

Oracle
RIFANS
Rhode Island Financial/Accounting System
Agency Payables Version 12.2
Training Guide



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1 Navigation

















1.1 Keyboard Shortcuts

| <u>Function</u> | <u>Key</u> |
|-------------------------------|-------------------|
| 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 Entering Invoices

Navigator

The screenshot shows a software Navigator menu. On the left is a tree view of folders, with '068B-Invoice Initiator' highlighted. On the right is a list of sub-items under '068B-Invoice Initiator', including 'Worklist', 'Suppliers', 'Requisition Summary', 'Purchase Order Summary', 'Invoices Entry', 'Invoices Inquiry', and 'Payments Inquiry'. Under 'Invoices Entry', the 'Invoices' item is highlighted with a blue bar and an arrow pointing to it from a callout box. The callout box contains the text: 'The Navigational Path to create Invoices are Invoices Entry > Invoices'. A 'Personalize' button is visible in the top right corner of the menu area.

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

The screenshot shows the 'Invoice Workbench (068B-Invoice Initiator)' application window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below that is the 'RI INVOICE HEADER' section, which contains a table with columns: PO Number, Type, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice Amount, and Description. The 'Type' column is currently set to 'Standard'. Below the table are tabs for '1 General', '2 Lines', and '3 Holds'. The '1 General' tab is active, showing a 'Summary' section with various input fields like 'Items', 'Retainage', 'Prepayments Applied', 'Withholding', 'Subtotal', 'Tax', 'Freight', 'Miscellaneous', and 'Total'. To the right of the summary is an 'Amount' field set to 'USD 0.00' and a 'Status' section with fields for 'Status' (set to 'never validated'), 'Accounted' (set to 'Unprocessed'), 'Approval' (set to 'Required'), 'Holds', and 'Scheduled Payment Holds'. A 'Description' field is also present. At the bottom of the window are buttons for 'Actions... 1', 'Quick Match', 'Match', and 'All Distributions'. A callout box with a black arrow pointing to the right side of the table header contains the text: 'Use the scroll bar or tab key to continue to the right to complete the header fields.'

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

All REQUIRED fields are represented in yellow and must have data entered before you can continue. **Description** is mandatory but not represented in yellow.

Standard is the default **Type**. Standard invoice is either matched to a purchase order or a direct pay. 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 (%). If there is a purchase order, enter the number first and the Trading Partner will default.

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

Enter the **Invoice Date** from the supplier's invoice.

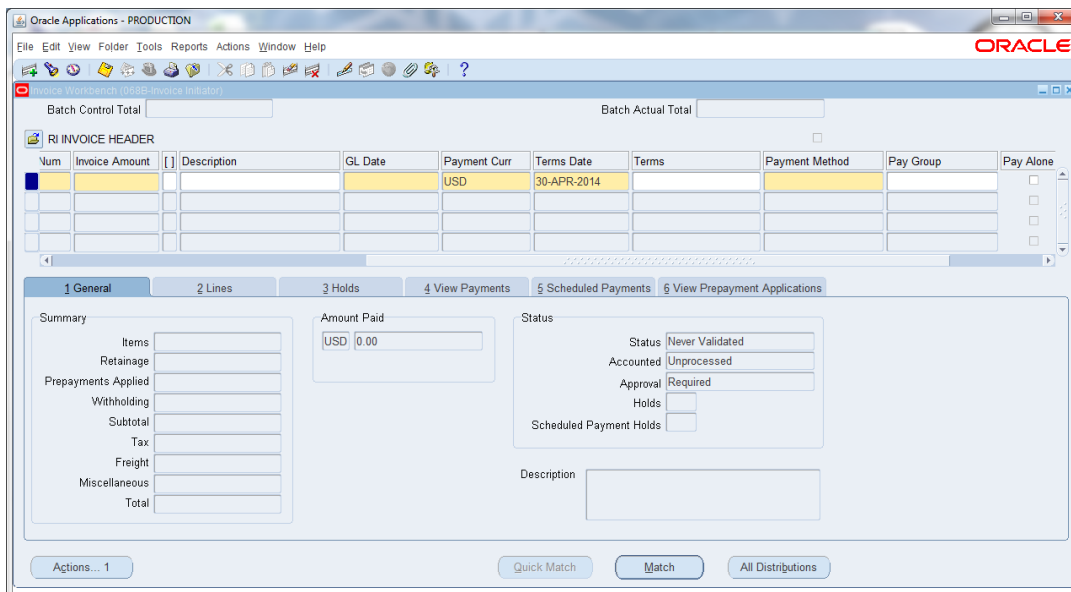
Invoice number: Use the number provided on the supplier's invoice.

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 invoice, use the following numbering sequence 24068XXX0001. **24** represents the fiscal year, **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 detailed information 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

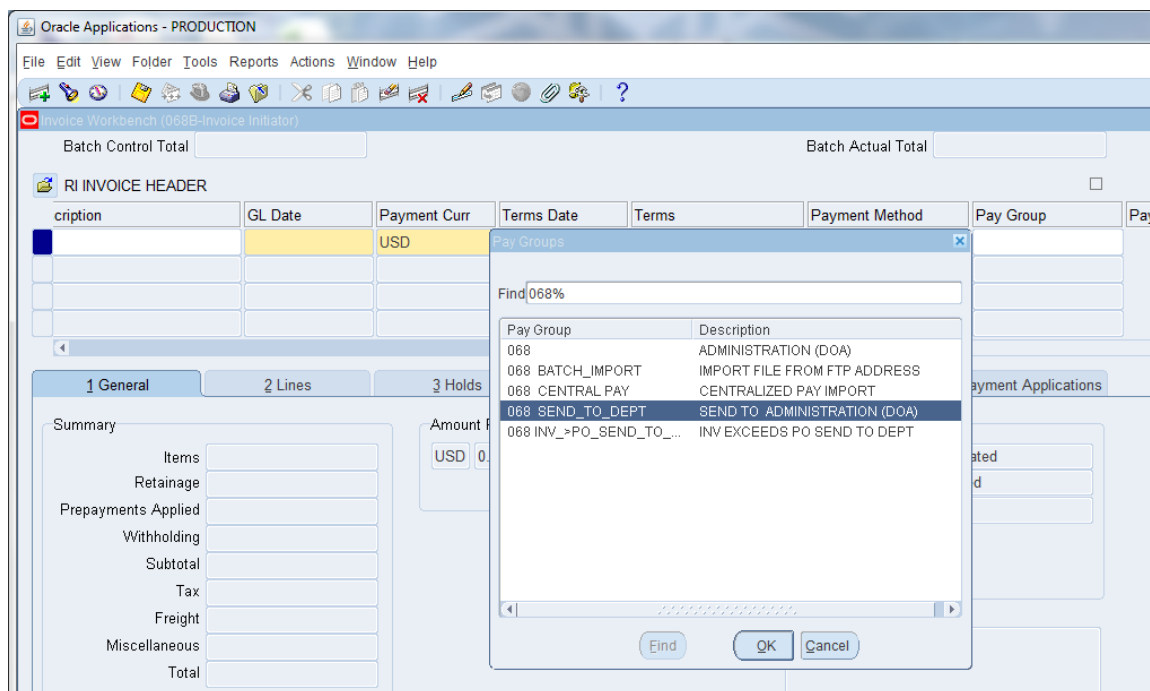
2014 SERIAL #123456, LOCATED AT DOA 4th FLOOR IN CBO is a good example of a detailed description.

