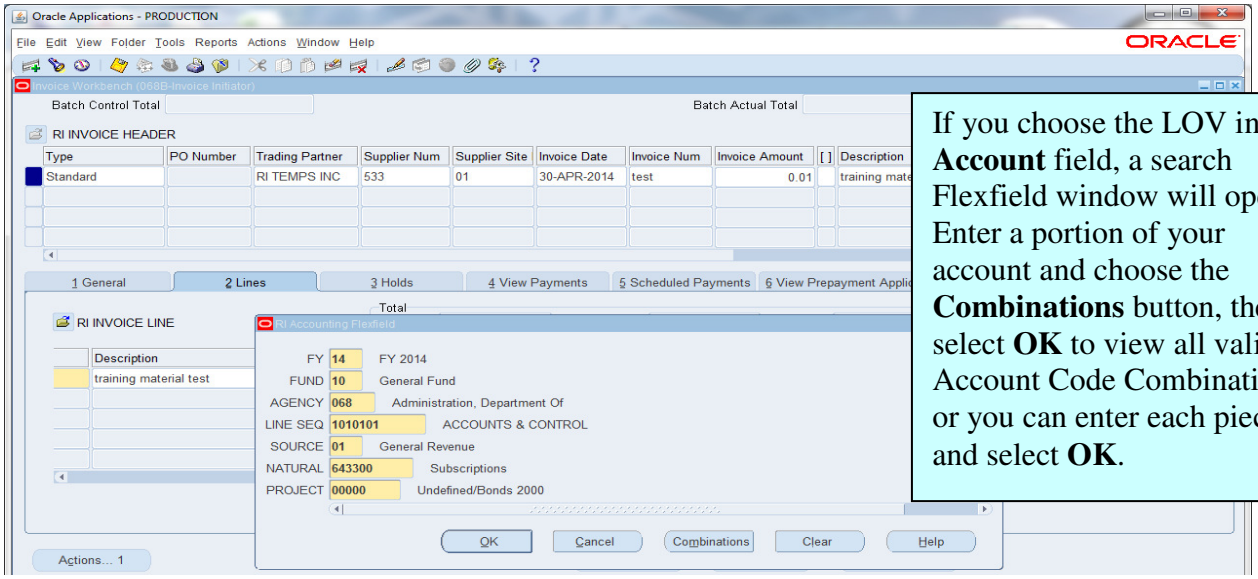
Type will always be Item.

Amount is the cost being charged to a particular state account.

GL Date defaults to current date.

Default Distribution Account: the state account code combination to be charged.

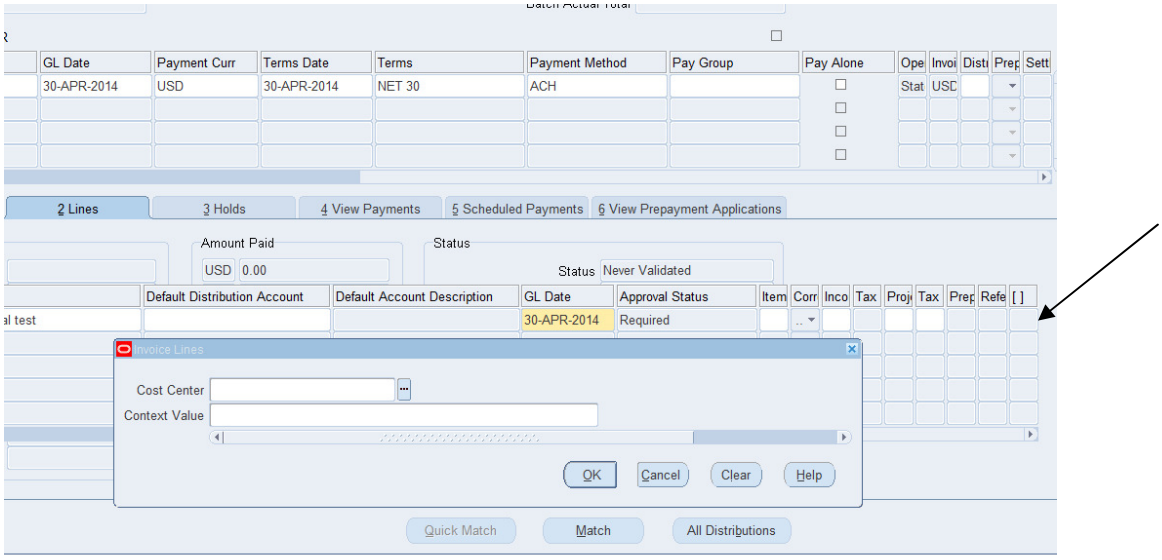
➡ Select the LOV ... to query on valid combinations.



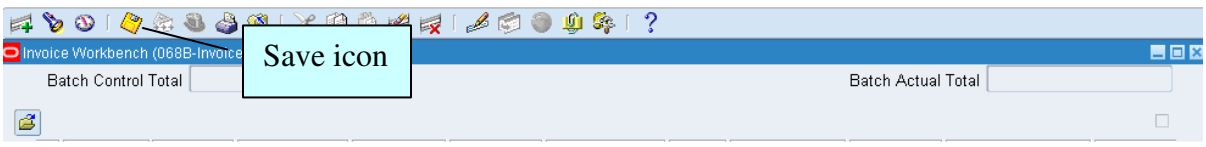
If you choose the LOV in the **Account** field, a search Flexfield window will open. Enter a portion of your account and choose the **Combinations** button, then select **OK** to view all valid Account Code Combinations or you can enter each piece and select **OK**.

Click the **OK** button.

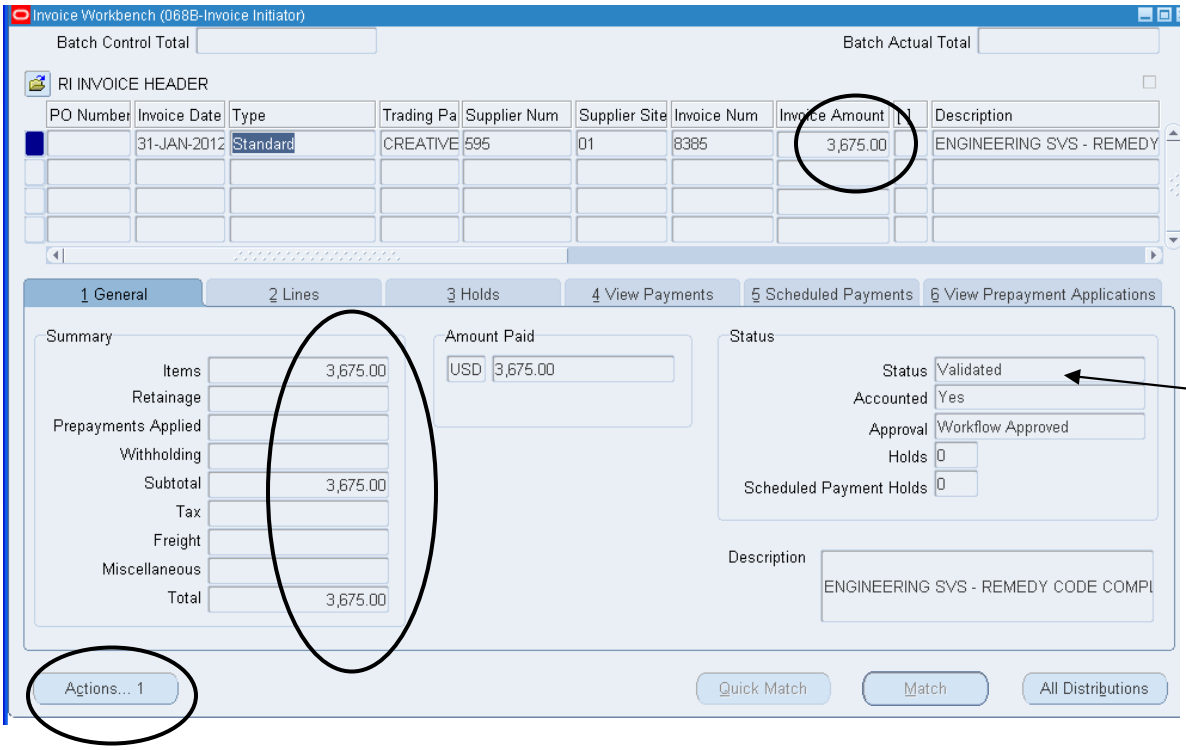
Or type the distribution account in the **Default Distribution Account** field. Once you have successfully selected a valid account code combination, the **Cost Center** field (if needed) can be entered or cancelled. To enter cost centers, scroll over to the end of the line and click below the flex field **[**brackets**]**.



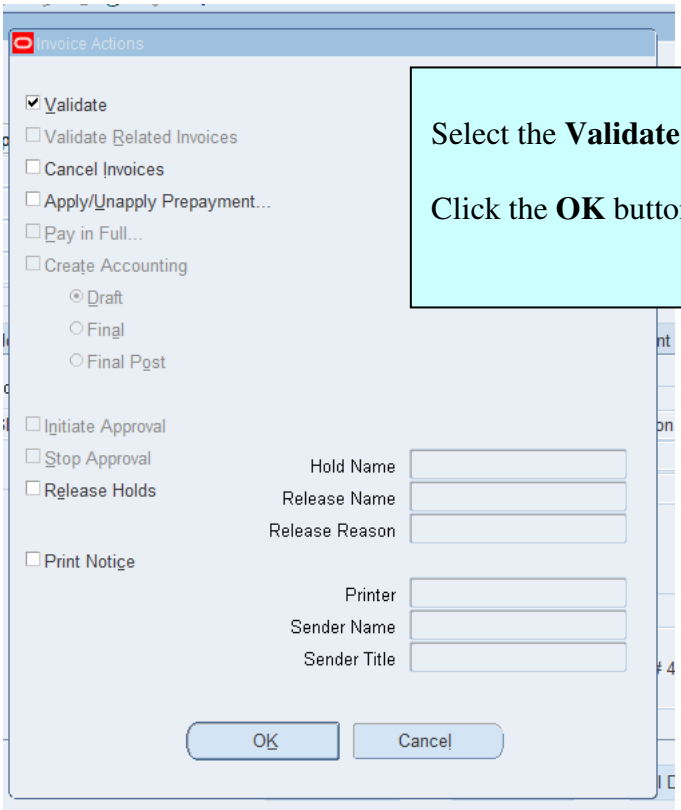
Choose the Cost Center. Click **OK**. Click on the **Save** icon.



Go back to the **General** tab. The **Distribution Total** in the lower left portion of the screen must match the amount in the **Invoice Amount** field in the header (in BLACK). A dollar amount that appears in RED will not pass validation and payment will not be processed.



Click the **Actions…1** button.



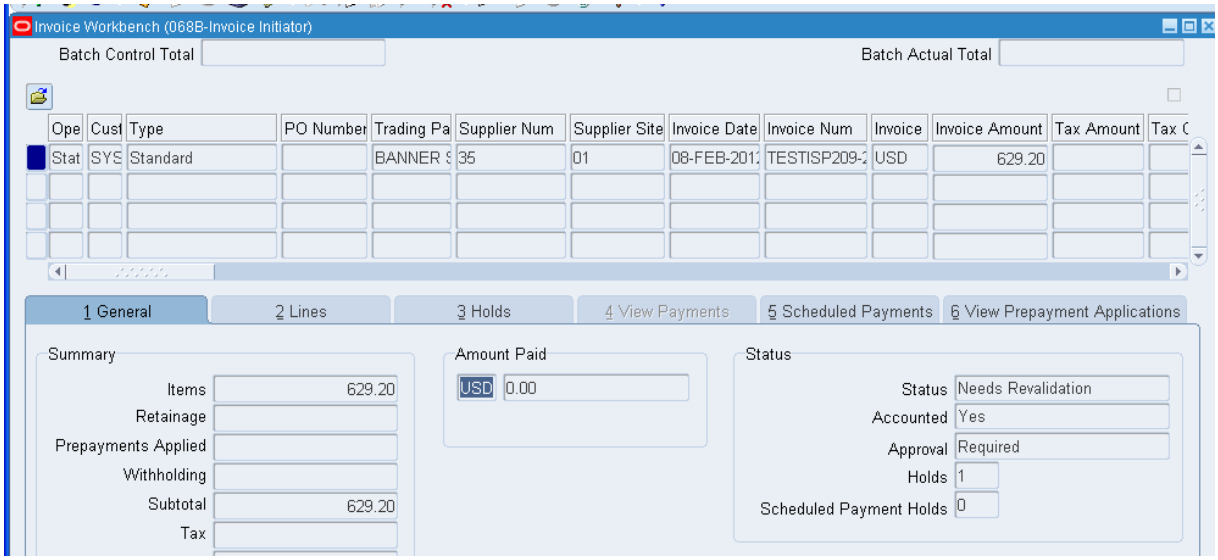
Select the **Validate** checkbox

Click the **OK** button.

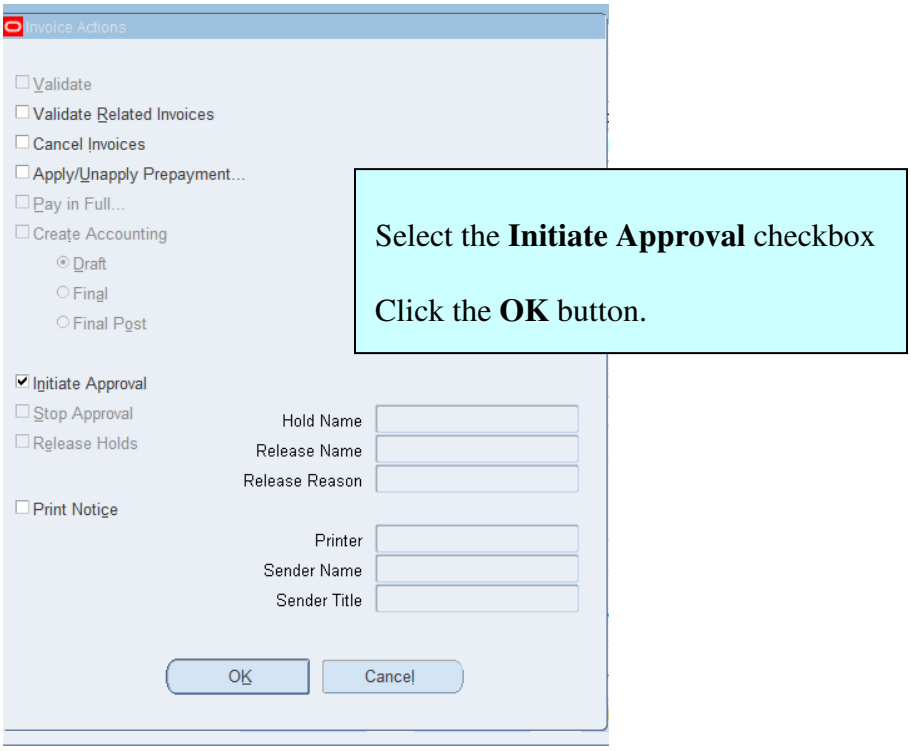
The Invoice Actions window will populate. Click the **Validate** checkbox and then the **OK** button.

If your invoice has passed all validations, the status will be **Validated**. You cannot initiate approval if the status is not validated.

If the status is **Needs Revalidation**, select the **Holds** tab to determine the reason for the hold. Once the issue is resolved, the invoice initiator must revalidate/initiate the invoice and submit for approval.



Click the **Actions…1** button.

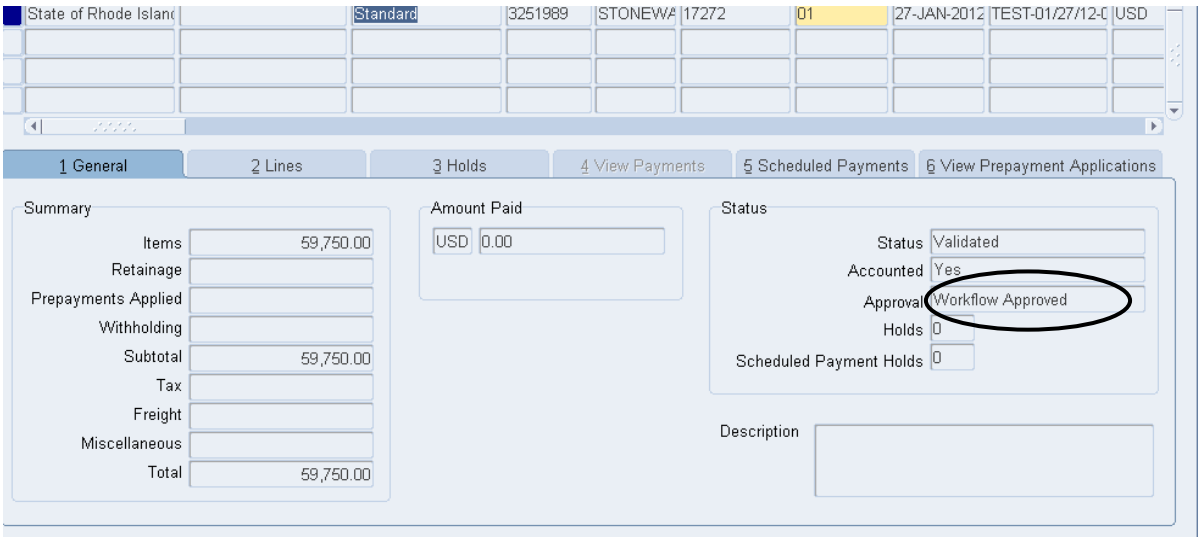


The Invoice Actions window will populate. Click the **Initiate Approval** checkbox and then the **OK** button.

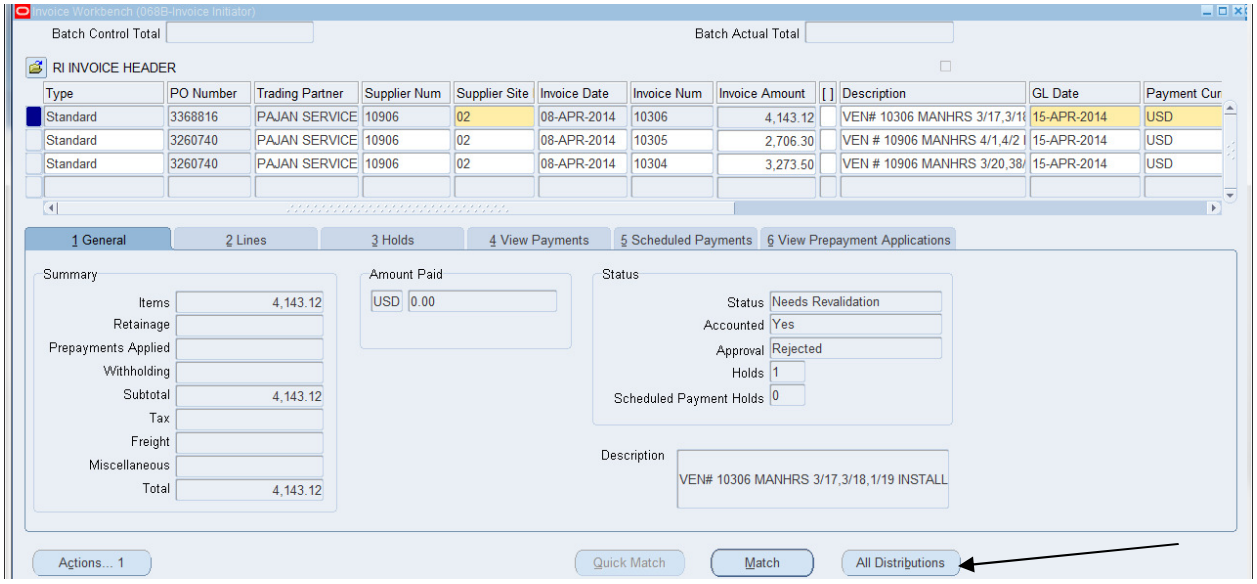
This is the action that sets workflow in action.

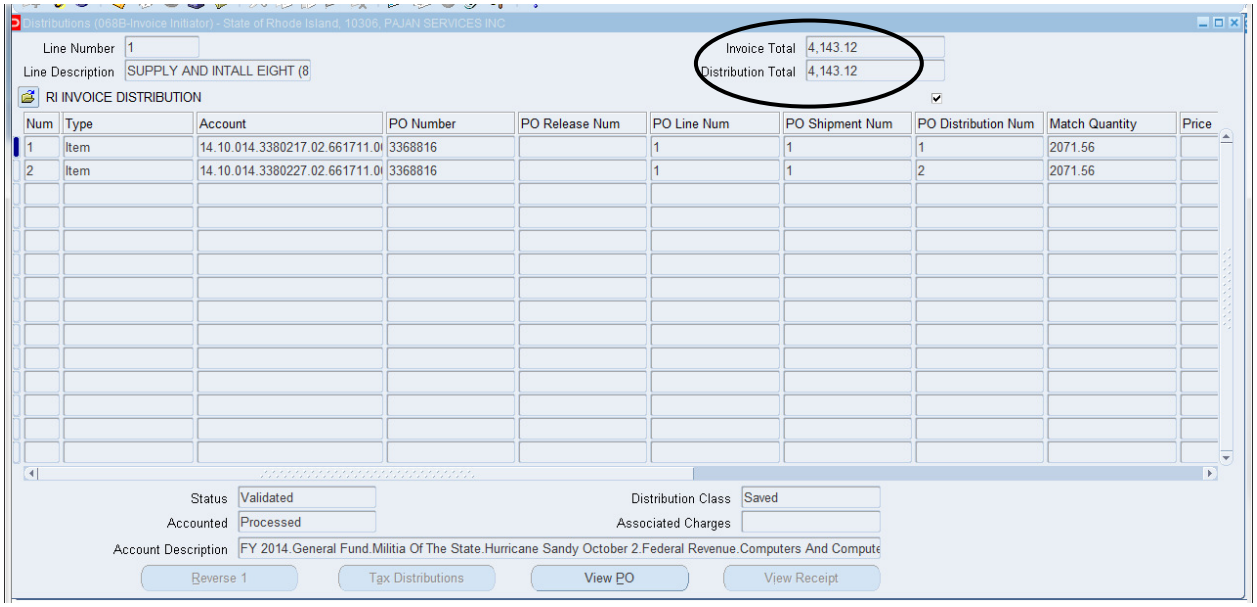
Workflow: the electronic path the document will follow to receive all necessary reviews and approvals within the system.