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

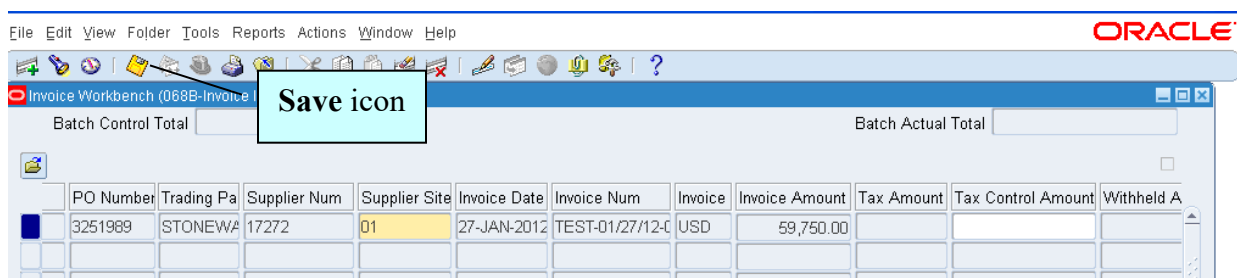
The **Terms Date, Terms and Payment Method** will be automatically populated. The **Terms Date** must be the same date as the invoice_date, not the GL date.

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).

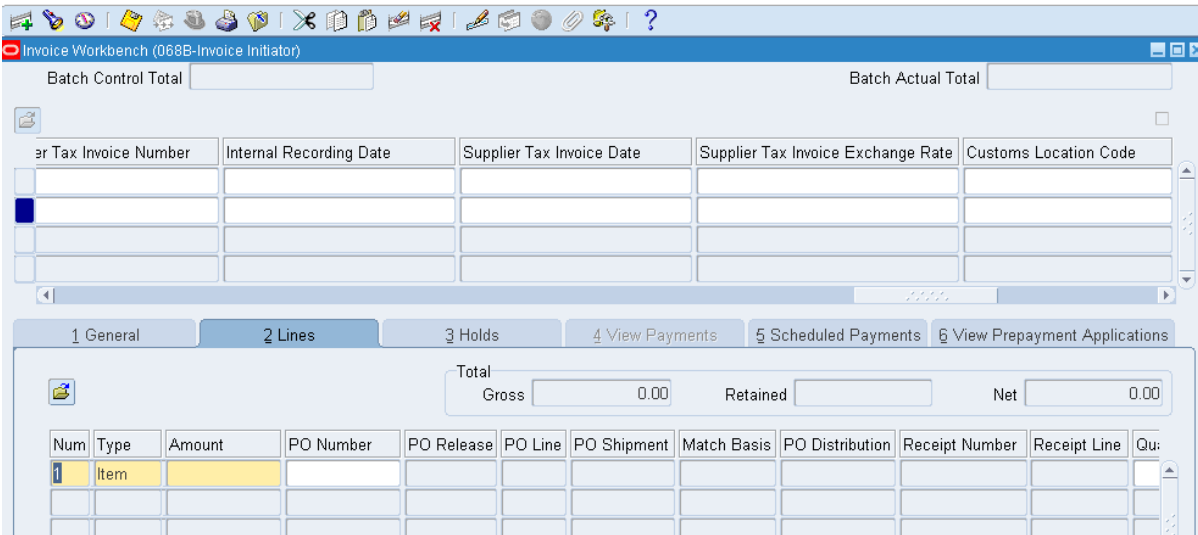
Pay Group is another field not represented in yellow but can be filled. This field is only required when a payment is to be “Sent to Department” Please select the **Pay Group** that shows your agency number.



Once the header has been completed, click the **Save** icon on the toolbar.



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



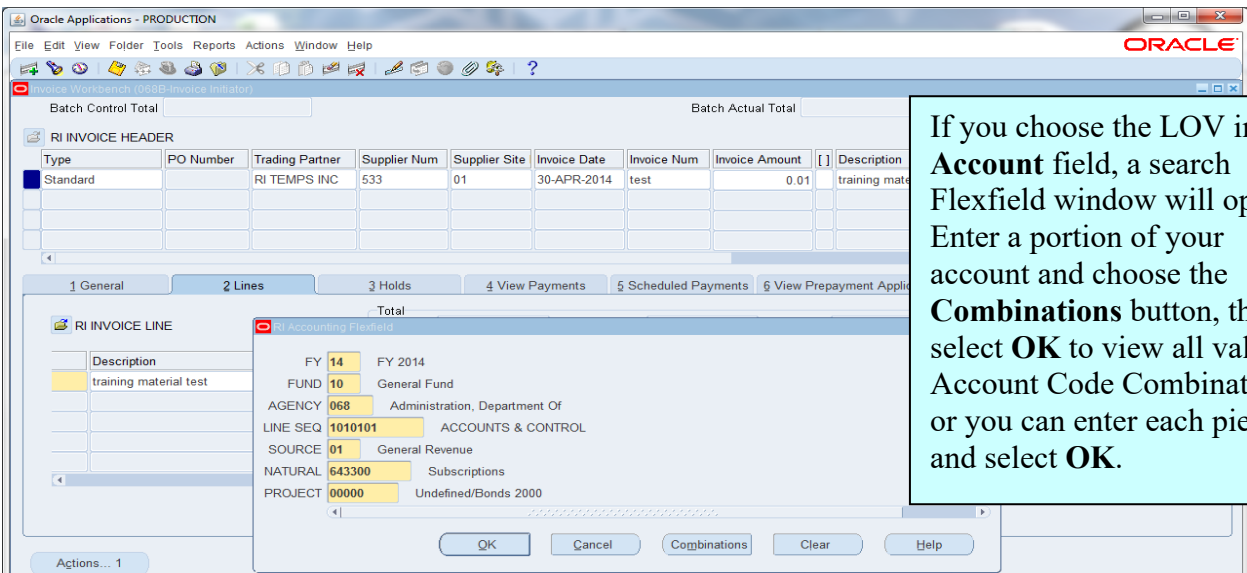
Type will always be Item.

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

GL Date defaults to current date.

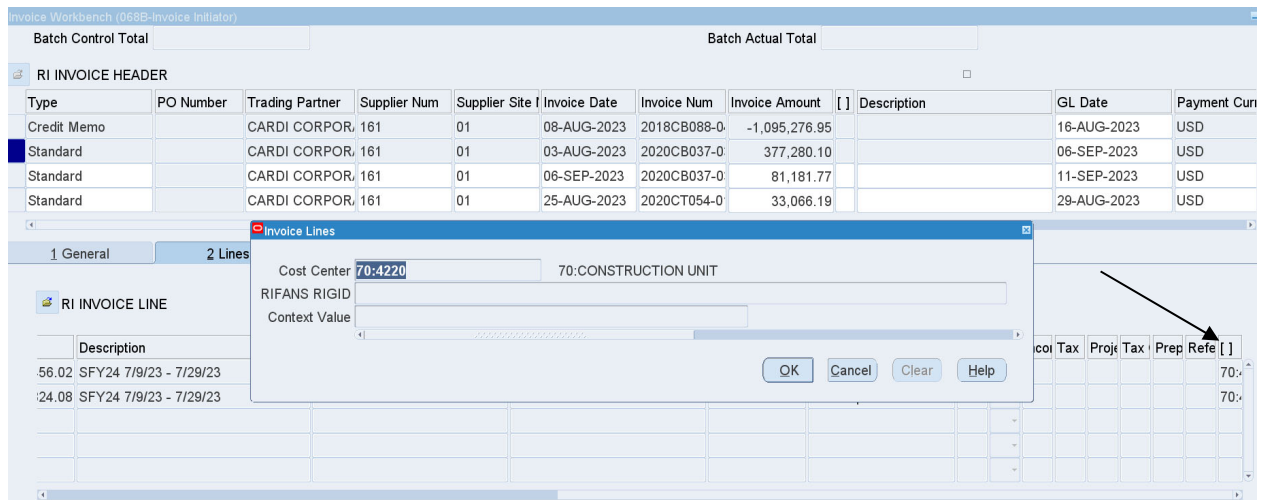
Default Distribution Account: the state account code combination to be charged.

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

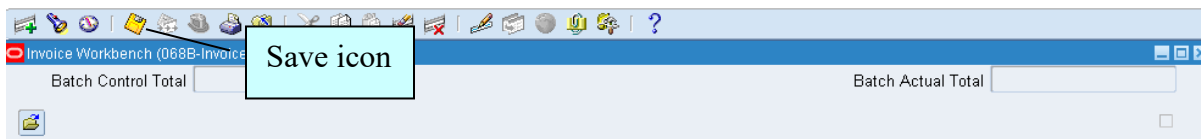


Click the **OK** button.

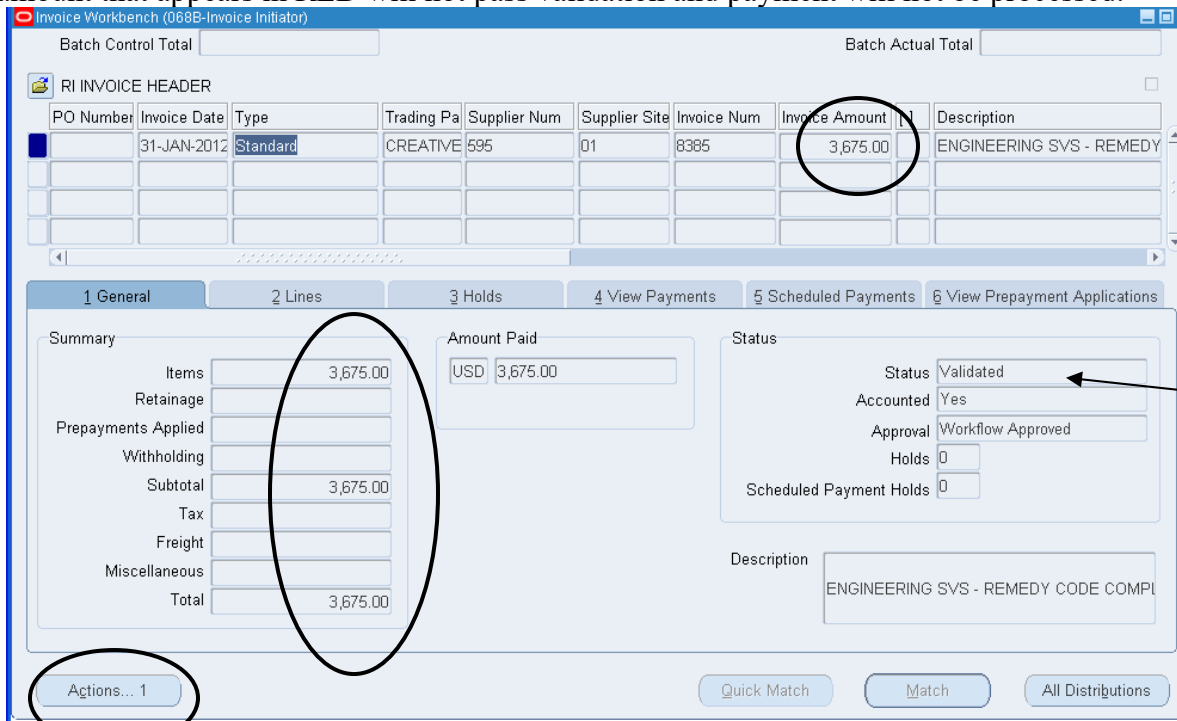
If you know the distribution account, enter in the **Default Distribution Account** field. Once you have successfully selected a valid account code combination, the **Cost Center**, and **RIGID** fields (if needed) can be entered or cancelled. To enter these fields, scroll over to the end of the line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



Choose the Cost Center and/or RIGID. Click **OK**. Click on the **Save** icon.