Once the invoice is approved, the Approval status now reflects **Workflow Approved**.



For a summary of the distributions, click the **All Distributions** button. The **All Distributions** screen is for information only. Changes cannot be made here.



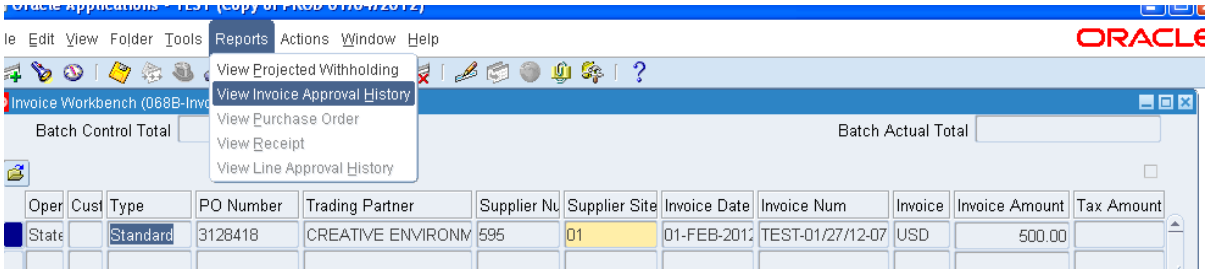


Check the upper right portion of the screen. The **Invoice Total** and the **Distribution Total** should match and be in black.

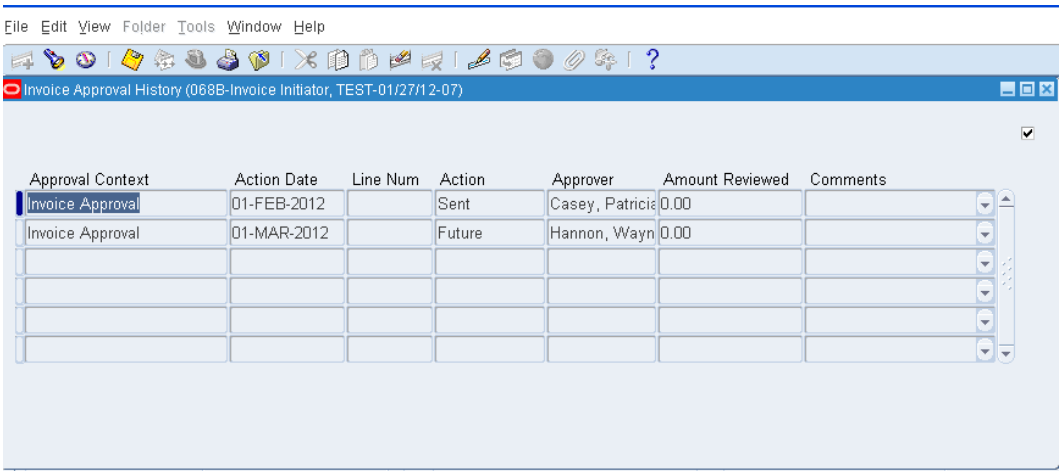
The **Invoice Total** is from the **Invoice Amount** field from the header.

The **Distribution Total** is from the **Amount** field entered on the **Lines** tab **Distribution** screen for a direct pay or brought over from the purchase order if the invoice is PO matched.

2.1 Track the approval history of an invoice



To track the status of your invoice, go to **Reports**, **View Invoice Approval History**.



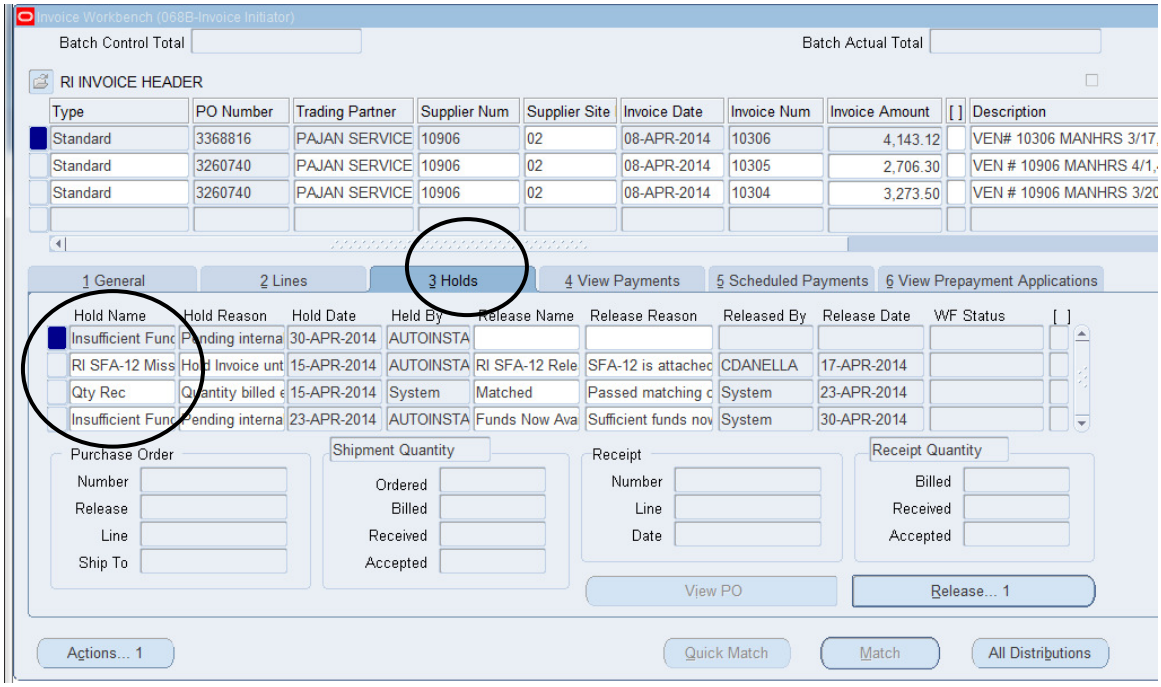
The **Invoice Approval History** window will open. This screen will show the hierarchy list of approvers; when it was electronically received by an approver, and what actions have been taken or need to be taken.

If an invoice has been rejected, look in the **Comments** section of this screen for an explanation.

2.2 *Budgetary Controls*

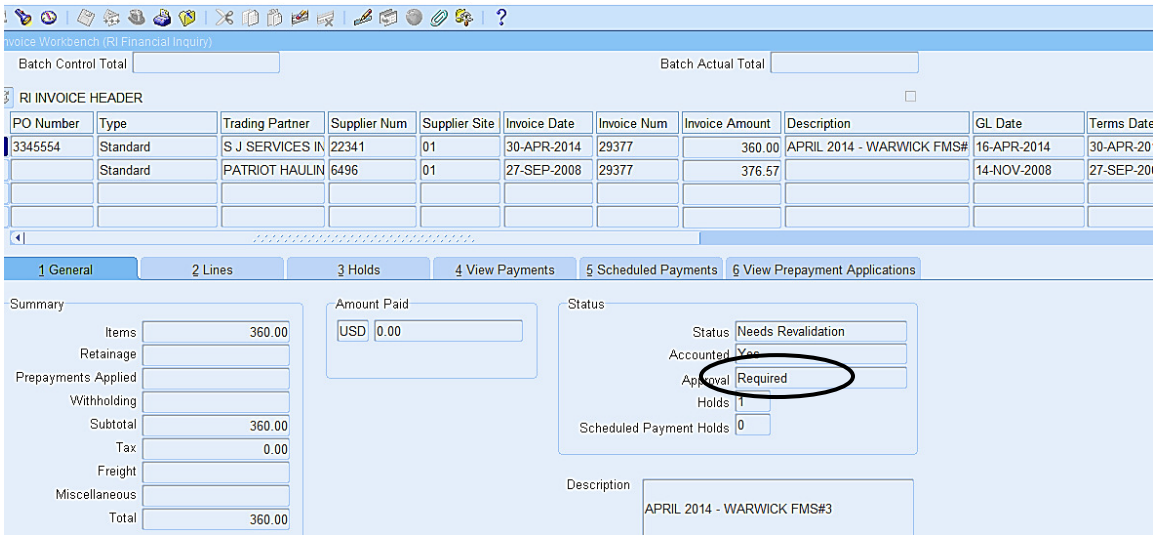
1. *"Insufficient Funds" hold*

Click on the **Holds** tab to view hold reason.

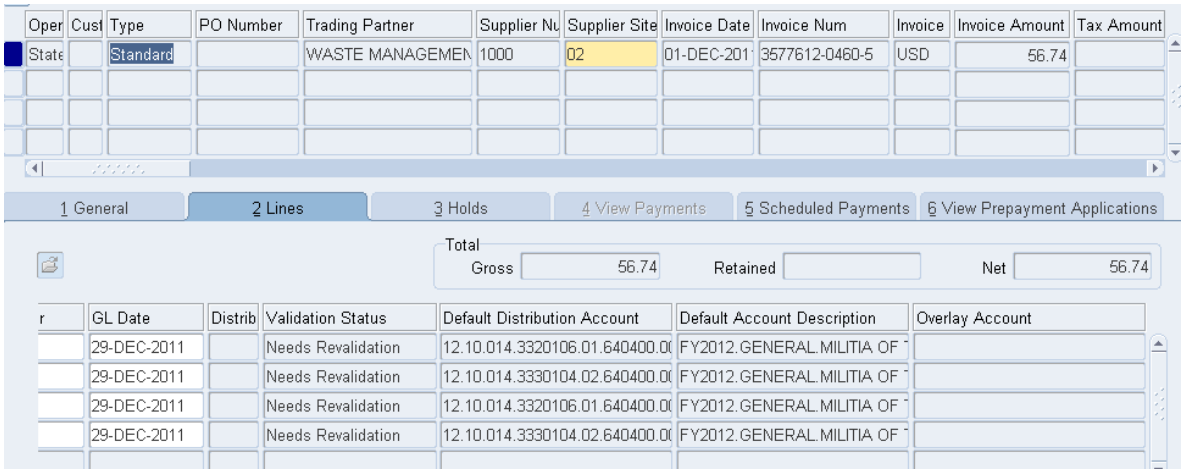


Click on the **General** Tab to view status.

2. ***Budget Holds:*** Items that have the status of "**Required**" have exceeded Budget Controls.



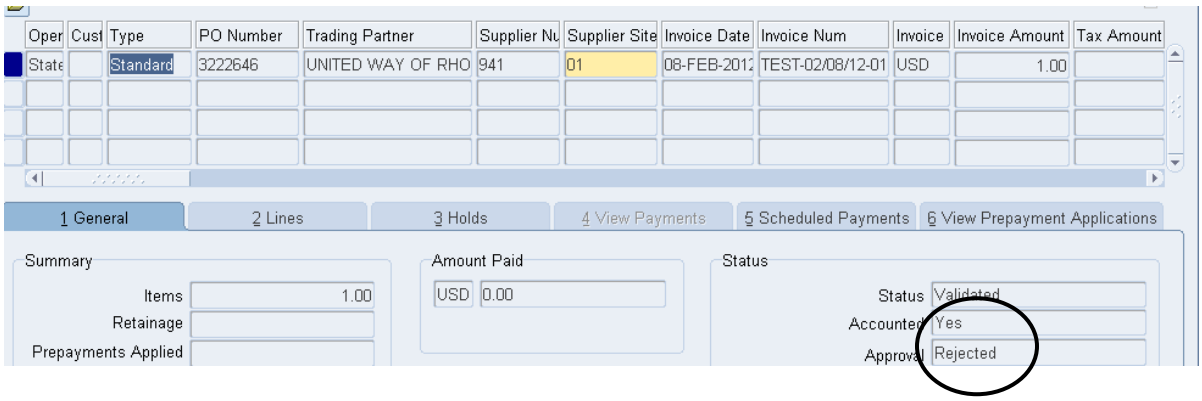
To identify the invoice distribution line that caused the hold, click on the **Lines** tab and scroll over to the **Validation Status** field.



Item numbers that have a status of "Needs Revalidation" failed the funds validation and need to be researched. To release the "Insufficient Funds" hold, try to validate invoice again. If there are enough funds to cover the invoice, the hold will be released and the invoice will validate.

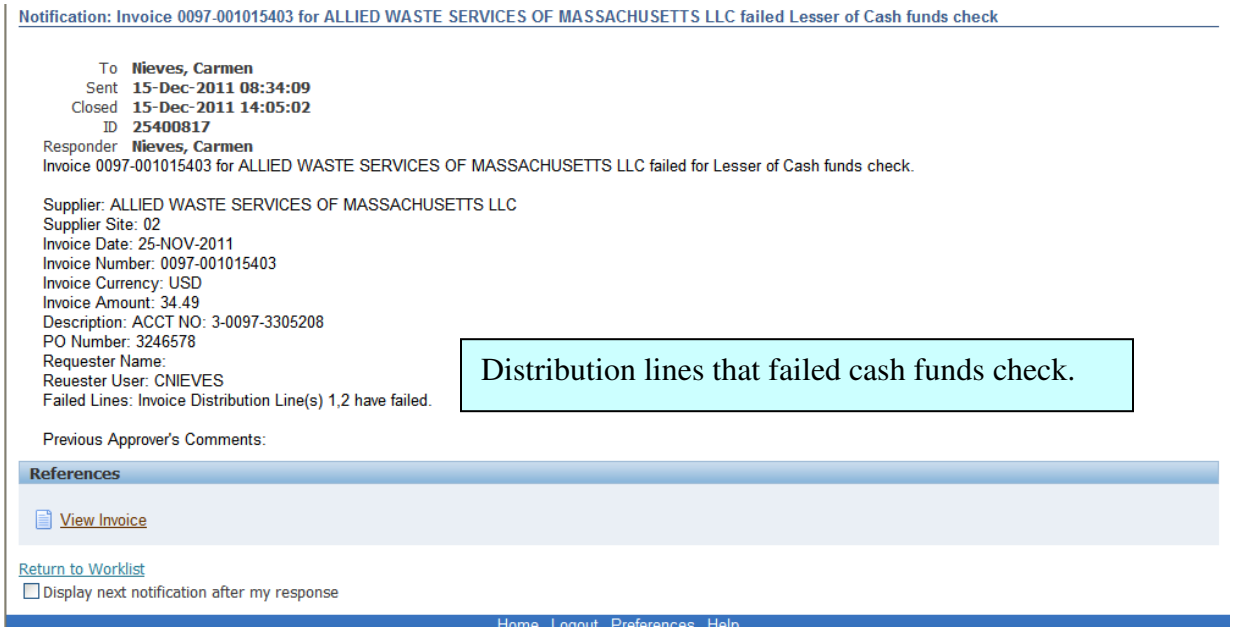
Go back to the **General** tab and click on the **Actions…1** button.
Once the invoice passes validation, the invoice will need to be submitted for approval. (Start the "Initiate Approval" process, see page 16 for details)

3. ***Cash Holds*:** Items that have the status of "**Rejected"** are on hold due to negative cash balances.



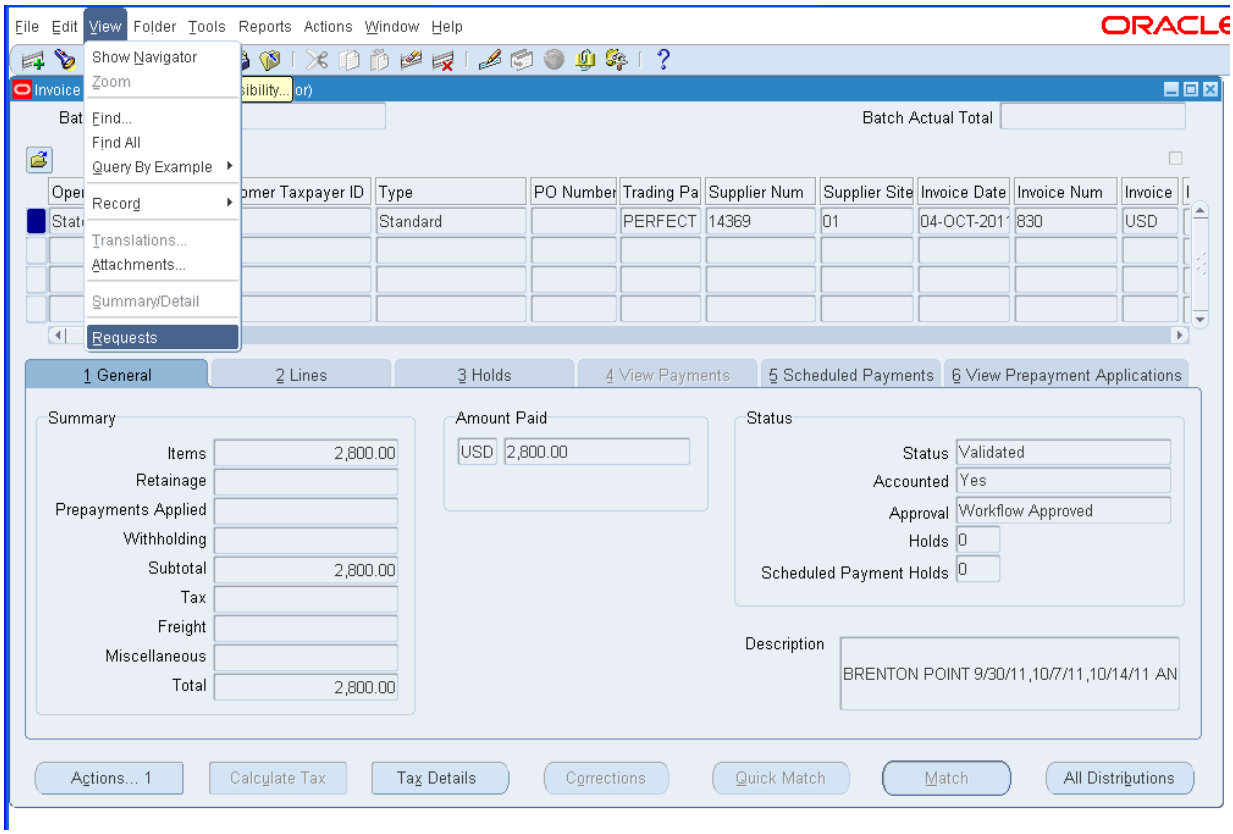
The invoice initiator will receive a notification of the error in the processors worklist.

The notification will include a list of distribution lines whose account does not have enough cash.



Once the cash balance has been resolved, the invoice initiator must manually release the hold and resubmit the invoice for approval.

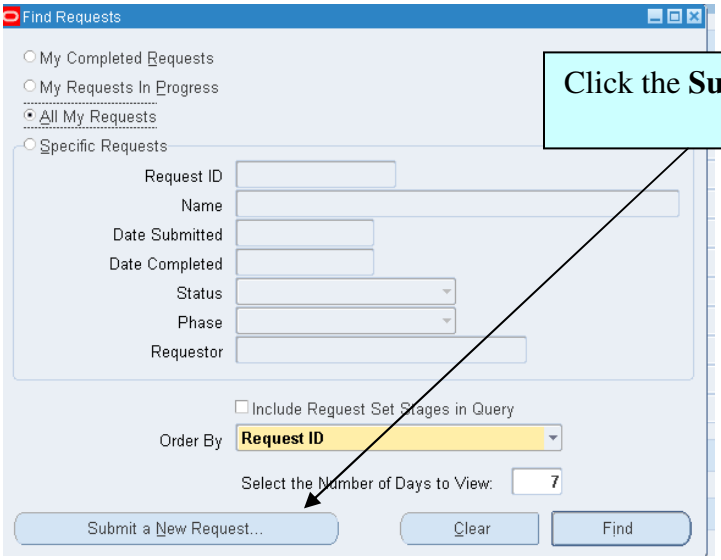
2.3 Printing an Invoice Separator Sheet

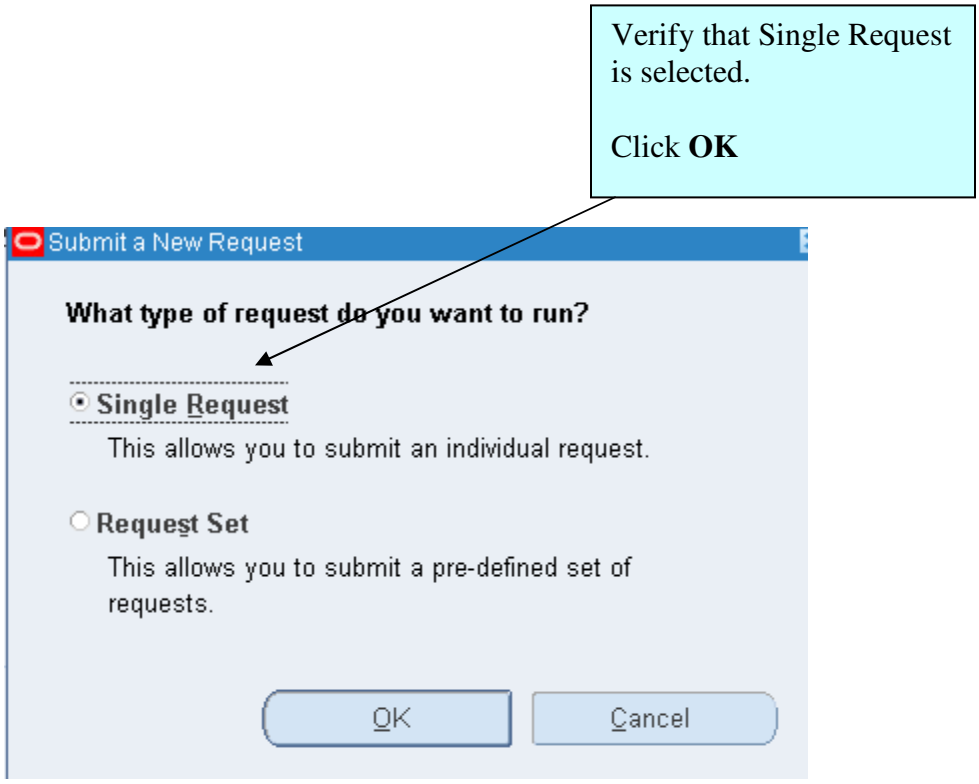


Once the invoice has been created, saved, validated and workflow initiated you can print the separator sheet. The separator sheet acts as a cover sheet for the supplier's original invoice. A separator sheet *must* be printed for every invoice created in the system. (The only exception is an invoice created by a supplier through the supplier portal.)

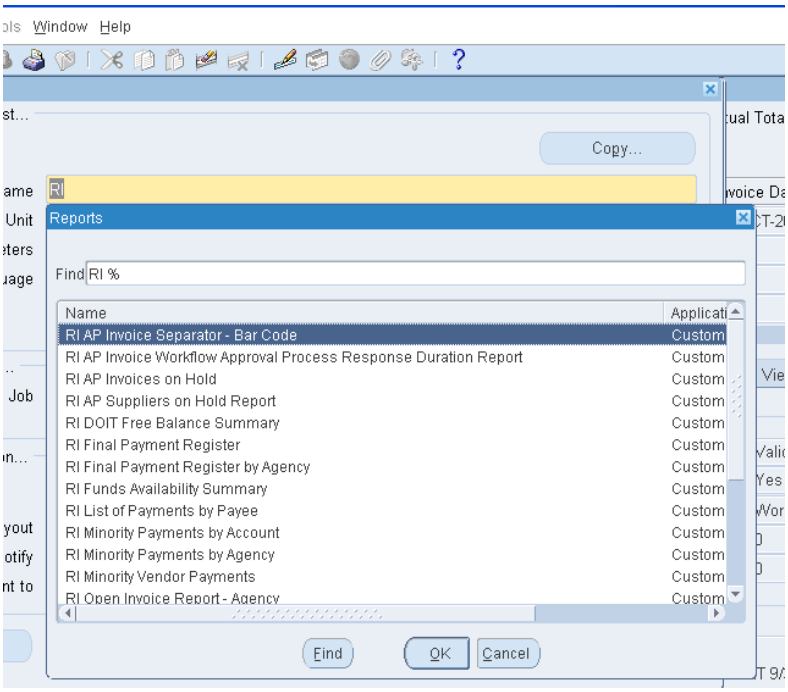
The supplier's bill and any other necessary backup needs to be attached to it and then sent to the Office of Accounts and Control to be scanned.

To print the separator sheet, go to View > Requests to open the find requests window.

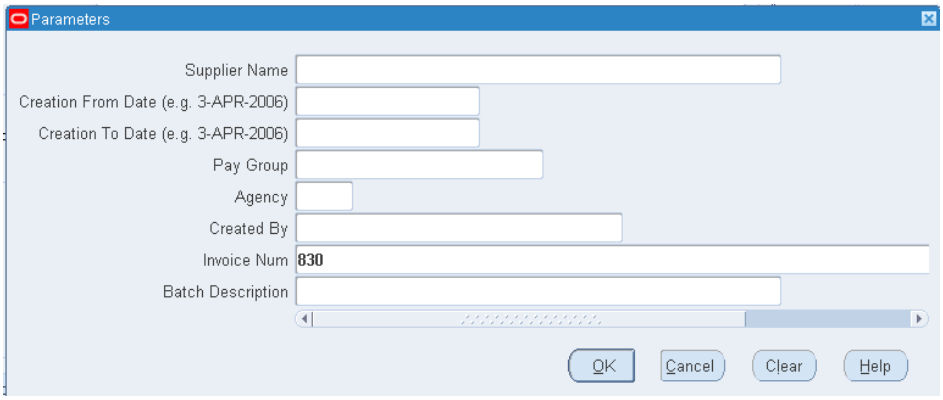




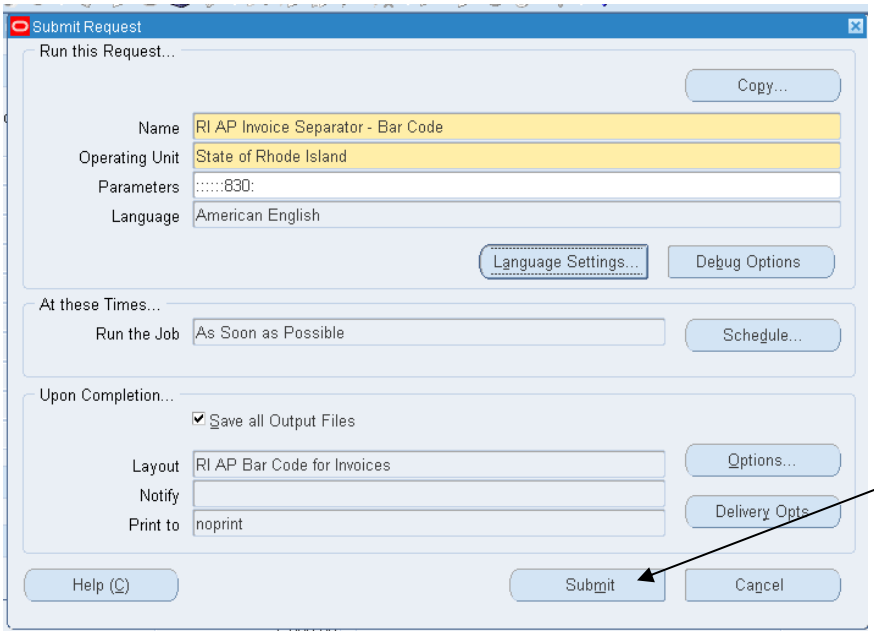
In the yellow **Name** field, type in RI and tab



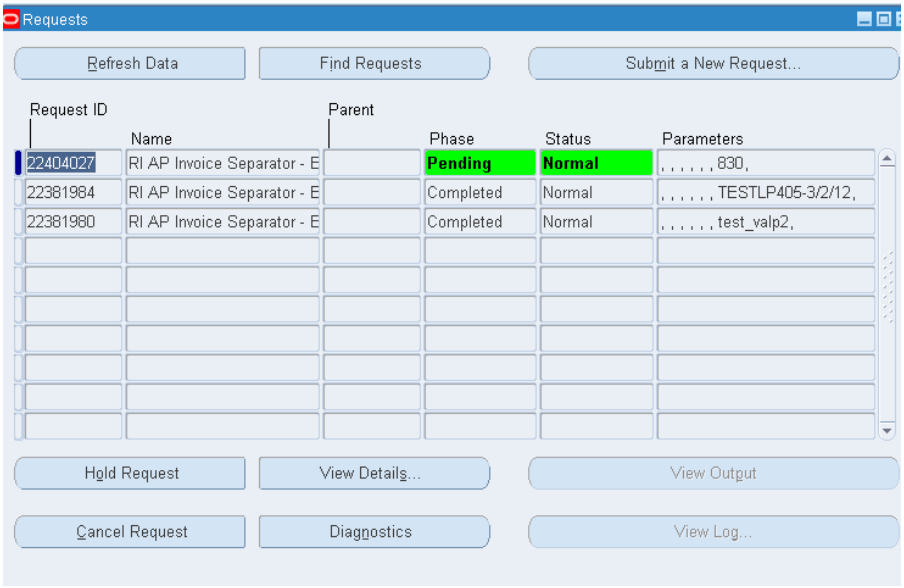
A list of RI Custom reports will open. Highlight (click) the RI AP Invoice Separator – Bar Code report from the list and click **OK**.



If you are printing a Separator Sheet for a single invoice, enter the I**nvoice Number**. If you are printing many Separator Sheets, enter the date you entered the invoices in both the Creation From Date field and the Creation to Date field, enter the created by name and Click **OK**. This will bring up all Separator Sheets created throughout the day in the order it was processed.



Click the **Submit** button.



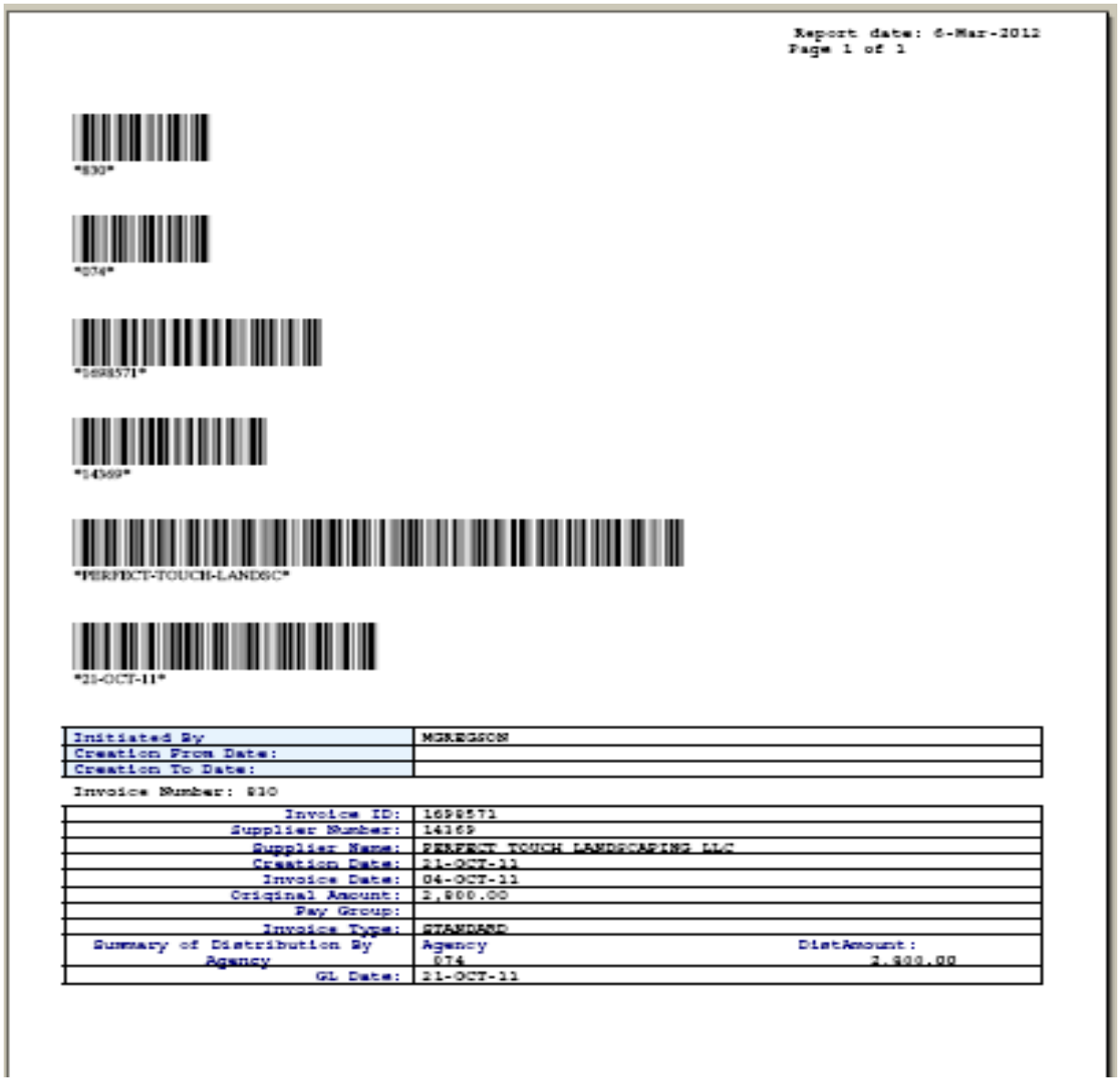
The **Requests** window will open and populate.

Click the **Refresh Data** button.

The **Phase** & **Status** fields will change from Pending:Normal to Running:Normal to Completed:Normal.

You may have to click on the **Refresh Data** button several times depending on the amount of reports in the queue.

Once **Completed: Normal** appears in the Phase and Status field, select the **View Output** button.



Report date: 6-Mar-2012
Page 1 of 1

930

074

1698571

14169

PERFECT-TOUCH-LANDSC

21-OCT-11

Initiated By	MGREGSON
Creation From Date:	
Creation To Date:	

Invoice Number: 930

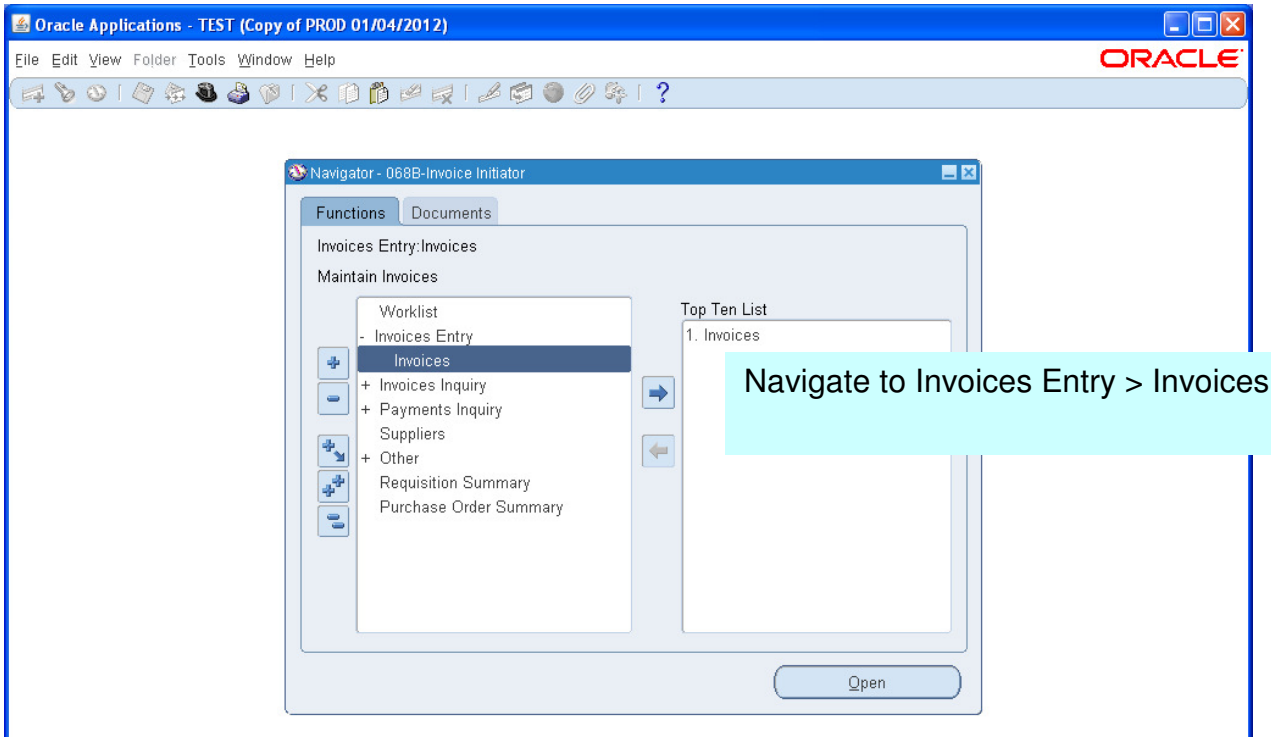
Invoice ID:	1698571	
Supplier Number:	14169	
Supplier Name:	PERFECT TOUCH LANDSCAPING LLC	
Creation Date:	21-OCT-11	
Invoice Date:	04-OCT-11	
Original Amount:	2,900.00	
Pay Group:		
Invoice Type:	STANDARD	
Summary of Distribution By Agency	Agency 074	DistAmount: 2,900.00
GL Date:	21-OCT-11	

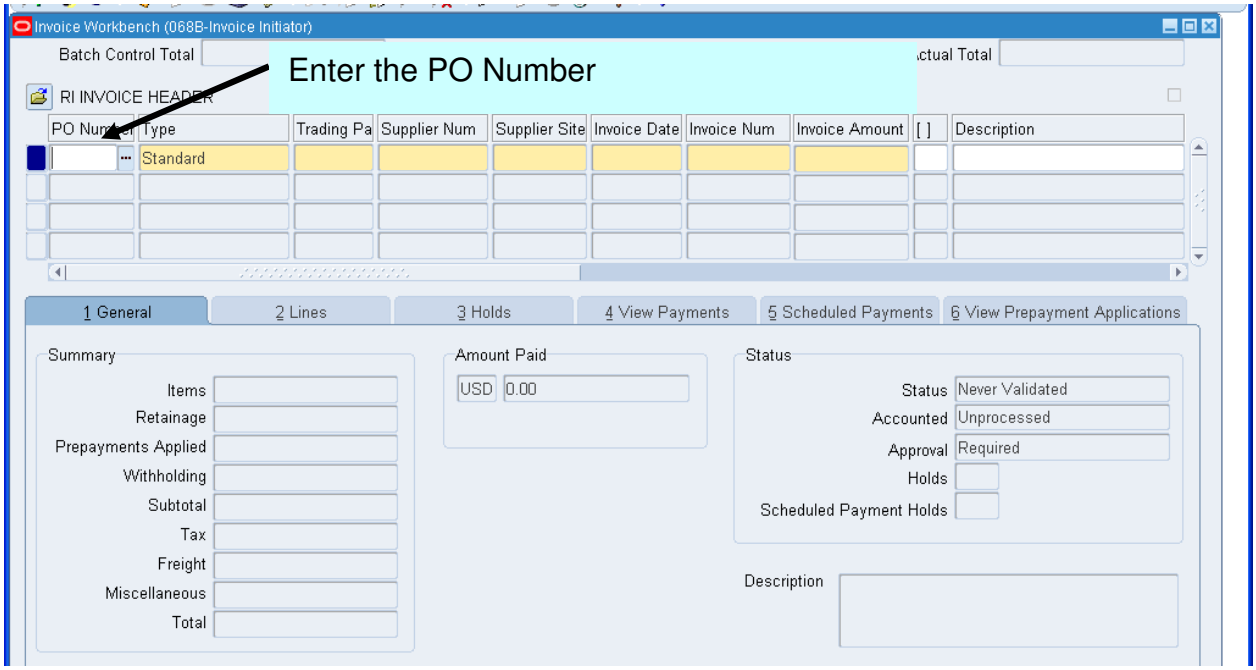
The barcodes are a link between scanning software at the Office of Accounts & Control and Oracle.

Print this out, attach the supplier's backup (invoice) and send to Accounts and Control to be scanned within five (**5**) business days from the creation date. Approvers are instructed to look for the attached scanned documents prior to approving documents.

Failure to submit timely can result in delay in payments.