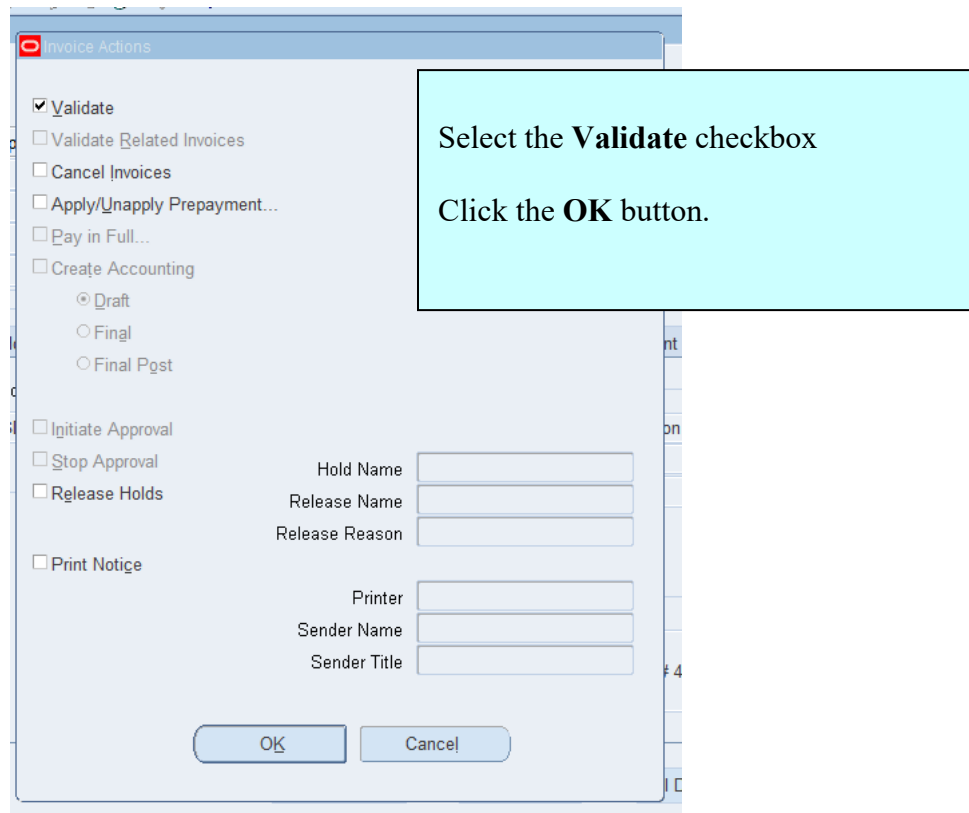


Go back to the **General** tab. The **Distribution Total** in the lower left portion of the screen must match the amount in the **Invoice Amount** field in the header (in **BLACK**). A dollar amount that appears in **RED** will not pass validation and payment will not be processed.



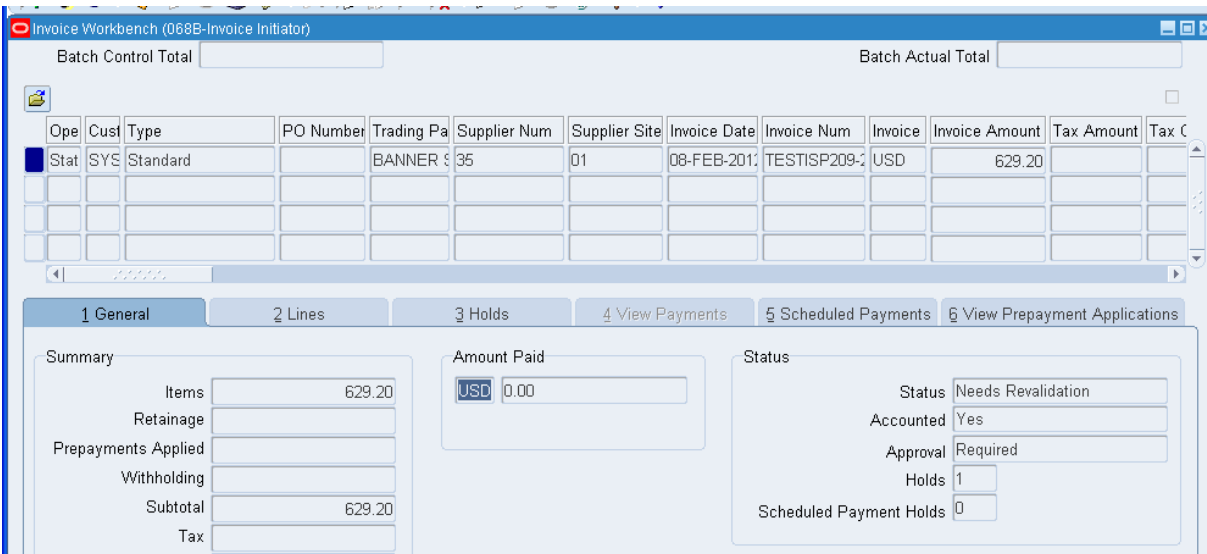
Click the **Actions...1** button.