3 Invoice with a PO match

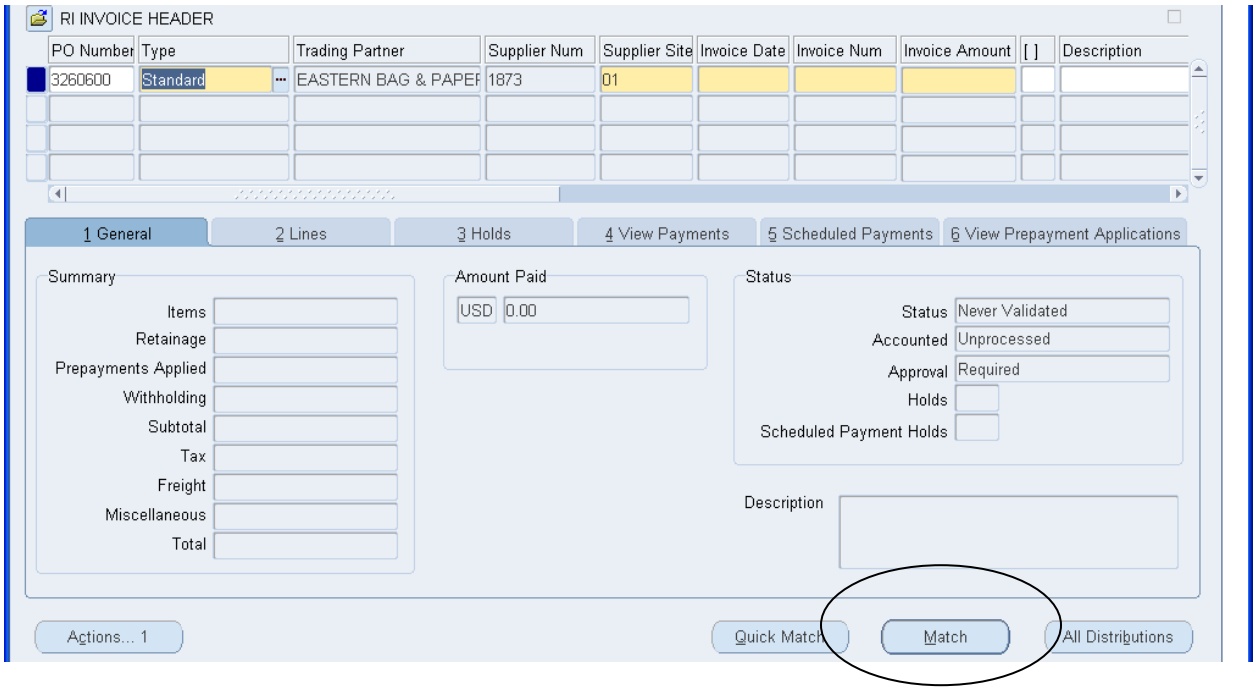




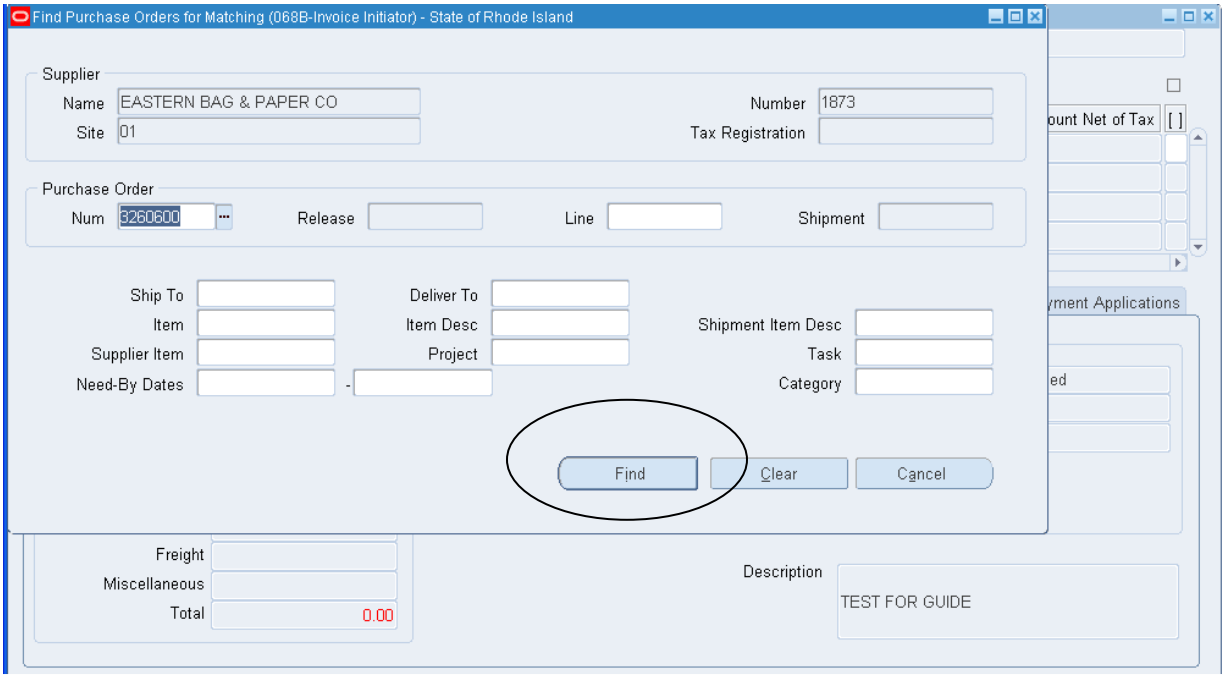
Enter the purchase order number in the **PO Number** field. Click **Tab**. Should default to **Standard** type.

The Supplier (Trading Partner) information will automatically populate from the Purchase Order. Check Site address against invoice.

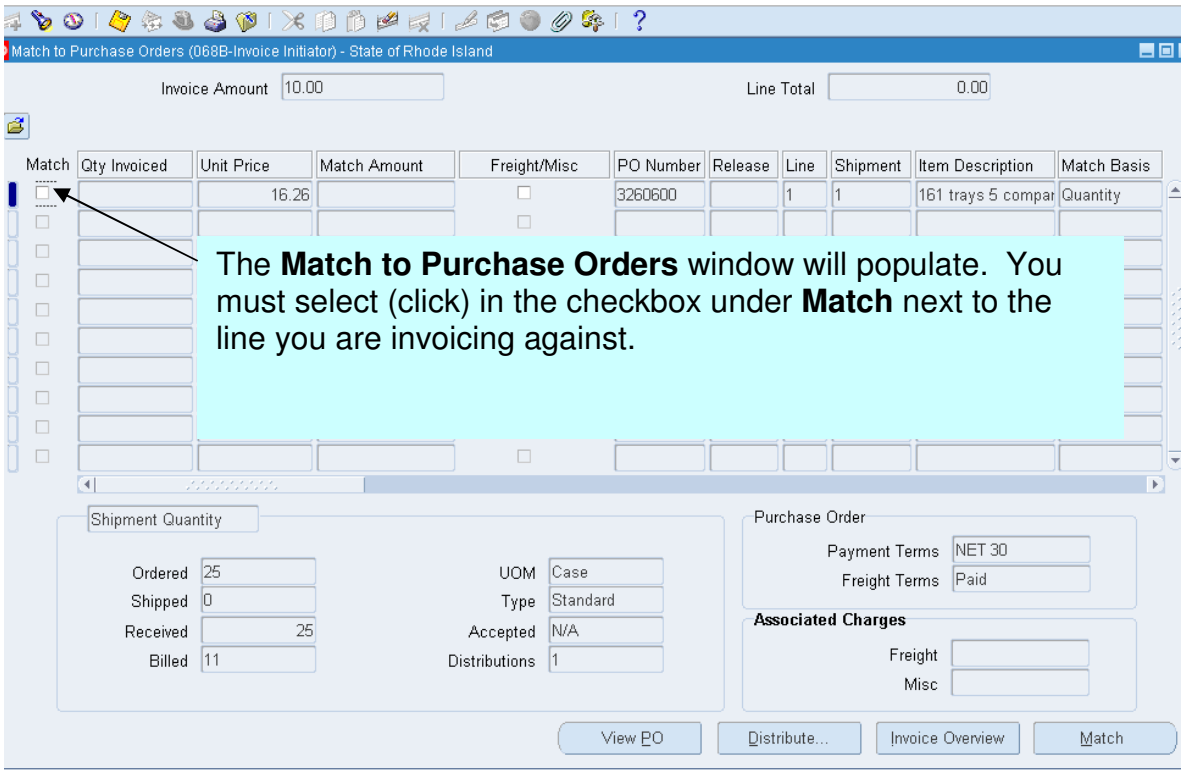
1. Complete the rest of the mandatory fields (yellow) in the header. For more detailed instructions on mandatory fields, see pages 10 and 11.

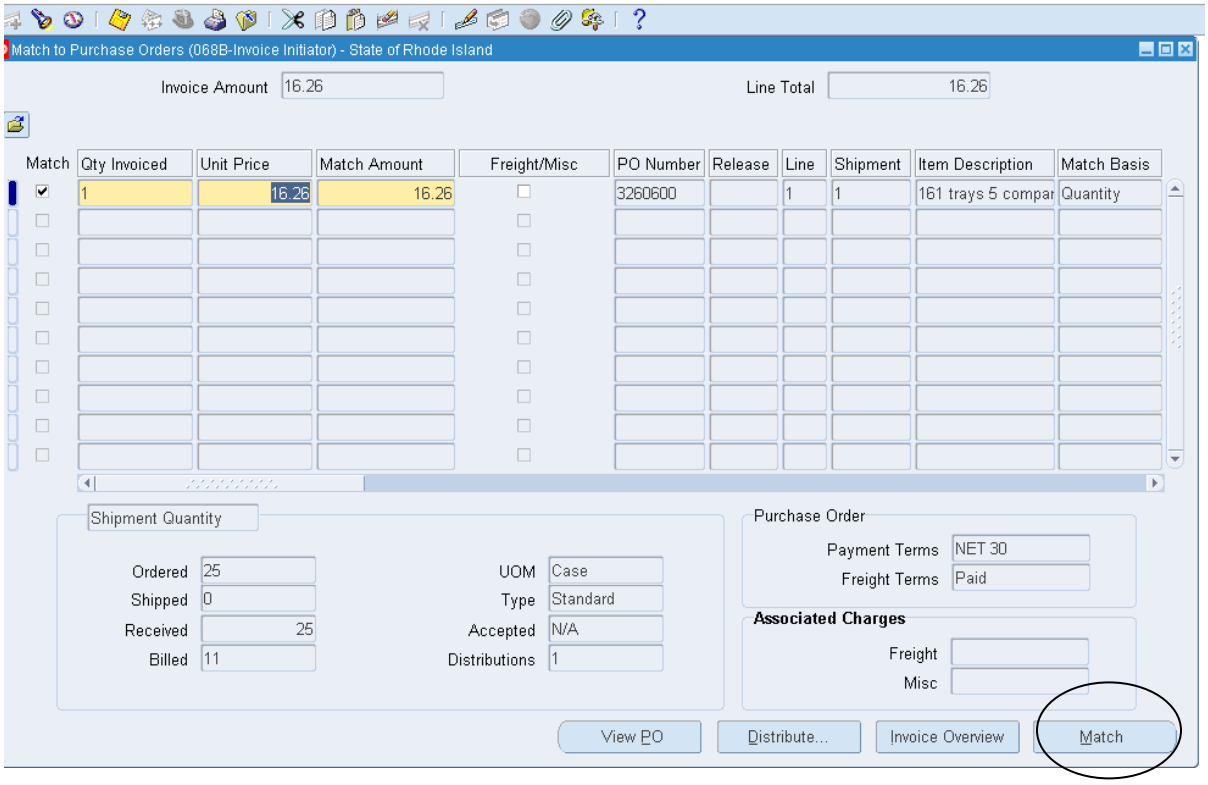


2. Click on the **Match** button.



1. The purchase order number that was entered in the PO Number field should be listed in the **Purchase Order Num** field. (NOTE: If there is a release number, it would be entered in the **Release** field.)
2. Click the **Find** button.


Match to Purchase Orders (068B-Invoice Initiator) - State of Rhode Island
Invoice Amount 10.00
Line Total 0.00
Match
Qty Invoiced
Unit Price
Match Amount
Freight/Misc
PO Number
Release
Line
Shipment
Item Description
Match Basis
16.26
3260600
1
1
161 trays 5 compar
Quantity
The **Match to Purchase Orders** window will populate. You must select (click) in the checkbox under **Match** next to the line you are invoicing against.
Shipment Quantity
Ordered 25
Shipped 0
Received 25
Billed 11
UOM Case
Type Standard
Accepted N/A
Distributions 1
Purchase Order
Payment Terms NET 30
Freight Terms Paid
Associated Charges
Freight
Misc
View PO
Distribute...
Invoice Overview
Match



- Qty Invoiced
- Unit Price
- Match Amount

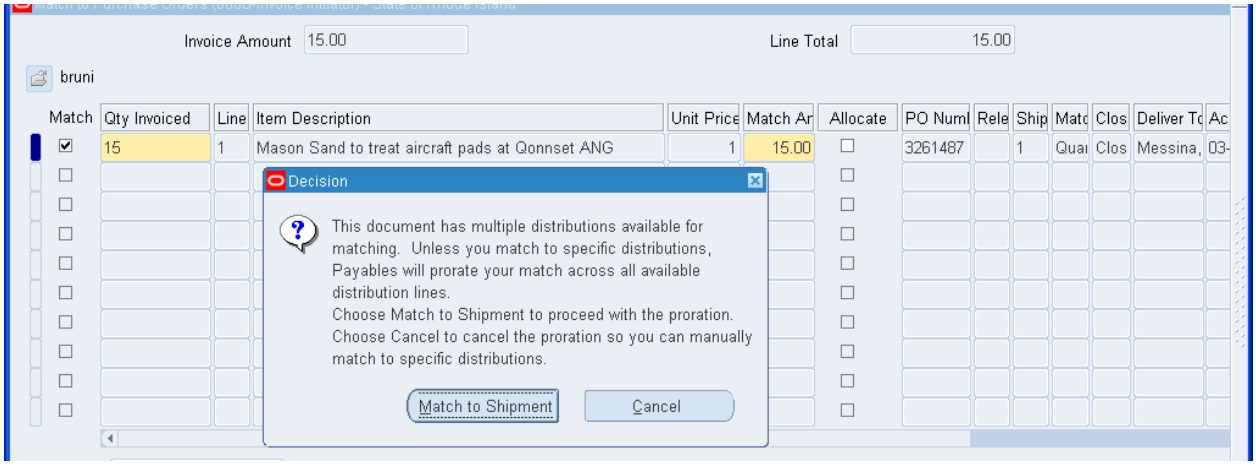
Fields will be populated. **Only the Qty Invoiced field should be edited**. The **Unit Price** field defaults from the purchase order and should **never** be changed. The **Match Amount** field is a calculated field and should **never** be changed.

➡ If this invoice will result in a *partial payment*, edit the **Qty Invoice** field accordingly to reflect what you are being invoiced for. ⬅

EXAMPLE: If the PO is for 12 monthly payments, the **Qty Invoiced** field would reflect 12. If you are paying one month, edit that field to reflect 1.

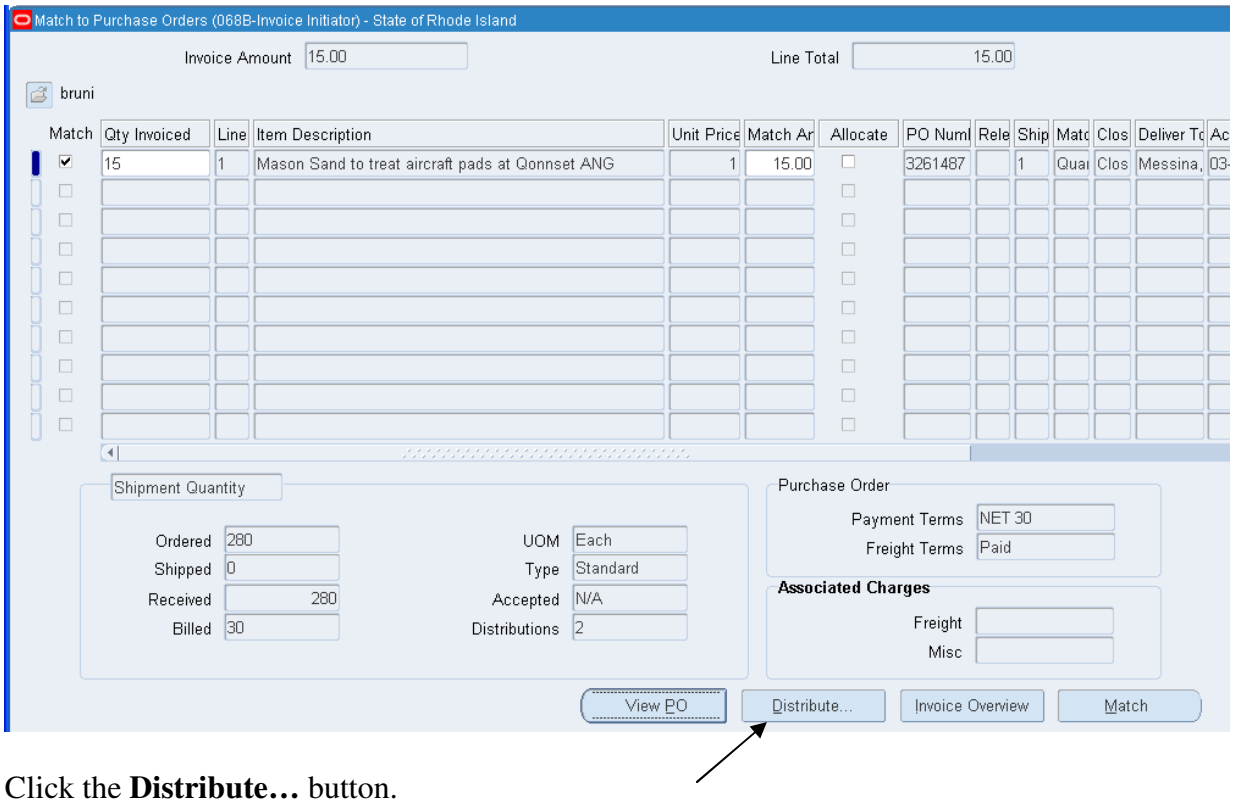
Once edit is completed click the **Match** button at the bottom of the Match to Purchase Order window. See page 14 and 15 for validation and initiation process.

If multiple distributions are available, the following screen will appear.

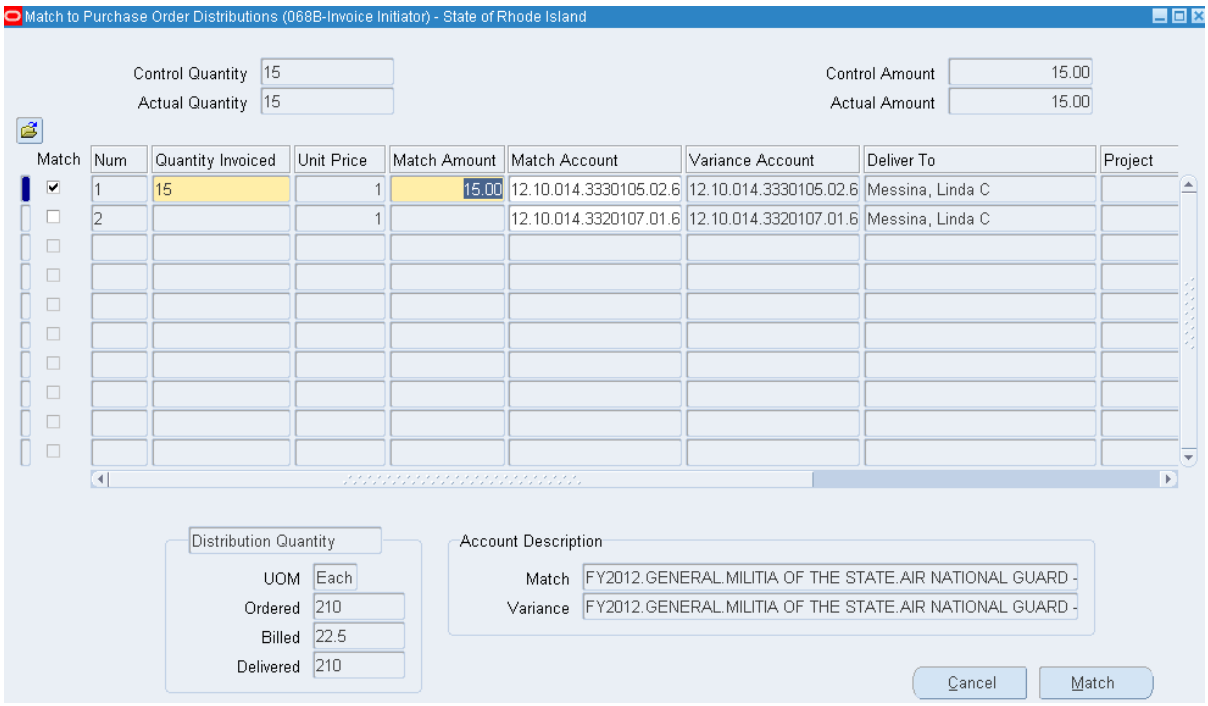


You can click the **Match to Shipment** button and Payables will prorate the match across all available distribution lines.

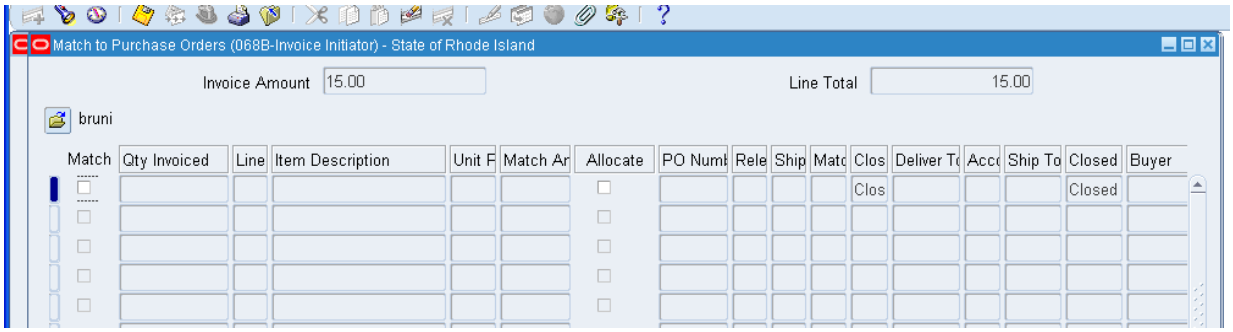
To match to individual distributions, click the **Cancel** button.



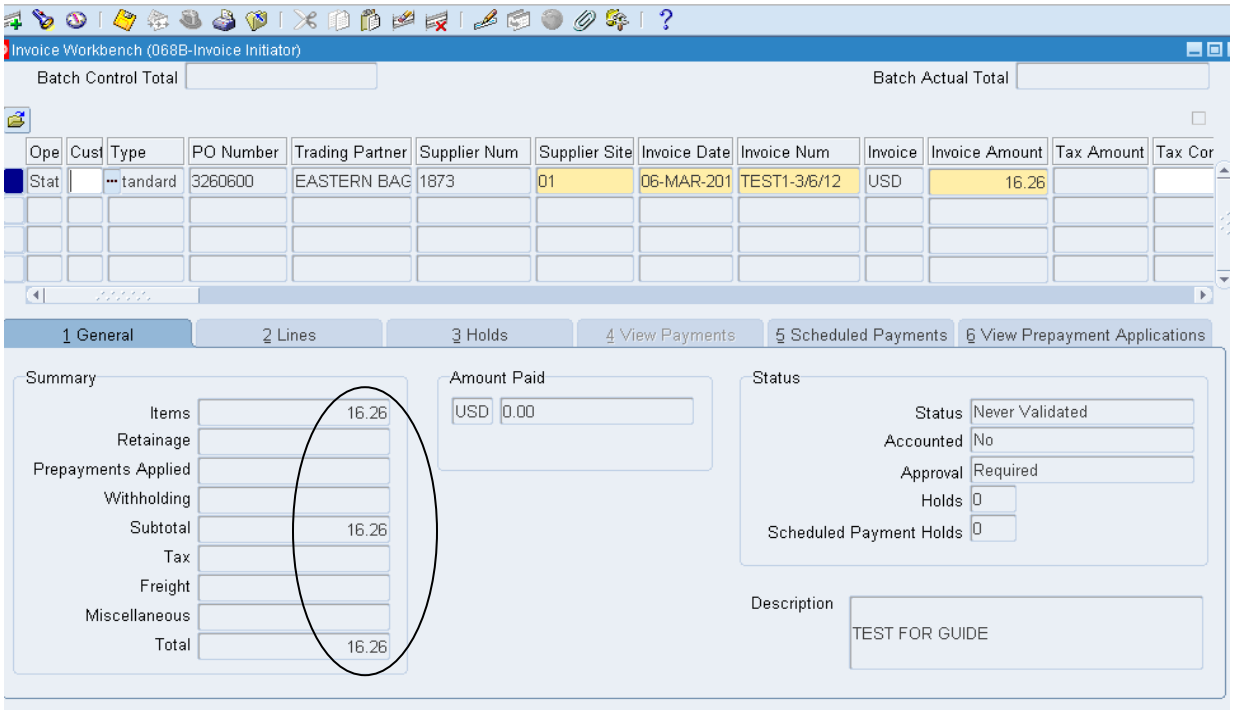
Click the **Distribute…** button.



The **Match** window will populate. Click in the checkbox under **Match** next to the line you are invoicing against. Fill in the **Quantity Invoiced** field and tab. The **Match Amount** is a calculated field and should never be changed. Click the **Match** button.

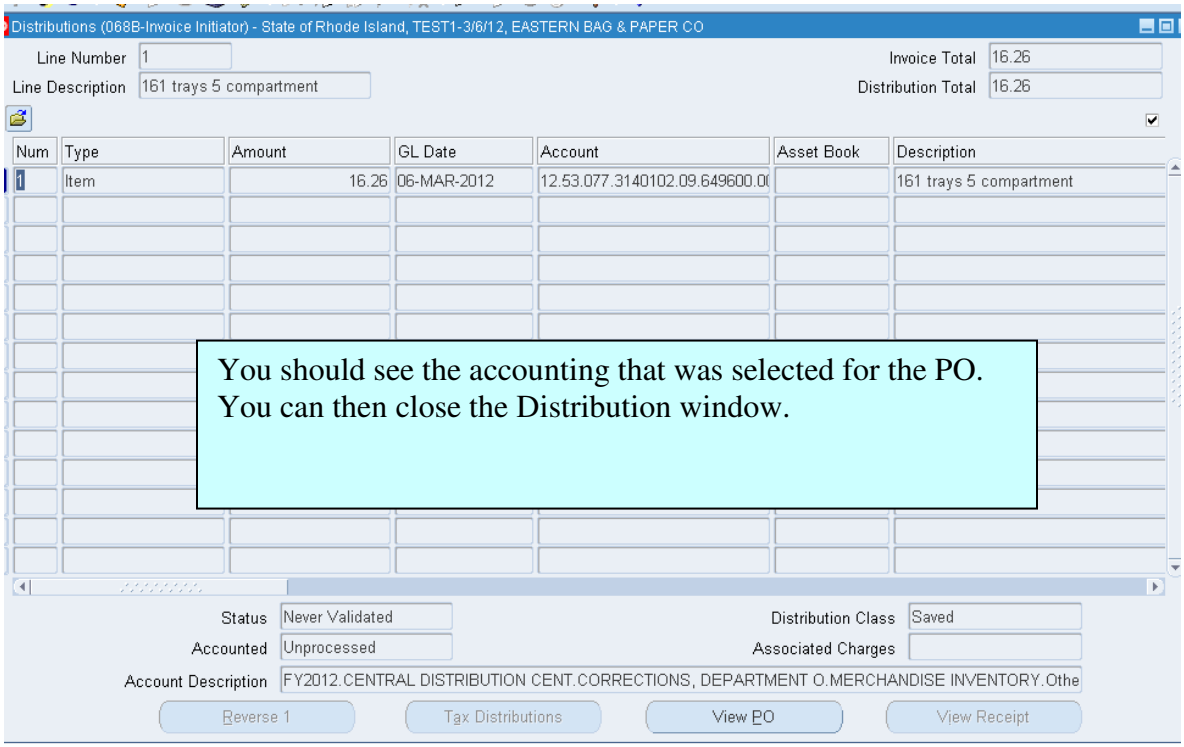


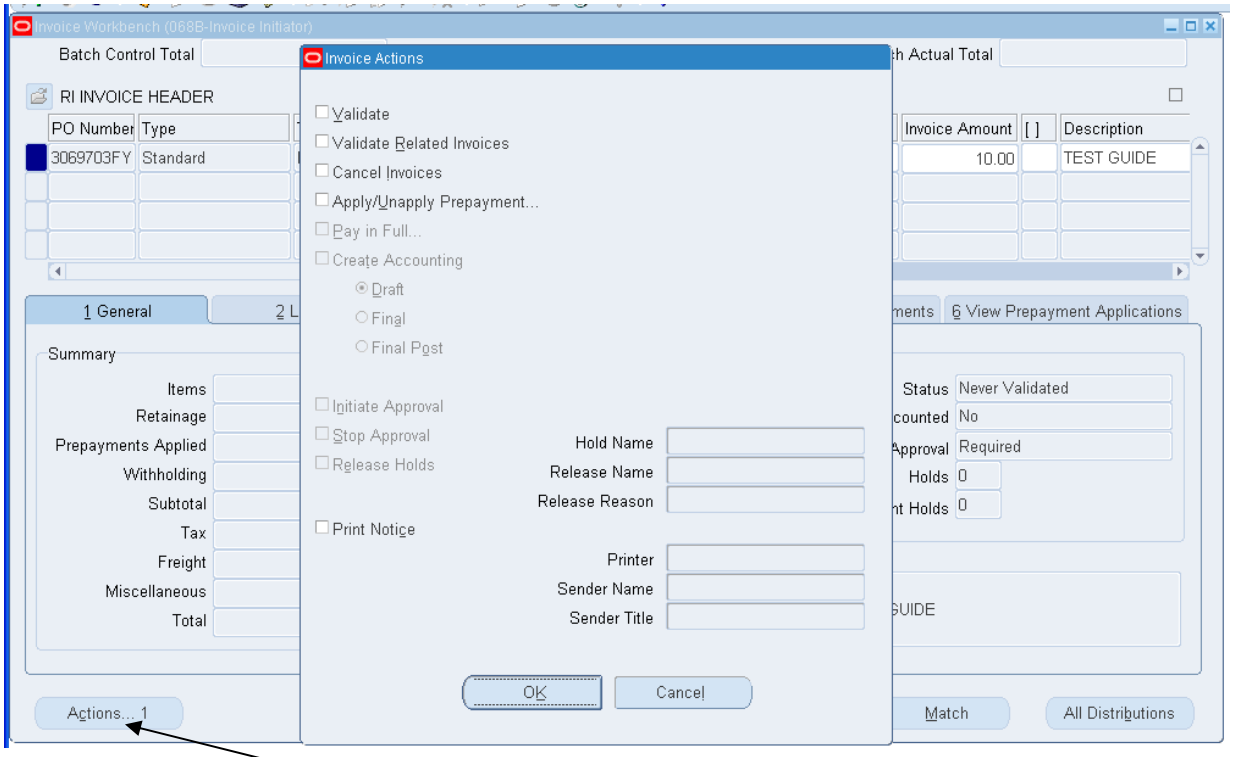
Close this window.



The main screen will re-appear. NOTE: The Summary total reflects the correct amount and is black. Congratulations, the accounting was brought over from the PO.

To double check the distributions click the **All Distributions** button.



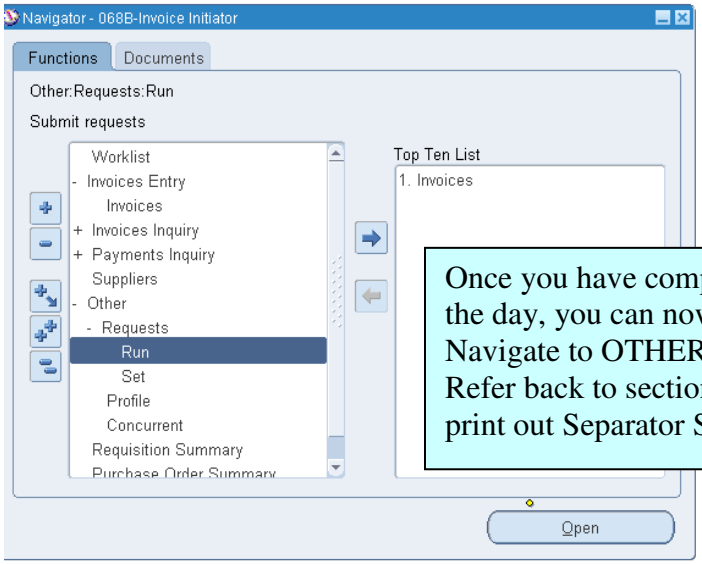


Click the **Actions…1** button

Select the **Validate** checkbox. Click the **OK** button.

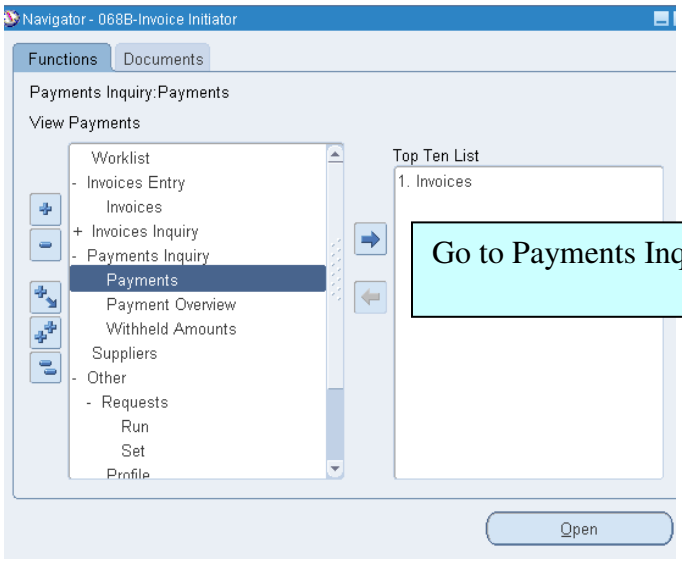
Click the **Actions …1** button

Select the **Initiate Approval** checkbox. Click the **OK** button.

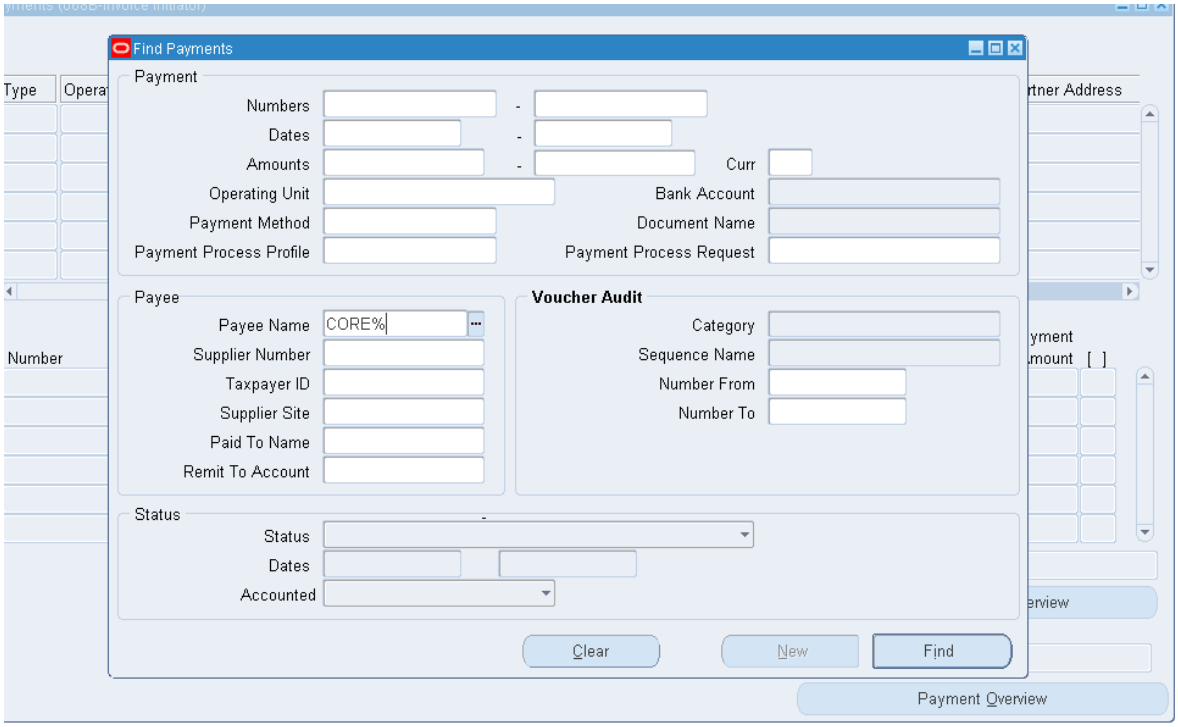


Once you have completed entering invoices for the day, you can now print the Separator Sheet. Navigate to OTHER > REQUESTS > RUN: Refer back to section 2.3 for Instructions to print out Separator Sheets

4 Payment Inquiry

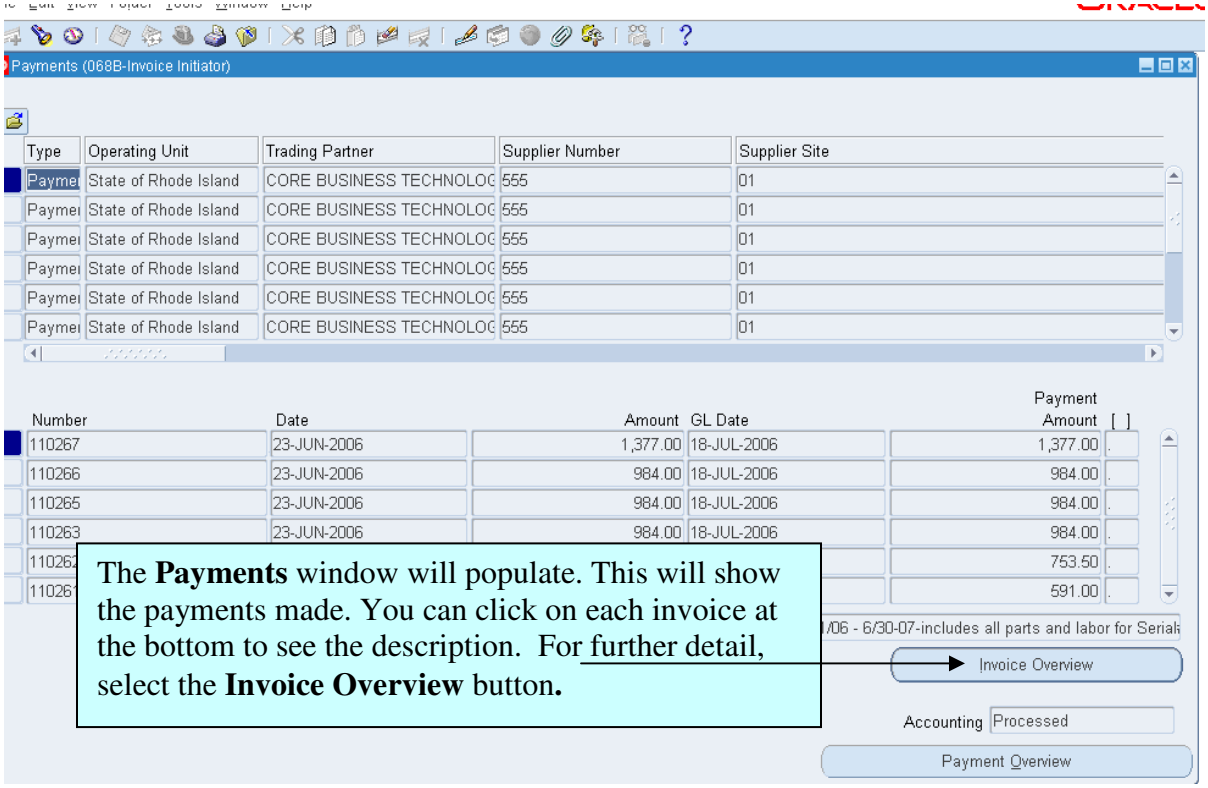


Go to Payments Inquiry > Payments

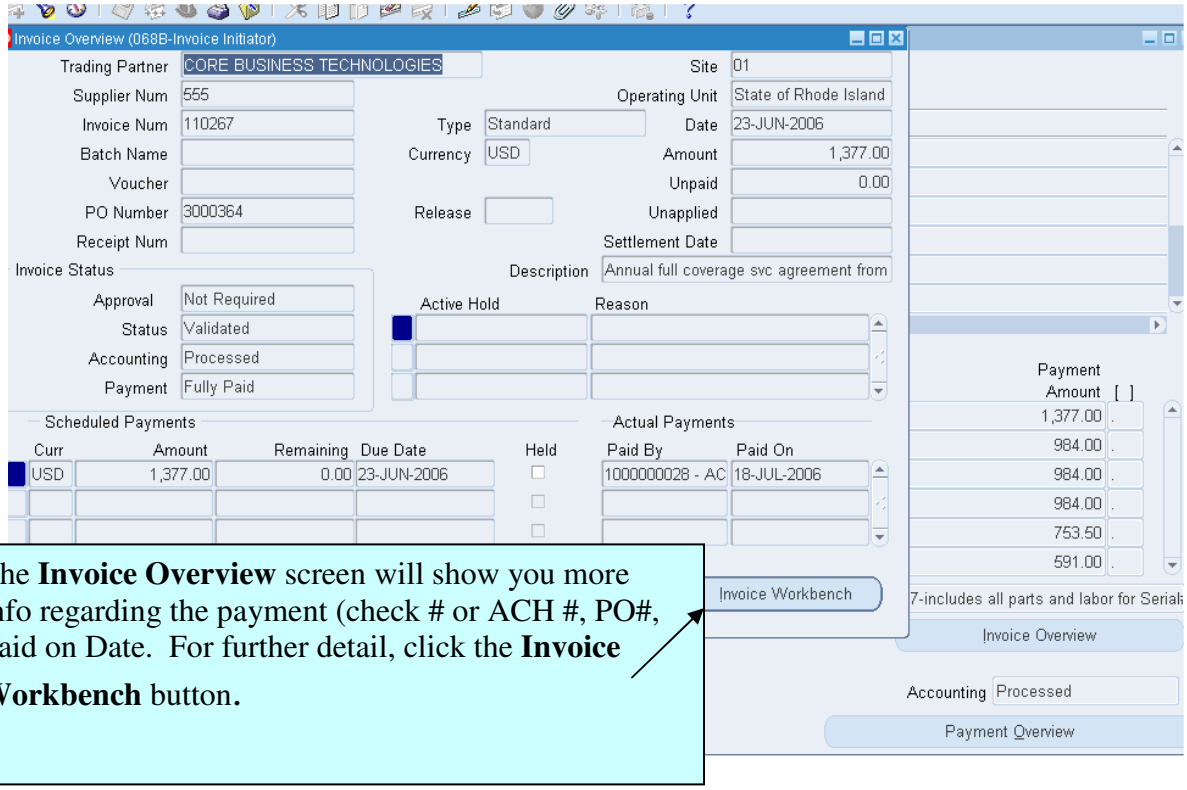


1. Enter any known search criteria (Example: Supplier Name %)
2. Click **Find**

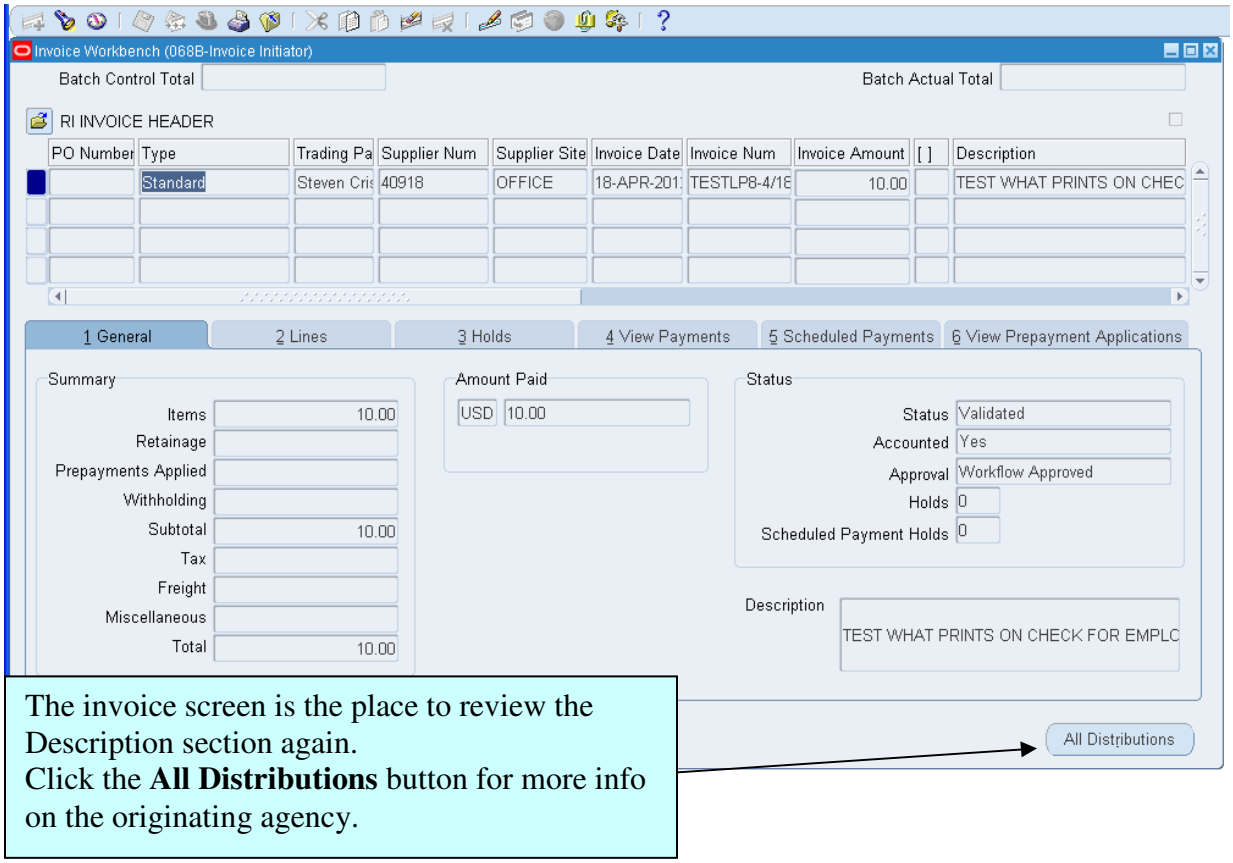
NOTE: % = wildcard



The **Payments** window will populate. This will show the payments made. You can click on each invoice at the bottom to see the description. For further detail, select the **Invoice Overview** button**.**



The **Invoice Overview** screen will show you more info regarding the payment (check # or ACH #, PO#, Paid on Date. For further detail, click the **Invoice Workbench** button**.**



The invoice screen is the place to review the Description section again.
Click the **All Distributions** button for more info on the originating agency.