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



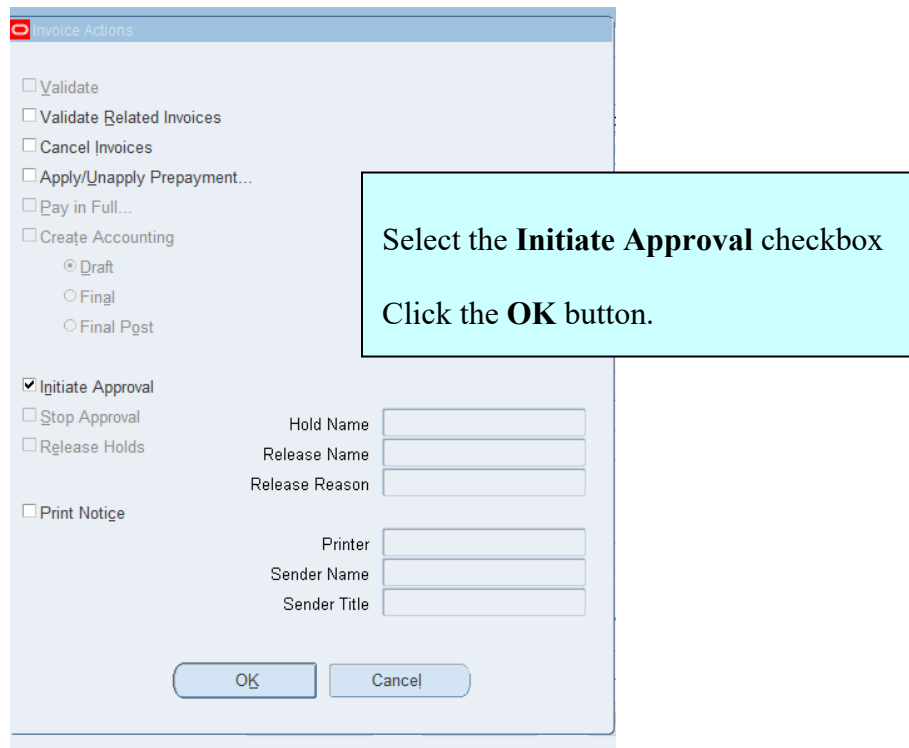
If your invoice has passed all validations, the status will be **Validated**. You cannot initiate approval if the status is not validated.

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 again.

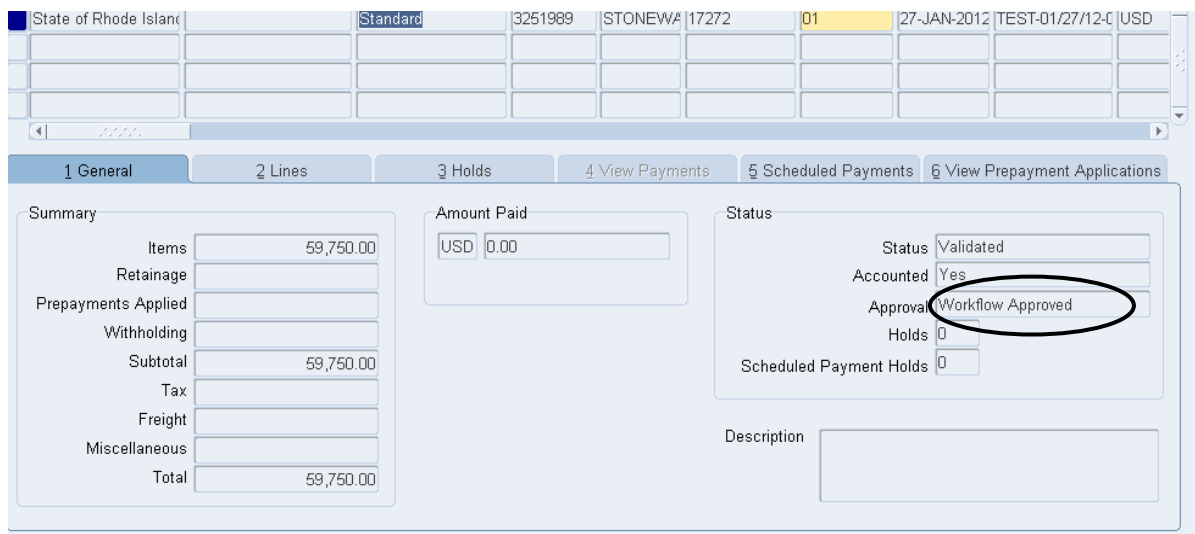
The Invoice Actions window will populate. Click the **Initiate Approval** checkbox and then the **OK** button.



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 will reflect **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.

Batch Control Total: Batch Actual Total:

RI INVOICE HEADER

| Type | PO Number | Trading Partner | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice Amount | Description | GL Date | Payment Cur |
|----------|-----------|-----------------|--------------|---------------|--------------|-------------|----------------|--|-------------|-------------|
| Standard | 3368816 | PAJAN SERVICE | 10906 | 02 | 08-APR-2014 | 10306 | 4,143.12 | VEN# 10306 MANHRS 3/17,3/18,1/19 INSTALL | 15-APR-2014 | USD |
| Standard | 3260740 | PAJAN SERVICE | 10906 | 02 | 08-APR-2014 | 10305 | 2,706.30 | VEN # 10906 MANHRS 4/1,4/2 | 15-APR-2014 | USD |
| Standard | 3260740 | PAJAN SERVICE | 10906 | 02 | 08-APR-2014 | 10304 | 3,273.50 | VEN # 10906 MANHRS 3/20,3/21 | 15-APR-2014 | USD |

Summary

| | |
|---------------------|----------|
| Items | 4,143.12 |
| Retainage | |
| Prepayments Applied | |
| Withholding | |
| Subtotal | 4,143.12 |
| Tax | |
| Freight | |
| Miscellaneous | |
| Total | 4,143.12 |

Amount Paid: USD 0.00

Status: Needs Revalidation

Accounted: Yes

Approval: Rejected

Holds: 1

Scheduled Payment Holds: 0

Description: VEN# 10306 MANHRS 3/17,3/18,1/19 INSTALL

Buttons: Actions... 1, Quick Match, Match, All Distributions

Distributions (0698 Invoice Initiator) - State of Rhode Island, 10306, PAJAN SERVICES INC

Line Number: 1

Line Description: SUPPLY AND INTALL EIGHT (8)

Invoice Total: 4,143.12

Distribution Total: 4,143.12

RI INVOICE DISTRIBUTION

| Num | Type | Account | PO Number | PO Release Num | PO Line Num | PO Shipment Num | PO Distribution Num | Match Quantity | Price |
|-----|------|-------------------------------|-----------|----------------|-------------|-----------------|---------------------|----------------|-------|
| 1 | Item | 14.10.014.3380217.02.661711.0 | 3368816 | | 1 | 1 | 1 | 2071.56 | |
| 2 | Item | 14.10.014.3380227.02.661711.0 | 3368816 | | 1 | 1 | 2 | 2071.56 | |

Status: Validated

Accounted: Processed

Distribution Class: Saved

Associated Charges:

Account Description: FY 2014.General Fund.Militia Of The State.Hurricane Sandy October 2.Federal Revenue.Computers And Comput

Buttons: Reverse 1, Tax Distributions, View PO, View Receipt

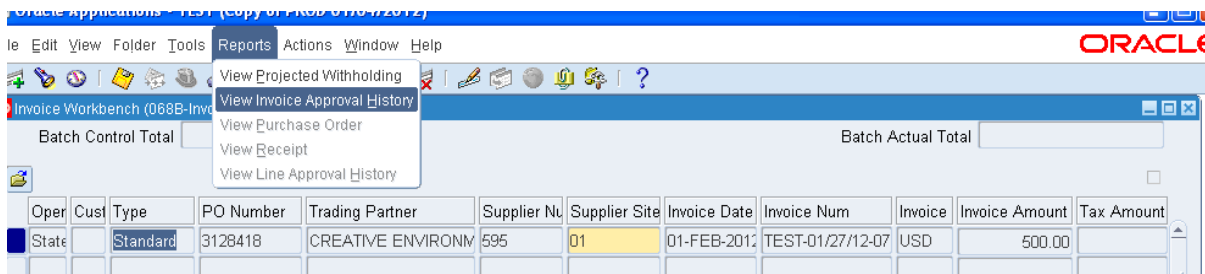
Check the upper right portion of the screen. The **Invoice Total** and the **Distribution Total** should match and be in black.

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.

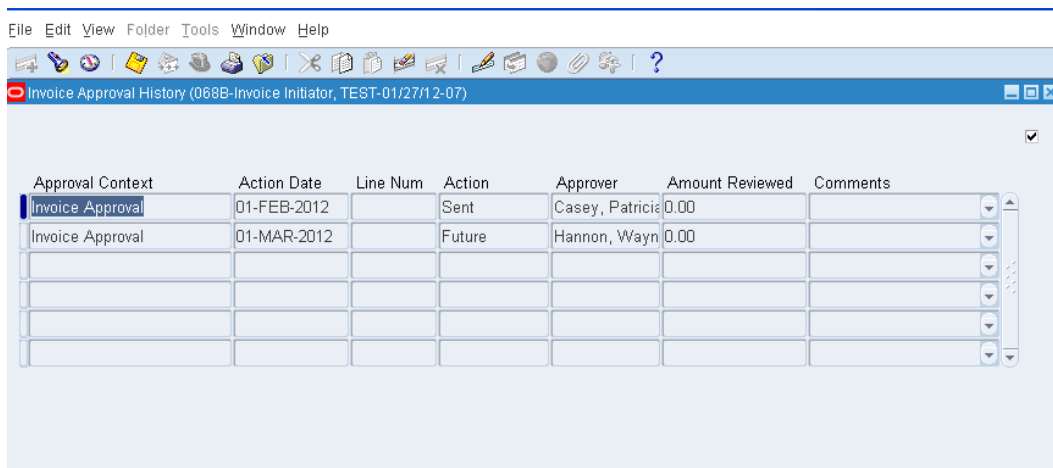
2.1 Track the approval history of an invoice

To view 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

“Insufficient Funds” hold

Items that have the status of “**Required**” need review and, possibly, action.

Invoice Workbench (RI Financial Inquiry)

Batch Control Total: [] Batch Actual Total: []

RI INVOICE HEADER

| PO Number | Type | Trading Partner | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice Amount | Description | GL Date | Terms Date |
|-----------|----------|-----------------|--------------|---------------|--------------|-------------|----------------|---------------------------|-------------|-------------|
| 334554 | Standard | S J SERVICES IN | 22341 | 01 | 30-APR-2014 | 29377 | 360.00 | APRIL 2014 - WARWICK FMS# | 16-APR-2014 | 30-APR-2014 |
| | Standard | PATRIOT HAULIN | 6496 | 01 | 27-SEP-2008 | 29377 | 376.57 | | 14-NOV-2008 | 27-SEP-2008 |

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items: 360.00
 Retainage: []
 Prepayments Applied: []
 Withholding: []
 Subtotal: 360.00
 Tax: 0.00
 Freight: []
 Miscellaneous: []
 Total: 360.00

Amount Paid: USD 0.00

Status: Needs Realization: Yes, Accounted: Yes, Approval: Required, Holds: 1

Description: APRIL 2014 - WARWICK FMS#3

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

Invoice Workbench (068B-Invoice Initiator)

Batch Control Total: [] Batch Actual Total: []

RI INVOICE HEADER

| Type | PO Number | Trading Partner | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice Amount | Description |
|----------|-----------|-----------------|--------------|---------------|--------------|-------------|----------------|-------------------------|
| Standard | 3368816 | PAJAN SERVICE | 10906 | 02 | 08-APR-2014 | 10306 | 4,143.12 | VEN# 10306 MANHRS 3/17 |
| Standard | 3260740 | PAJAN SERVICE | 10906 | 02 | 08-APR-2014 | 10305 | 2,706.30 | VEN # 10906 MANHRS 4/1 |
| Standard | 3260740 | PAJAN SERVICE | 10906 | 02 | 08-APR-2014 | 10304 | 3,273.50 | VEN # 10906 MANHRS 3/20 |

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

| Hold Name | Hold Reason | Hold Date | Held By | Release Name | Release Reason | Released By | Release Date | WF Status |
|-------------------|------------------|-------------|-----------|----------------|----------------------|-------------|--------------|-----------|
| Insufficient Func | Pending interna | 30-APR-2014 | AUTOINSTA | | | | | |
| RI SFA-12 Miss | Hold Invoice unt | 15-APR-2014 | AUTOINSTA | RI SFA-12 Rele | SFA-12 is attachec | CDANELLA | 17-APR-2014 | |
| Qty Rec | Quantity billed | 15-APR-2014 | System | Matched | Passed matching c | System | 23-APR-2014 | |
| Insufficient Func | Pending interna | 23-APR-2014 | AUTOINSTA | Funds Now Ava | Sufficient funds nov | System | 30-APR-2014 | |

Purchase Order: Number [], Release [], Line [], Ship To []

Shipment Quantity: Ordered [], Billed [], Received [], Accepted []

Receipt: Number [], Line [], Date []

Receipt Quantity: Billed [], Received [], Accepted []

View PO | Release... 1

Actions... 1 | Quick Match | Match | All Distributions

An “Insufficient funds” hold means the amount(s) being charged to the account(s) used exceed the budget set for the account.