5 Canceling Invoices

Only invoice initiators can cancel unpaid invoices or reverse distributions. You can cancel any unvalidated invoice, or a validated invoice that does not have any effective payments or accounting holds. If an invoice has a hold that prevents accounting, you must release the hold before you cancel the invoice.

You cannot cancel an invoice that is selected for payment in a payment batch. You can cancel an invoice that was paid with a payment that is now voided, if the invoice status is now Unpaid. A cancelled invoice does not show up in your invoice liability reports and you cannot pay or adjust a cancelled invoice.

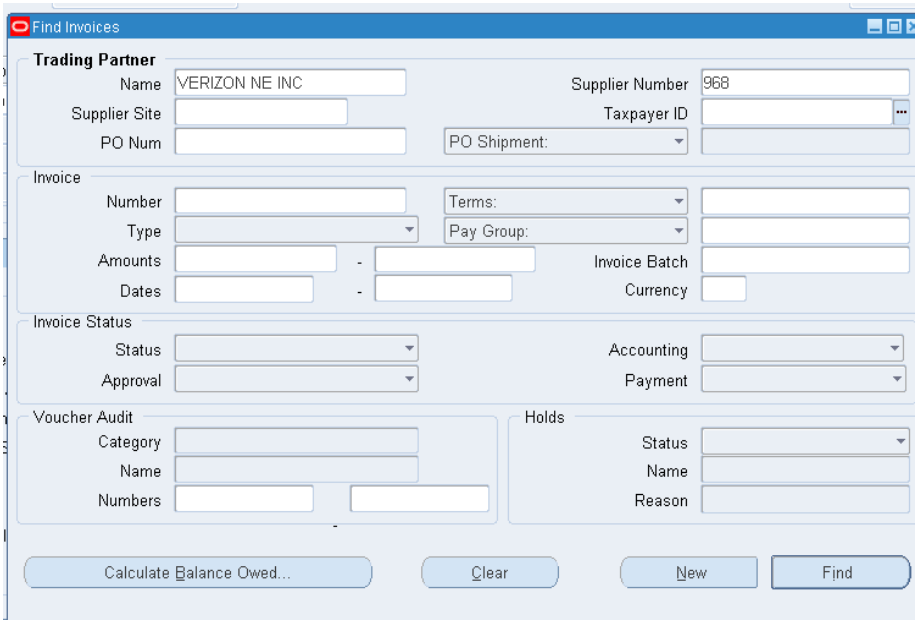
Alternatively, you can cancel a portion of an invoice by reversing one or more distribution lines. This does not cause the entire invoice to be cancelled, but it does negate the effect of an incorrect distribution. New distributions (containing the correct information) would likely be added after one or more distribution lines are reversed.

5.1 Canceling an Entire Invoice

Oracle Payables
N → Invoice Entry → Invoices
Invoices

How to Find your Invoice

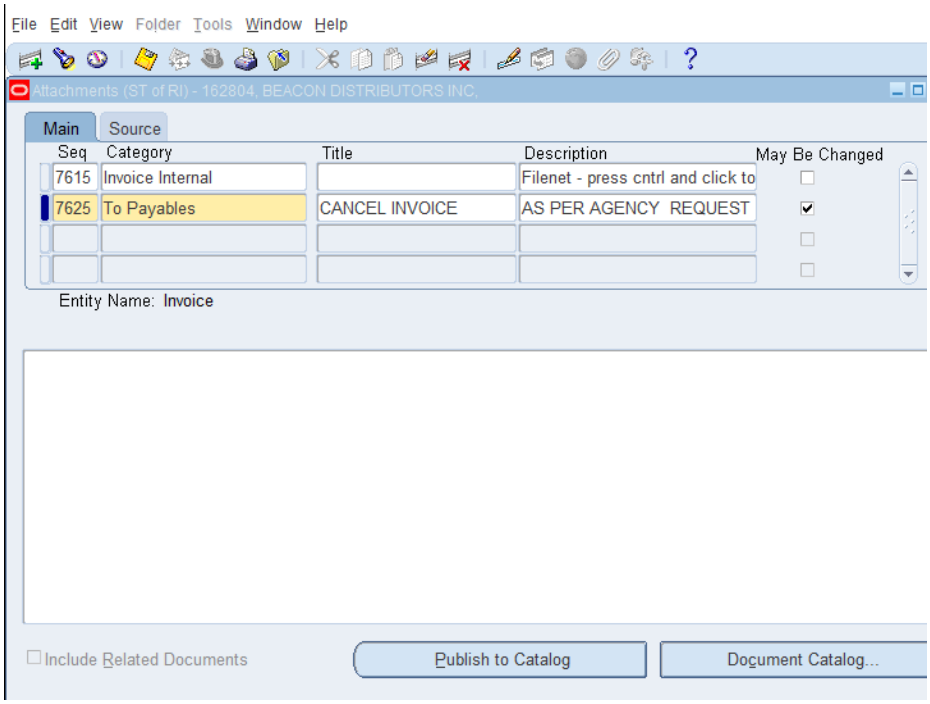
1. Enter Find mode, by clicking on the **Flashlight** icon.

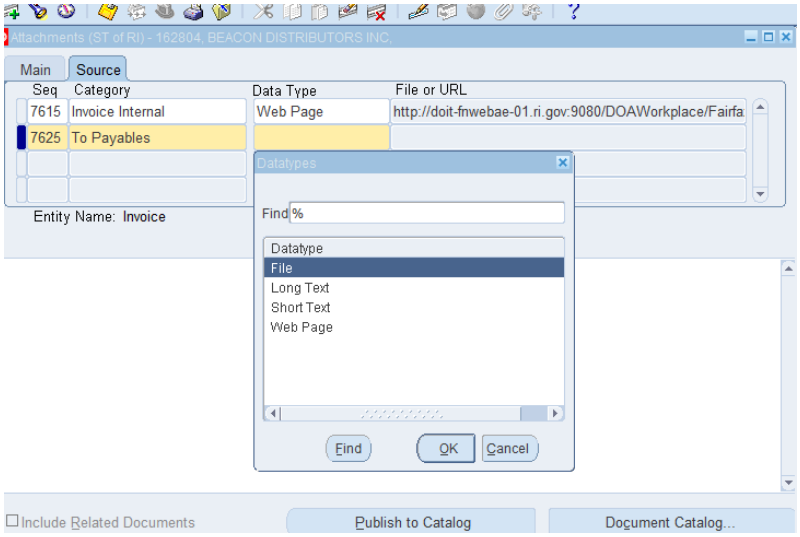


2. Enter your search criteria in the Find Invoices window, such as the **Invoice Number**, **Supplier Name** or **Supplier Number**.

3. Click the **Attachment** button (Paperclip with Yellow Note): Add a note to the invoice with the reason for the cancelation, fill in all required fields: See screen shots.

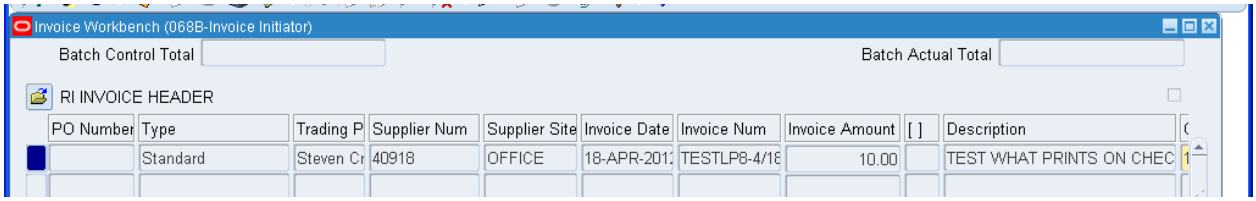
Seq line: Category: Description: Tab over to Data Type; select your text. Click ok.



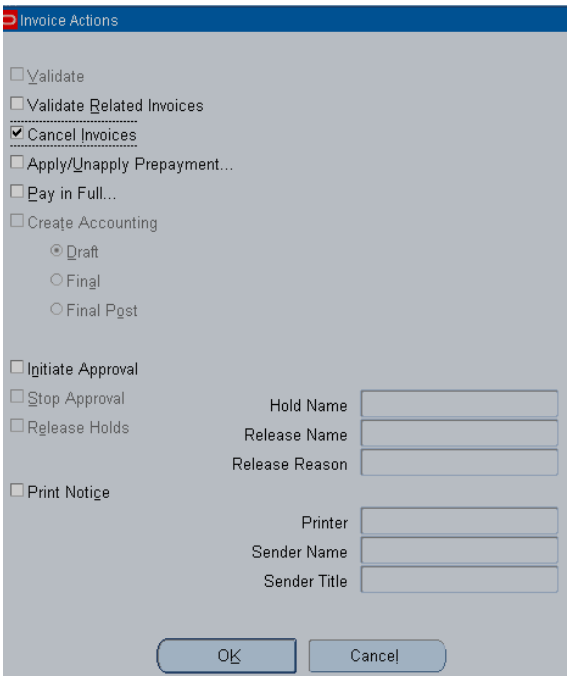


How to Cancel your Invoice

4. Select the invoice you want to cancel by placing your cursor on it.

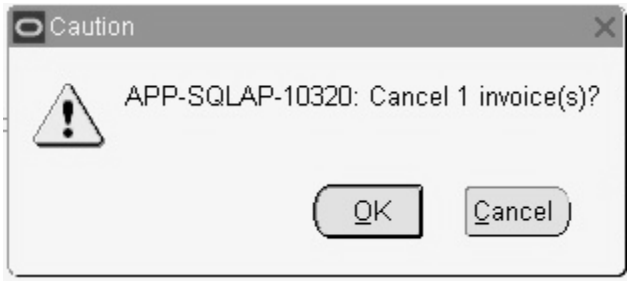


5. Click the **Actions…1** button.



6. Check the **Cancel Invoices** box.

7. Click the **OK** button to verify that you truly want to cancel this invoice.



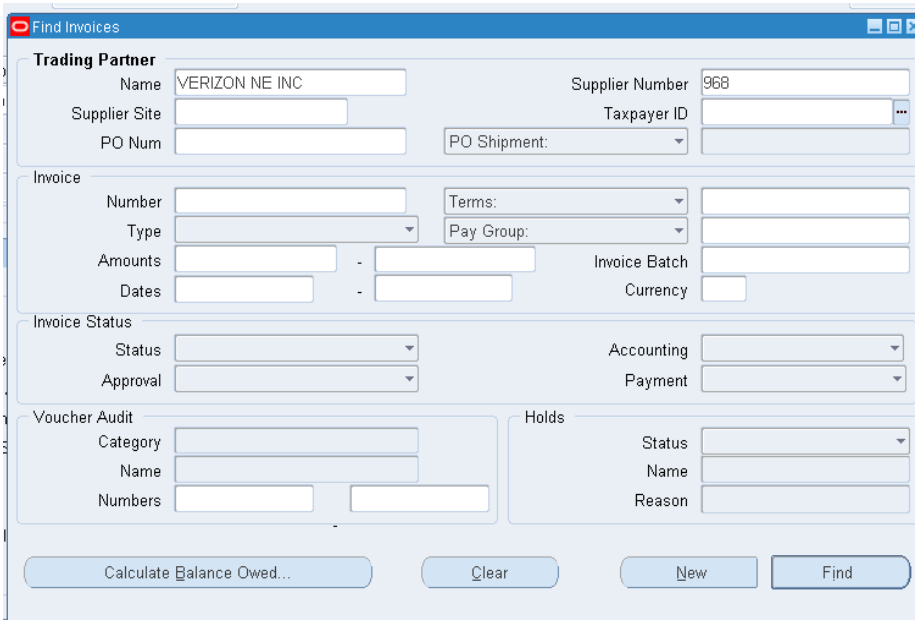
Note: When Payables cancels an invoice, it sets the invoice amount to zero, sets all scheduled payments to zero, and reverses all invoice distributions and any matches to purchase order shipments and distributions. Payables also submit Invoice Validation for the invoice and, if there are no accounting holds on the invoice, updates the status of the invoice to Cancelled.

5.2 Reversing an Invoice Distribution

Oracle Payables N → Invoice Entry → Invoices

How to Find your Invoice

1. Enter Find mode, by clicking on the **Flashlight** icon.



2. Enter your search criteria in the Find Invoices window, such as the **Invoice Number**, **Supplier Name** or **Supplier Number**.

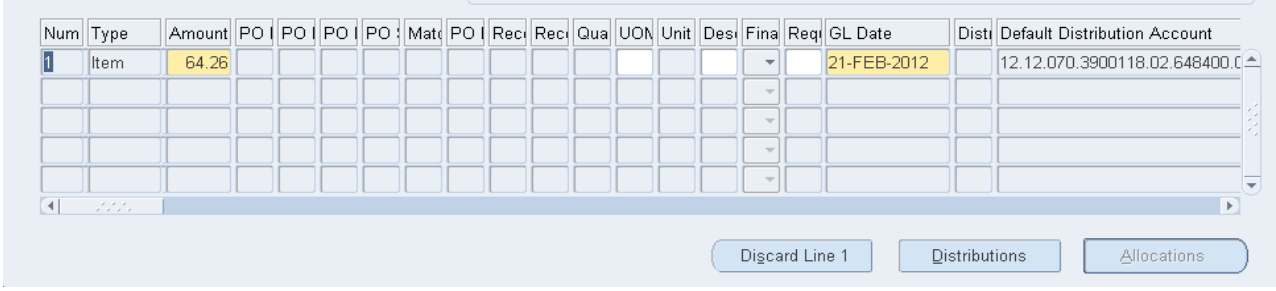
3. Click the **Find** button.

How to Reverse an Invoice Distribution

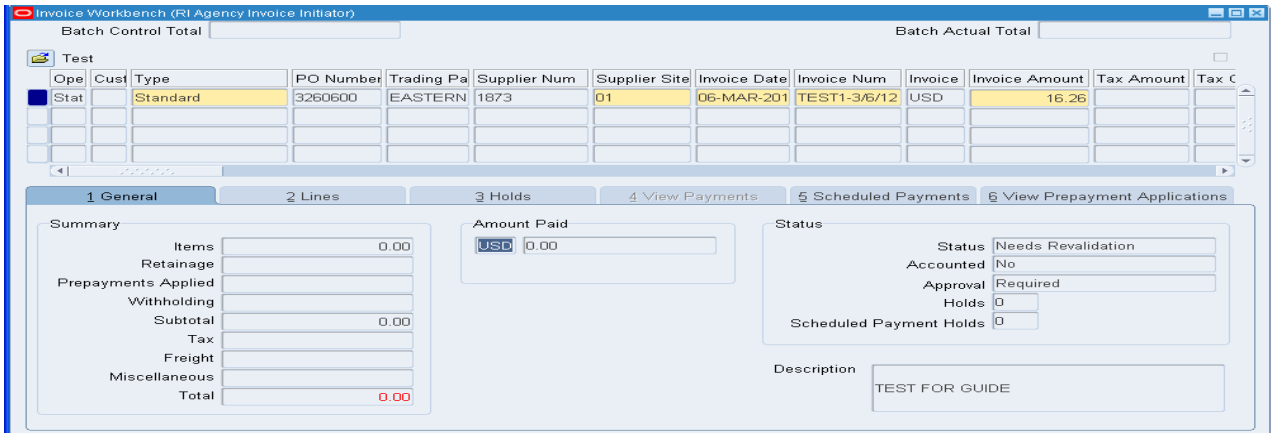
4. Select the invoice you want to amend by placing your cursor on it.

5. Click on the Lines tab

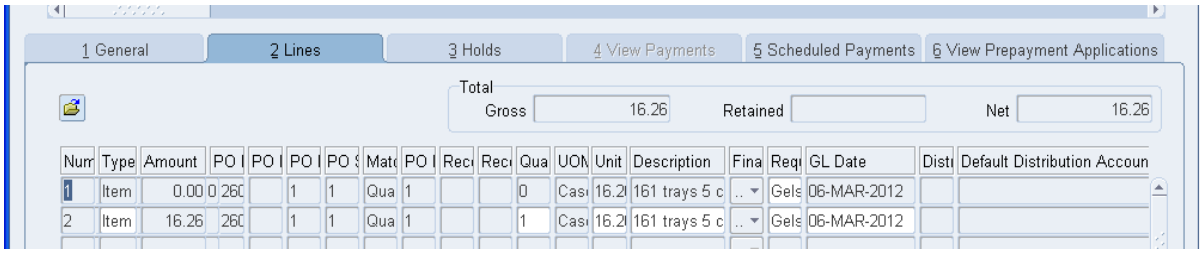
6. Select the line you want to discard. Click the **Discard Line 1** button.



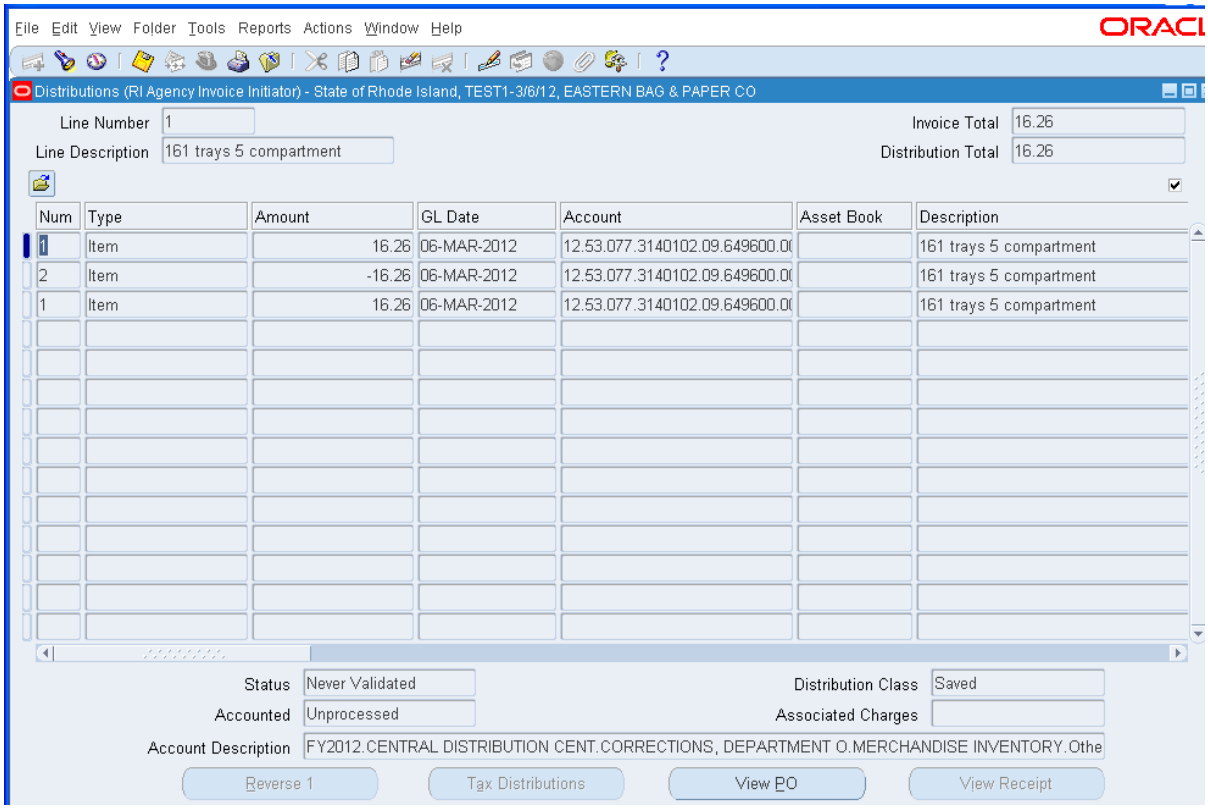
7. The amount is set to zero. The invoice total and distribution total are not in balance.