To release the “Insufficient Funds” hold, try to validate the invoice again. If there are enough funds to cover the invoice, the hold will be released, and the invoice will validate. This hold cannot be manually removed.

Once the invoice passes validation, the invoice will need to be submitted for approval.

2.3 Attaching a PDF Invoice or Submitting a Paper Invoice

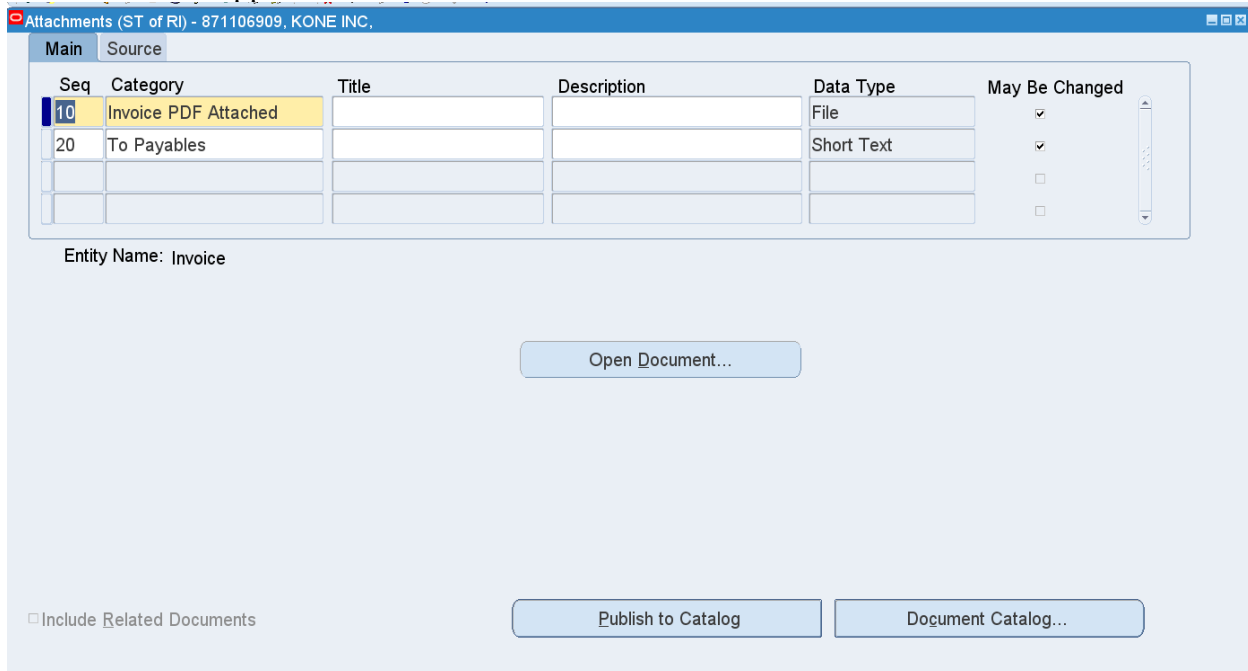
2.3.1 Attaching a PDF Invoice

Once the invoice has been created, saved, validated and workflow initiated, a copy of the invoice must be attached.

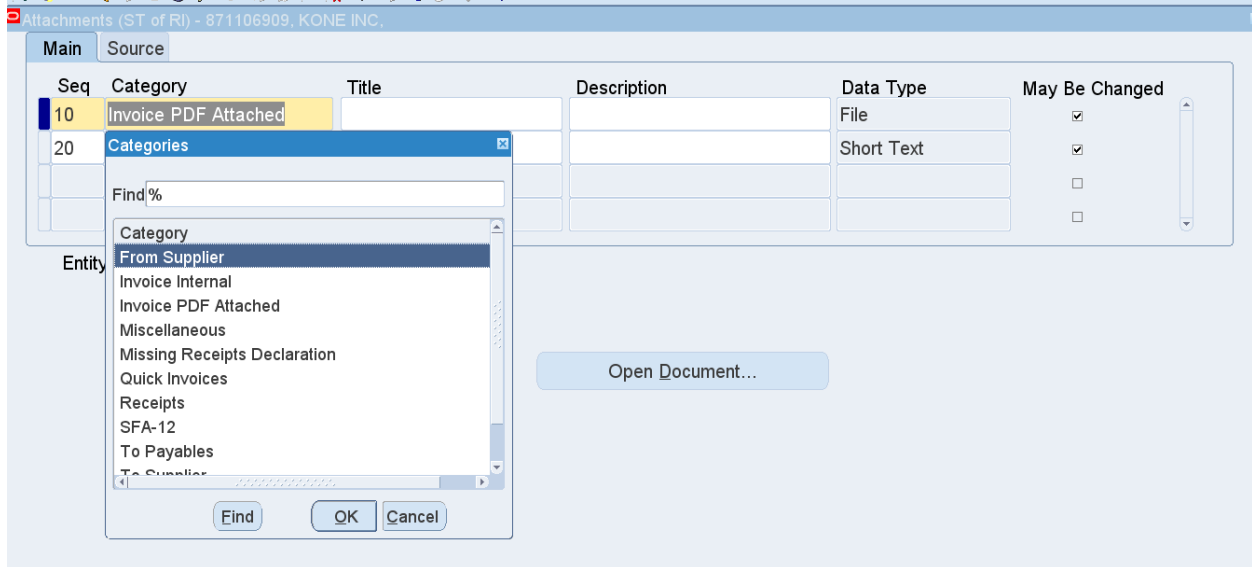
A PDF file of the invoice can be attached directly in the system. Click on the attachment icon (paperclip).