8. If an invoice was matched to a PO, Click on the **Match** button and continue to re-match. The new matched amount shows and the invoice is back in balance.

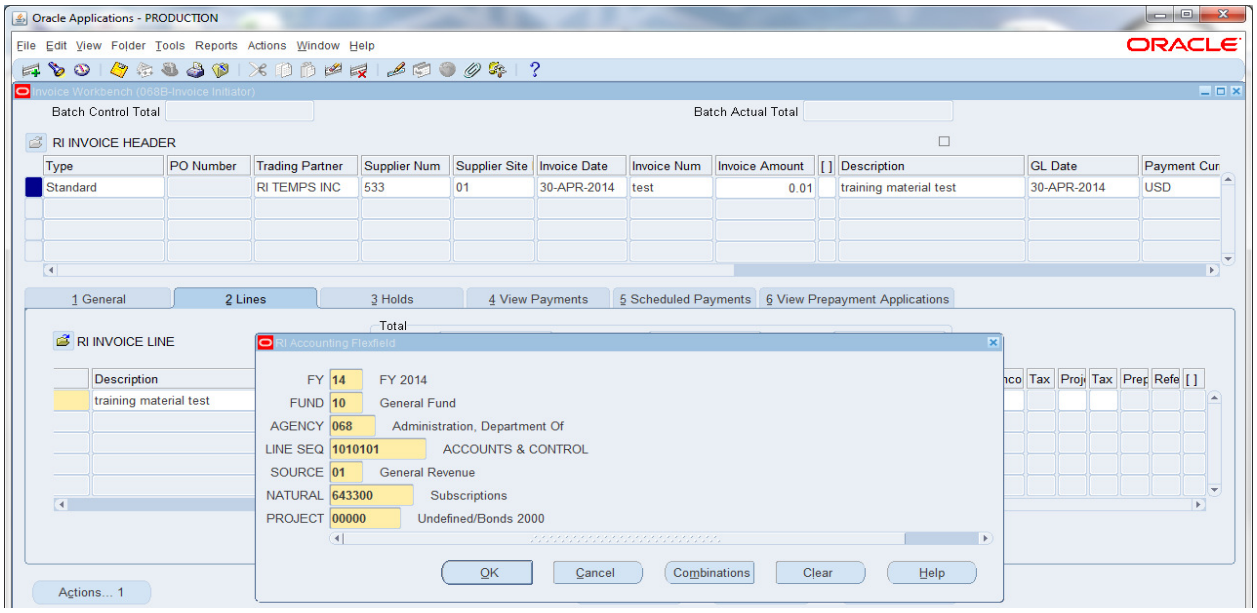


9. Click the **All Distributions** tab and all the activity shows.



10. When processing a Direct Pay, using the Lines tab, re-enter accounting by entering the account number or you can choose the LOV (…) button in the **Account** field; a search Flexfield window will open. Enter a portion of your account and choose the **Combinations** button, and then select **OK** to view all valid Account Code Combinations or you can enter each piece and select **OK**.

Screen Shot of Entering Accounting for Direct Pay



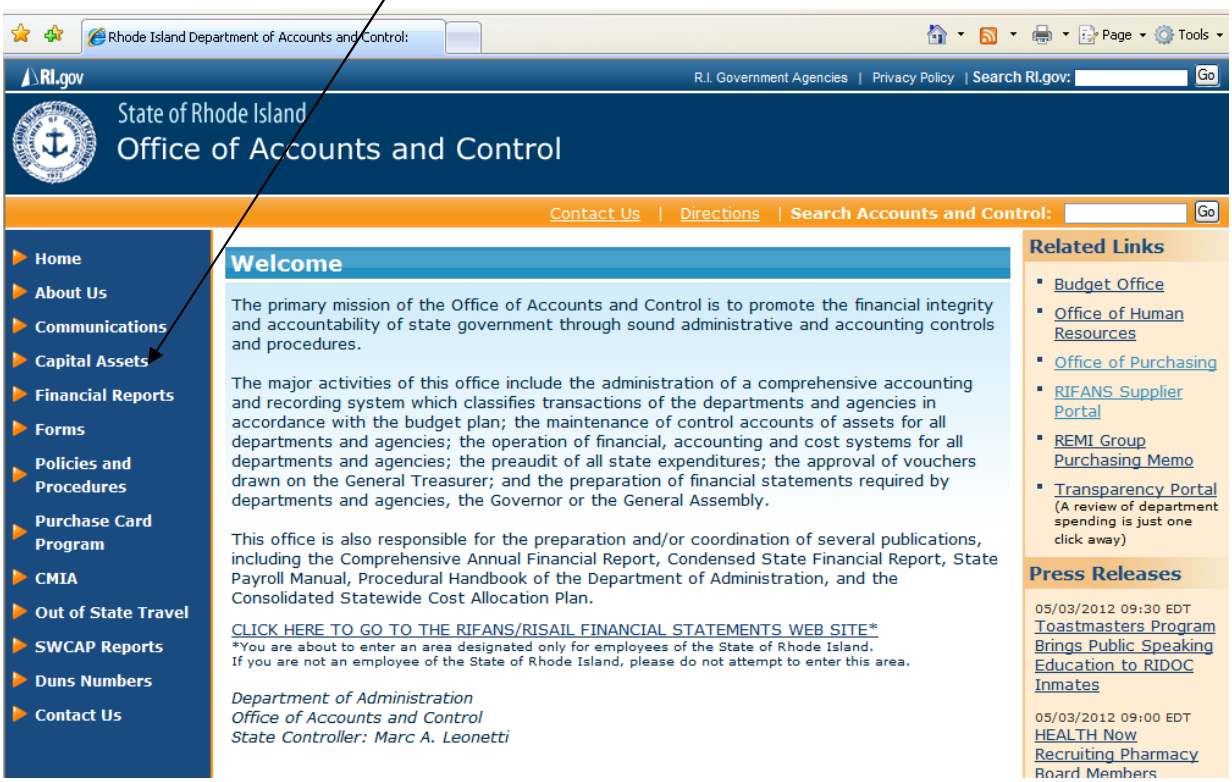
6 Attaching Forms Electronically

6.1 What circumstance would prompt electronically attaching a form to an invoice?

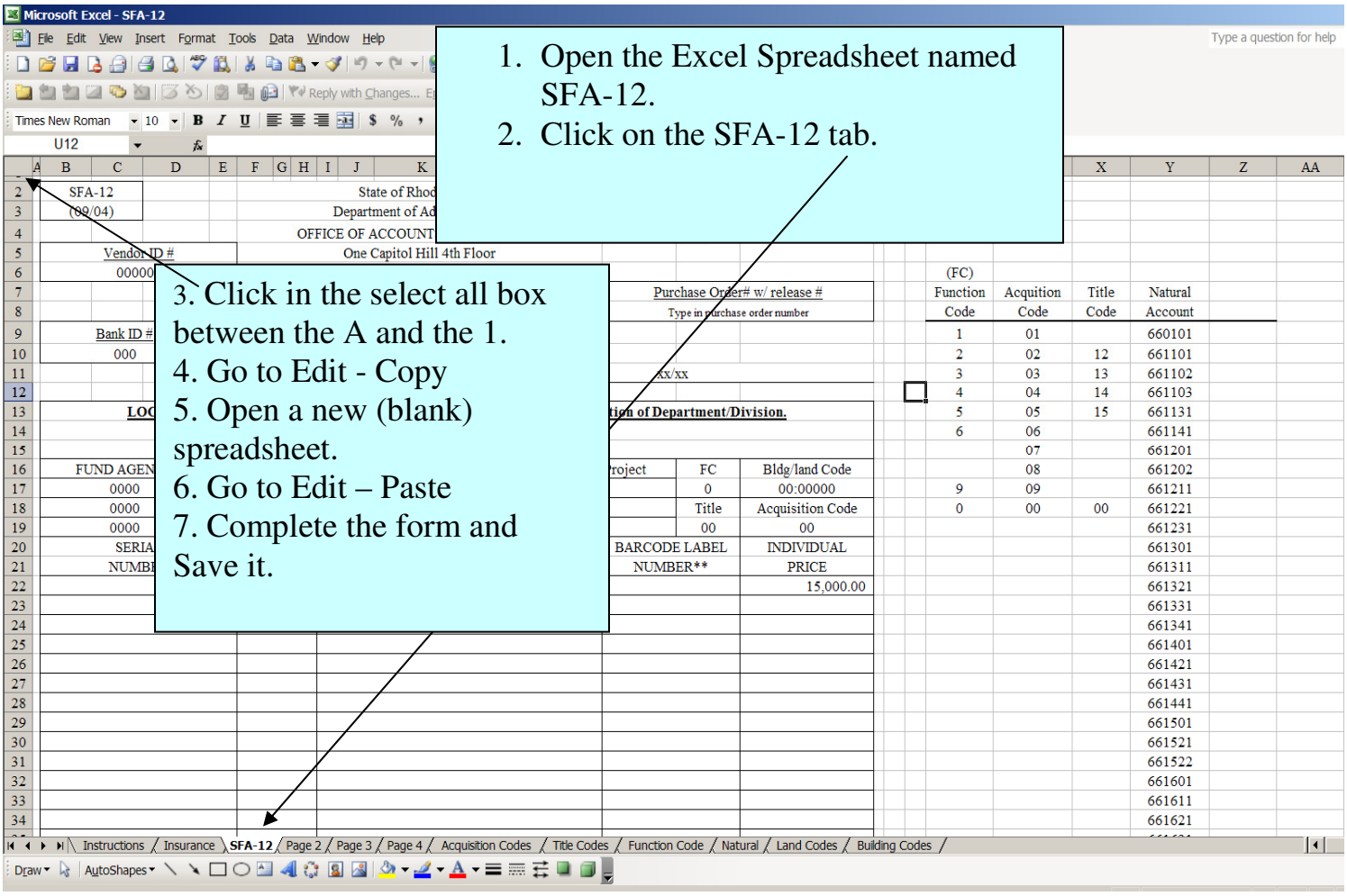
- SFA–12 forms
- Attendance lists for meetings that fall under the A-36 guidelines
- Justifications/Certifications

6.2 Attaching an SFA 12

- Go to the Controllers website: http://controller.admin.ri.gov
- Click the **Capital Assets** link



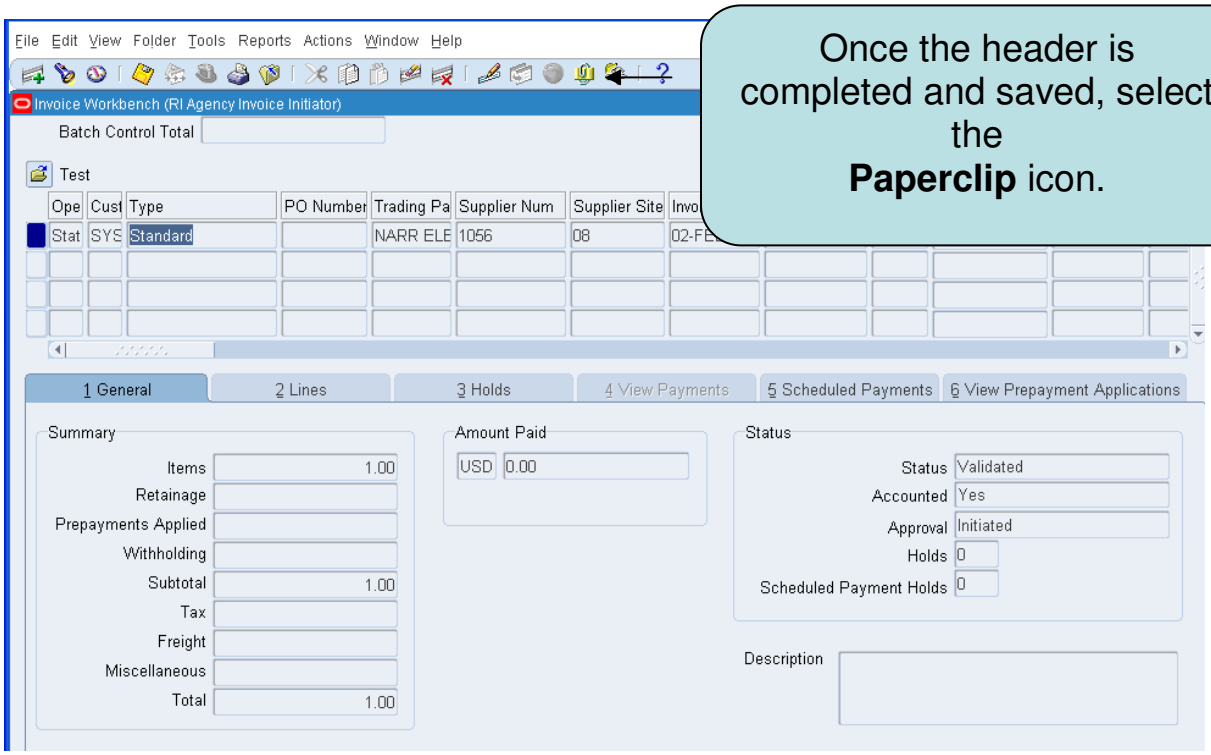
Click the **SFA-12 Form – Fixed Assets** link. Click **Save** if prompted. NOTE: Change the Save in location to a location of your choice before saving the document.



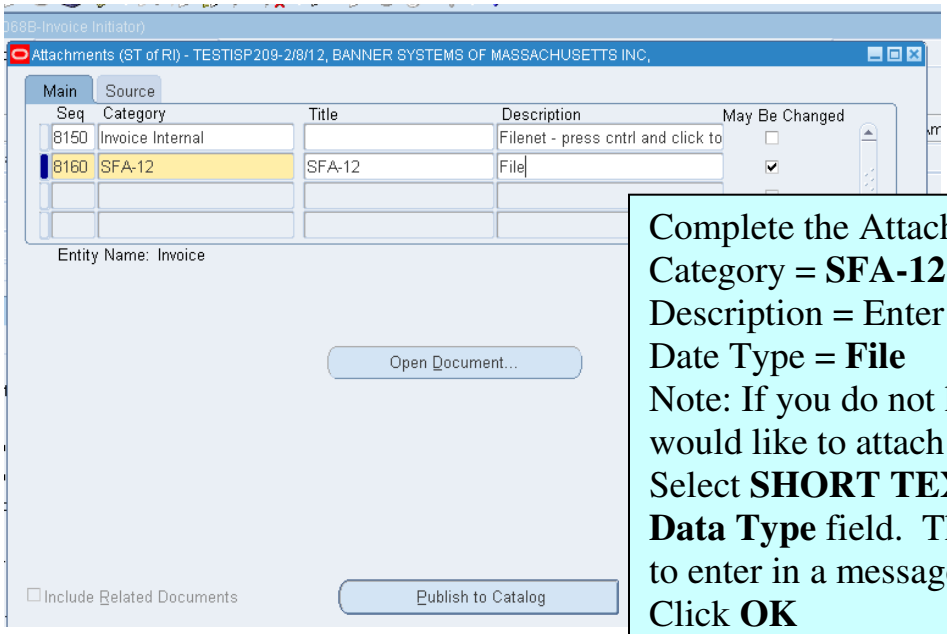
1. Open the Excel Spreadsheet named SFA-12.
2. Click on the SFA-12 tab.

3. Click in the select all box between the A and the 1.
4. Go to Edit - Copy
5. Open a new (blank) spreadsheet.
6. Go to Edit – Paste
7. Complete the form and Save it.

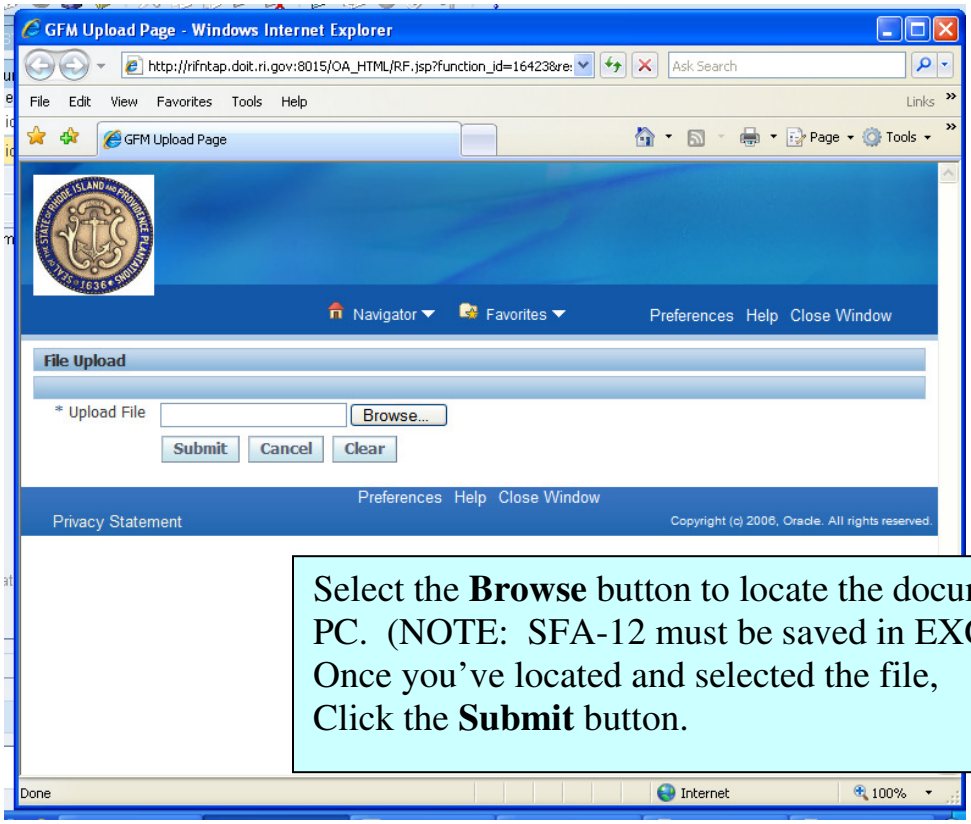
After the supplier has sent their bill to be paid, go to the Invoices Entry > Invoice screen to begin the process of creating a payment document in RIFANS.



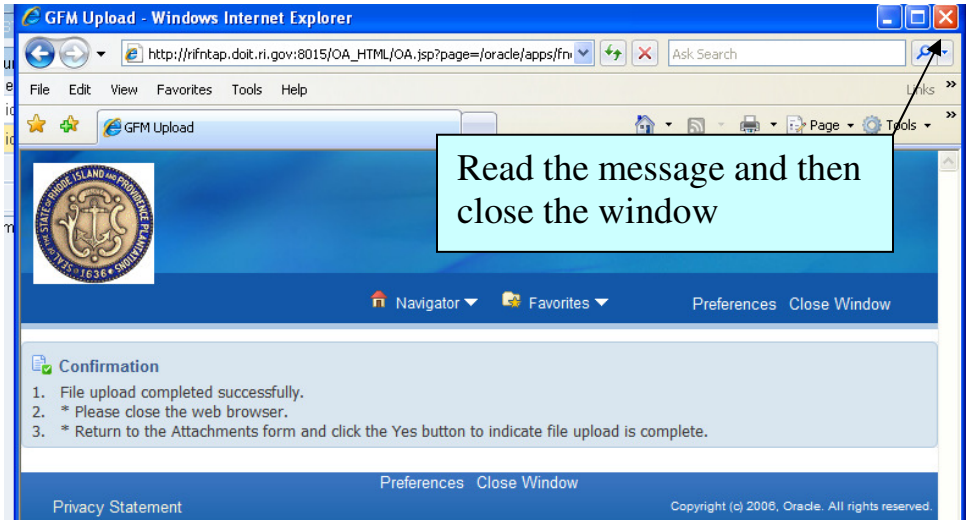
Once the header is completed and saved, select the **Paperclip** icon.



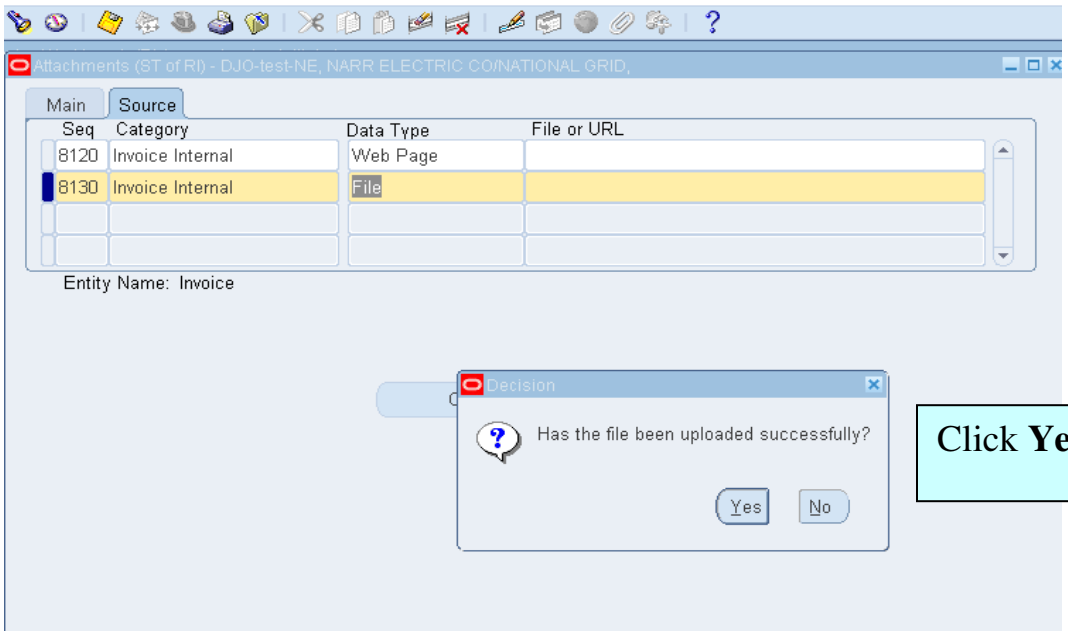
Complete the Attachment screen
Category = **SFA-12**
Description = Enter a brief description
Date Type = **File**
Note: If you do not have a file to attach but would like to attach a statement:
Select **SHORT TEXT** instead of **FILE** in the **Data Type** field. This enables a field for you to enter in a message.
Click **OK**



Select the **Browse** button to locate the document saved to your PC. (NOTE: SFA-12 must be saved in EXCEL).
Once you've located and selected the file,
Click the **Submit** button.

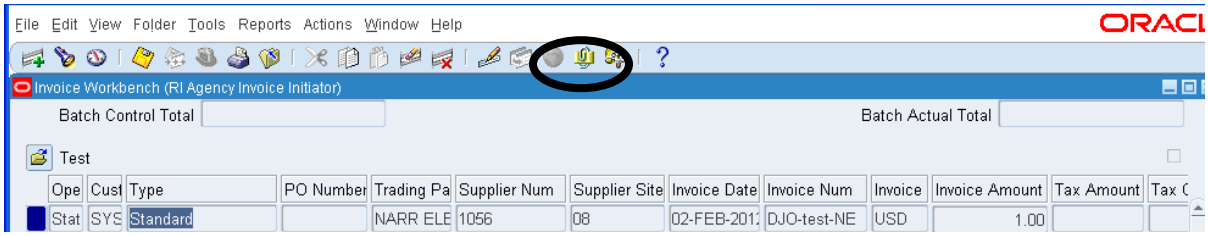


Read the message and then close the window



Click **Yes**

You may attach multiple documents by selecting the next line down on the attachment screen.



Once you have entered and saved your Distributions, closed the Distribution window & returned to the header, the **Paperclip** icon will show a small, yellow slip to denote that there is an attachment.

7 Batch Invoice Import

This procedure covers how to prepare and process transactions that fall under the following descriptions:

- In-State or Out-of-State travel reimbursements.
- Utility payments and other payments allowed per CFO 09-02.
- Centralized monthly billings that would be inefficient to manually enter into the system.
- One-time suppliers that should not be considered suppliers in the system.

There are two main steps involved **preparing** for the batch import of invoices:

1. Enter a zero-dollar invoice, being sure to attach supporting documentation.
2. Submit the zero-dollar invoice for approval.

You must call the DOIT Service Desk to be set-up before you can import batch invoices.

1. Email the Service Desk at Ent.servicedesk@ri.gov and request to be set-up for RIFANS batch import process. Be certain to include **all** of the following information:

- Employee Name
- Contact Information (Telephone Number and Email Address)
- Location (Agency, Department or Division, Address, Building, Room #)
- Version of Microsoft Access on your PC. To determine the version, open Access. Click on **Help**. Click on **About**.
- Maximum number of different types of invoices that you anticipate generating in a day. (Provide one batch number from us for each type of invoice if creating more than one payment batch per day.)
- Batch Description (A description of the payment to be associated to the assigned batch number that will be given to the users)

The Service Desk will set-up the software and process.

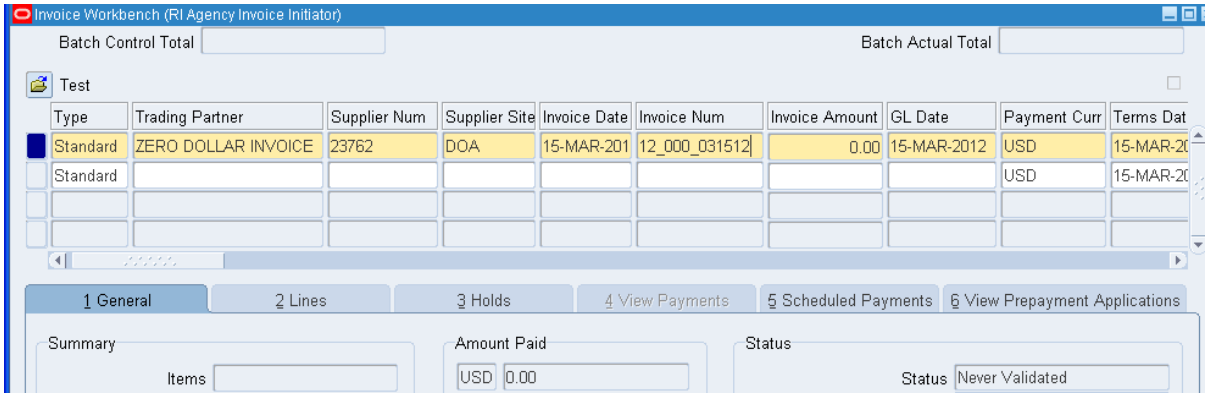
2. After the Service Desk completes the process and shows you how to use it, generate a report that will give you the **zero-dollar invoice number**; the **total records**; and the **total amount**.
3. Create the zero-dollar invoice in RIFANS. This step must be performed BEFORE you FTP your batch.
4. Send the invoice voucher and all back-up documentation to the Controller's office.

Note: If you are taking over for someone, you will still want to contact the Service Desk so they can get you the proper software, sign on, training, etc.

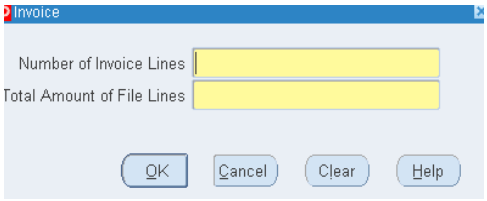
7.1 Entering a Zero Dollar Invoice for Non-Cabinet Level Users

Oracle Payables N → Invoice Entry → Invoices Invoices

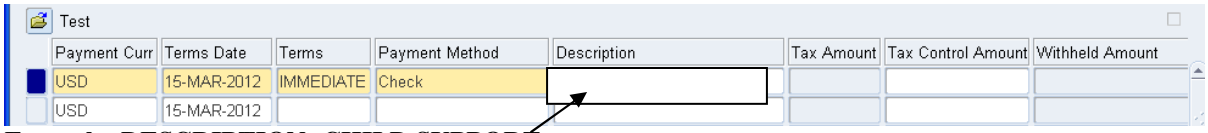
How to Enter Zero Dollar Invoice Details



1. In the **Type** field, leave the default of Standard.
2. The **Trading Partner Name** is Zero Dollar Invoice, Supplier number is 23762.
3. The **Invoice Date** is the date of the batch.
4. The **Invoice Number** is the number generated from your batch.
5. Format: FY_BatchNumber_InvoiceMonthDateYear. Example: 12_000_051512 for May 15, 2012
6. The **Invoice Amount** is zero. Once you hit **Tab**, a pop–up window will appear. In this window, enter in the number of invoice lines and the total amount of the batch from the file. Click **OK**.



7. Scroll to the right and enter the batch description in all CAPS in the Description field.
NOTE: Please enter a detailed description of what the payments are in the batch.



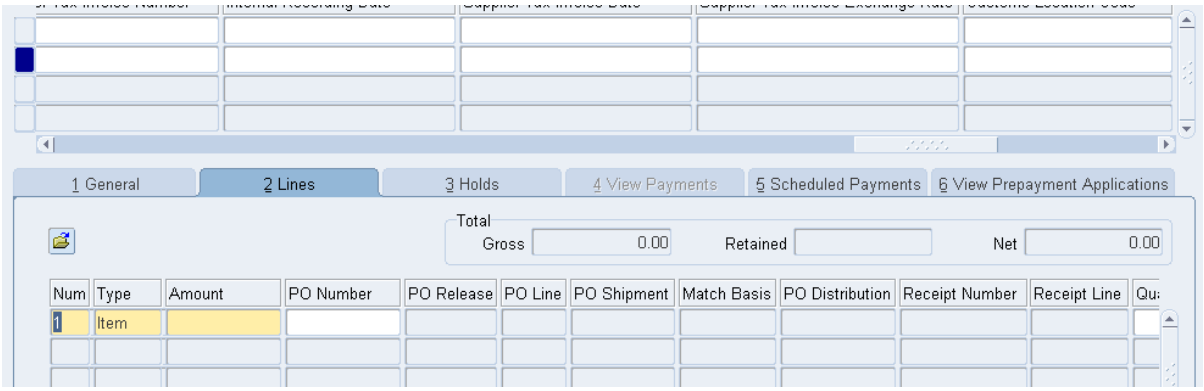
Example: DESCRIPTION: CHILD SUPPORT

8. The **Terms Date** field is the current date. Enter/verify other required information (yellow fields).

9. Enter appropriate **Paygroup** for the agency. The paygroup will be the agency number and batch import for the description, i.e. 068BATCH_IMPORT.

10. Click **Sav**e.

11. Click on the **Lines** tab.



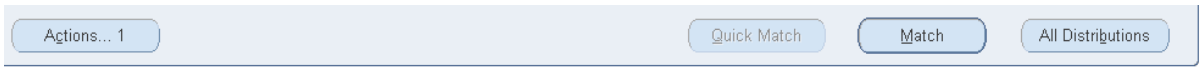
- **Type** will generally be Item.
- **Amount** is zero.
- **GL Date** defaults to current date.
- **Default Distribution Account** is the state account code combination to be charged.

12. To manually enter the accounts (See page 13 for instructions).

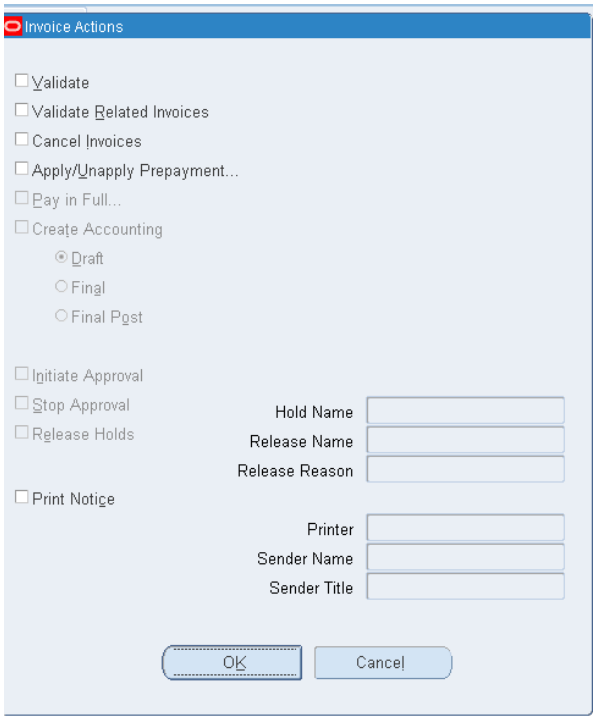
7.2 Submitting Zero Dollar Invoice for Approval

Based on Oracle workflow and approval setup steps, various invoice types will be routed for approval to different parties. This setup should be transparent to the end user, meaning each invoice is submitted using the same exact method, but is then routed appropriately.

1. From the Invoices window, press the **Actions… 1** button.



2. Click the **Validate** checkbox and click **OK**, then click the **Initiate Approval** checkbox. Select whichever approval checkbox is available; both will not be available at the same time.



3. Click the **OK** button.

   NOTE: During approval, Oracle Payables places a hold on an invoice if the distribution total does not equal the invoice amount. A distribution variance hold prevents payment and transfer to the general ledger.

7.3 Running Reports

Oracle Payables
N → Other > Requests > Run
Submit a New Request

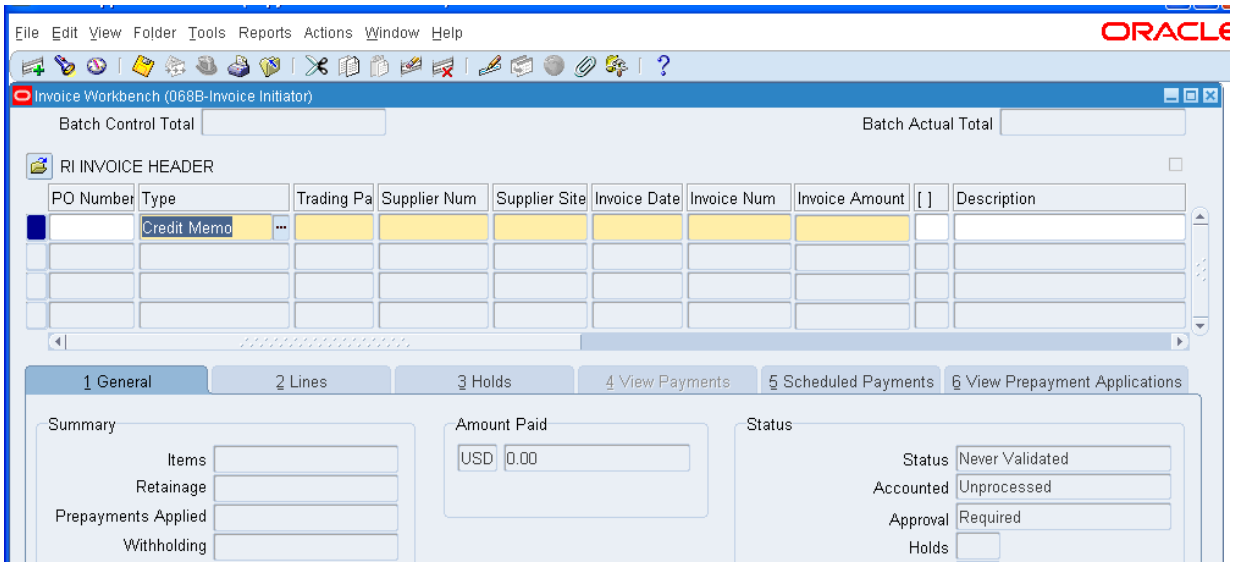
1. Assure **Single Request** is selected
2. Click the **OK** button
3. Report Name: Choose from LOV (List of Values)

   Parameter Window Opens
4. Fill in parameter
5. Click the **OK** button
6. Click the **Submit** button

   Request Window Opens
7. Click the **Reference Data** button
8. Click the **View Output** button

8 Credit Memos

8.1 Enter a Credit Memo or Debit Memo that is not PO matched.



1. Enter either a Credit Memo or Debit Memo **Invoice** type.
2. Enter a negative invoice amount and all other basic invoice information.
3. Enter **Immediate** payment terms if appropriate.
4. Enter Distributions in the Lines tab.
5. If the credit is against an existing invoice, use CM_ and the original invoice number you are crediting as the invoice number, for example CM_123.
6. Validate and initiate the credit memo.

8.2 Matching Credit Memos to Purchase Orders

1. Enter a Credit Memo as **Invoice** type.

2. Enter a negative invoice amount and all basic invoice information but do not manually enter the distributions.

3. Select the **Match** button. The Find Purchase Orders window opens.

4. Enter search criteria for the purchase order you want to match to and choose the **Find** button. This opens the Match to Purchase Orders window.

5. Select the appropriate box to **Match** the line to be credited.

6. Enter the credit amount by entering a negative amount in the **Qty Invoiced** field (yellow mandatory field).

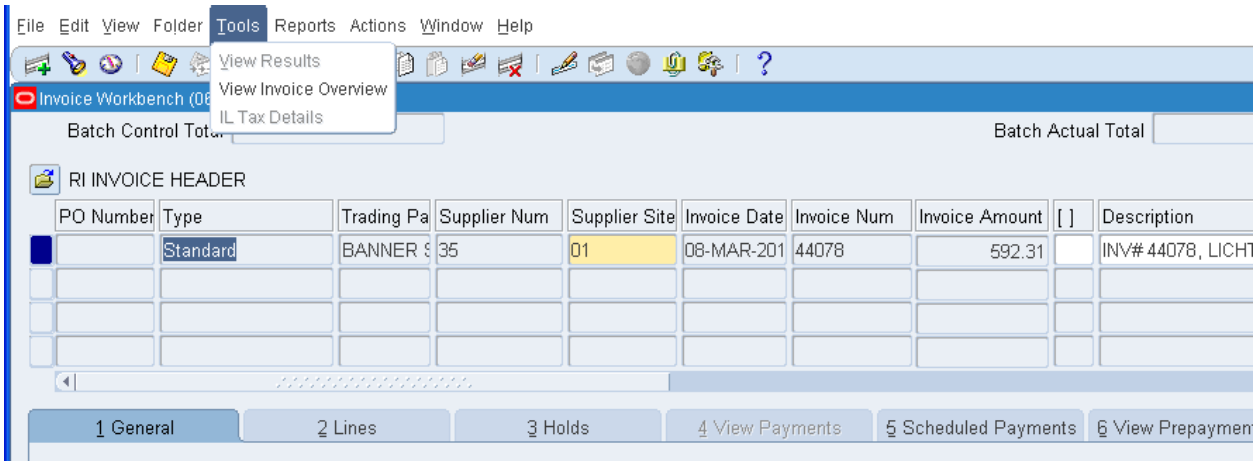
7. Click the **Matc**h button.

8. Click the **Save** icon.

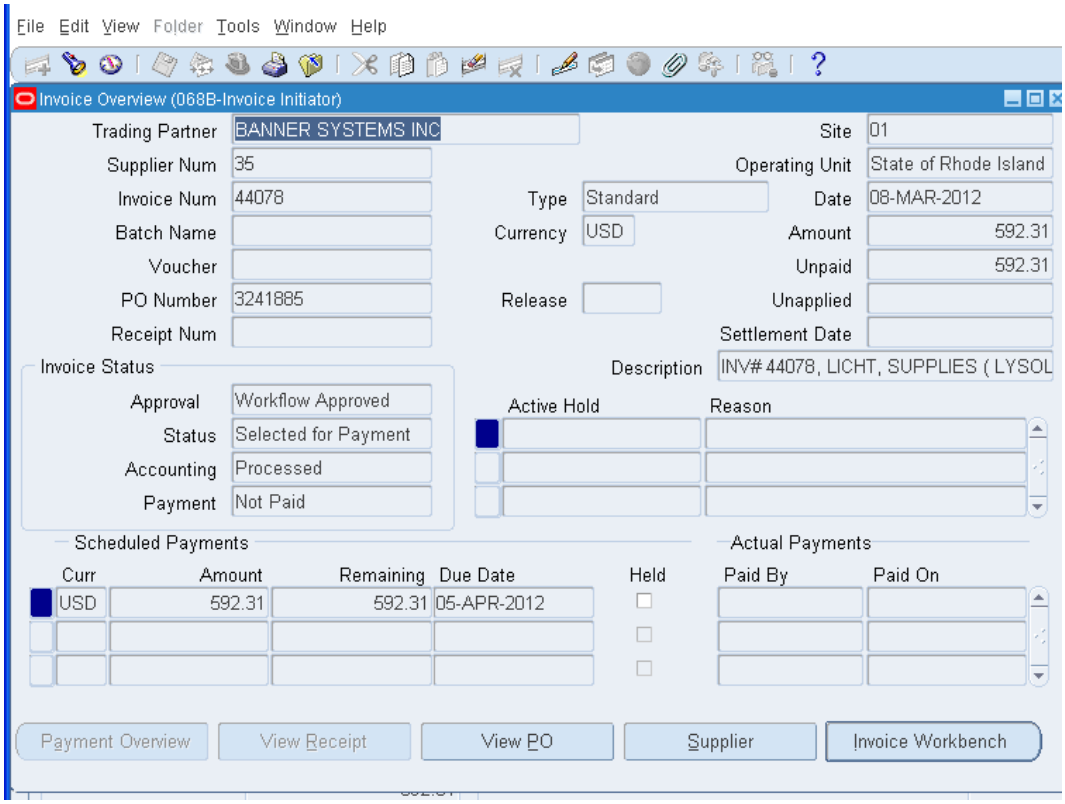
9. Verify that the Summary total reflects the correct amount and is black on the **General** tab. Double check the distributions by clicking the **All Distributions** button. Close the Distributions window.

10. Validate and Initiate the credit memo.

9 Invoice Overview



The **Invoice Overview** button has been changed to a drop-down menu. Choose **Tools > View Invoice Overview**.



The **Invoice Overview** screen opens.