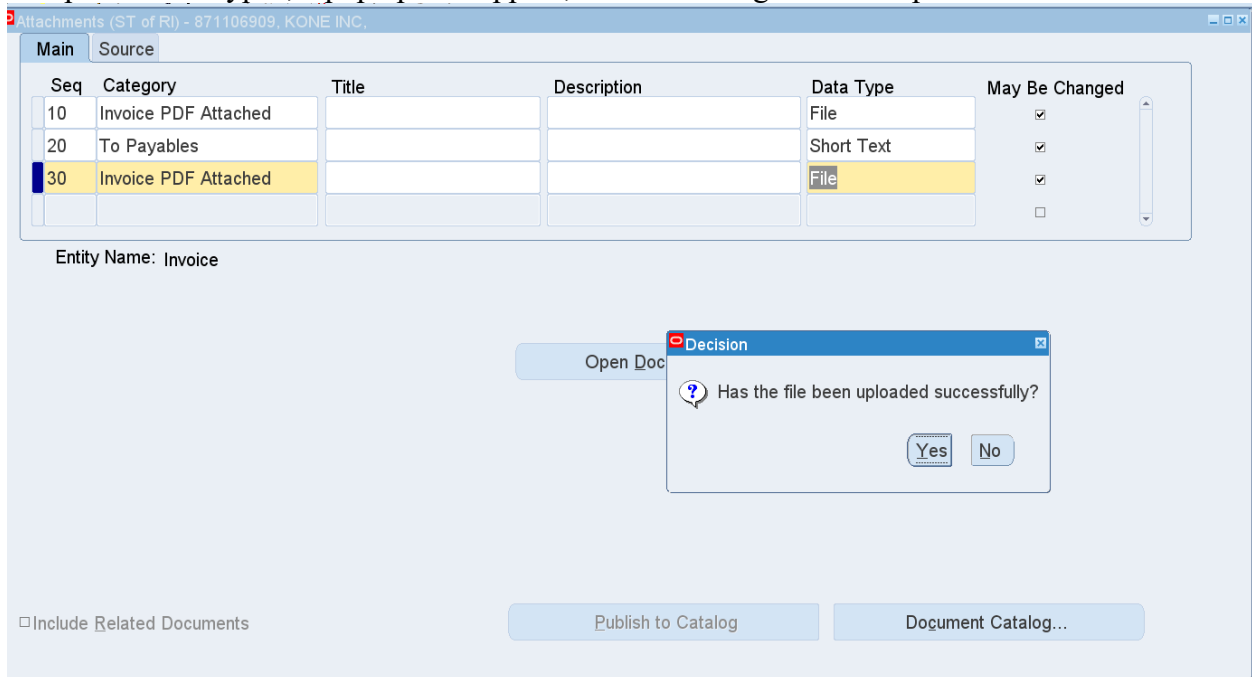
This screen will appear.

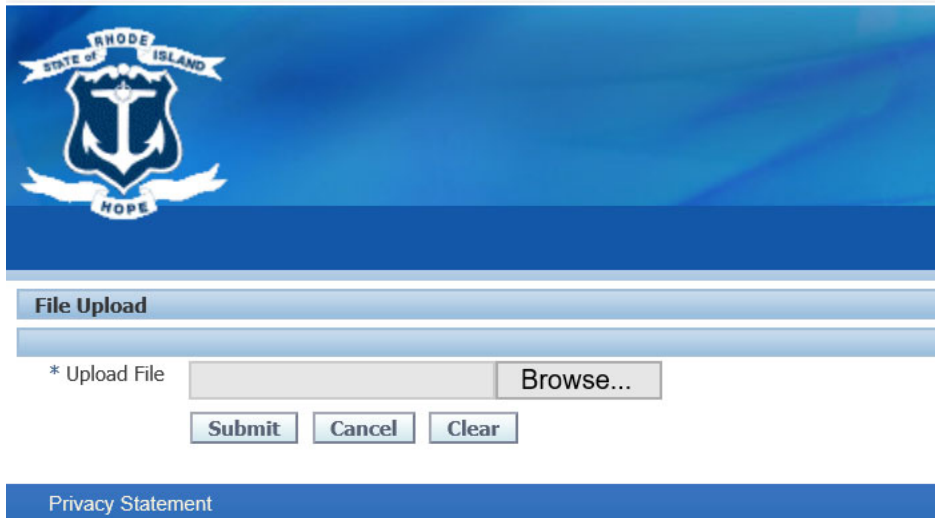


Choose the “Invoice PDF Attached” category.



Tab past “Data Type”, a pop up will appear, and a new Edge tab will open.





Click “Browse” to find where the PDF is located and click “Open”.
Once the PDF file is added, click “Submit” to upload the attachment.

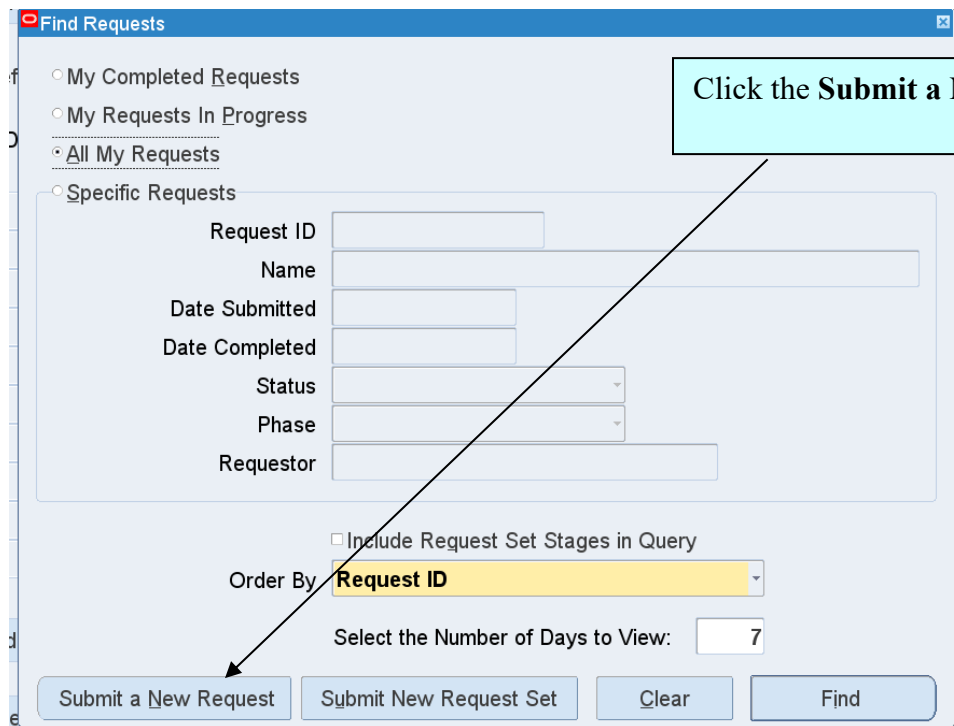
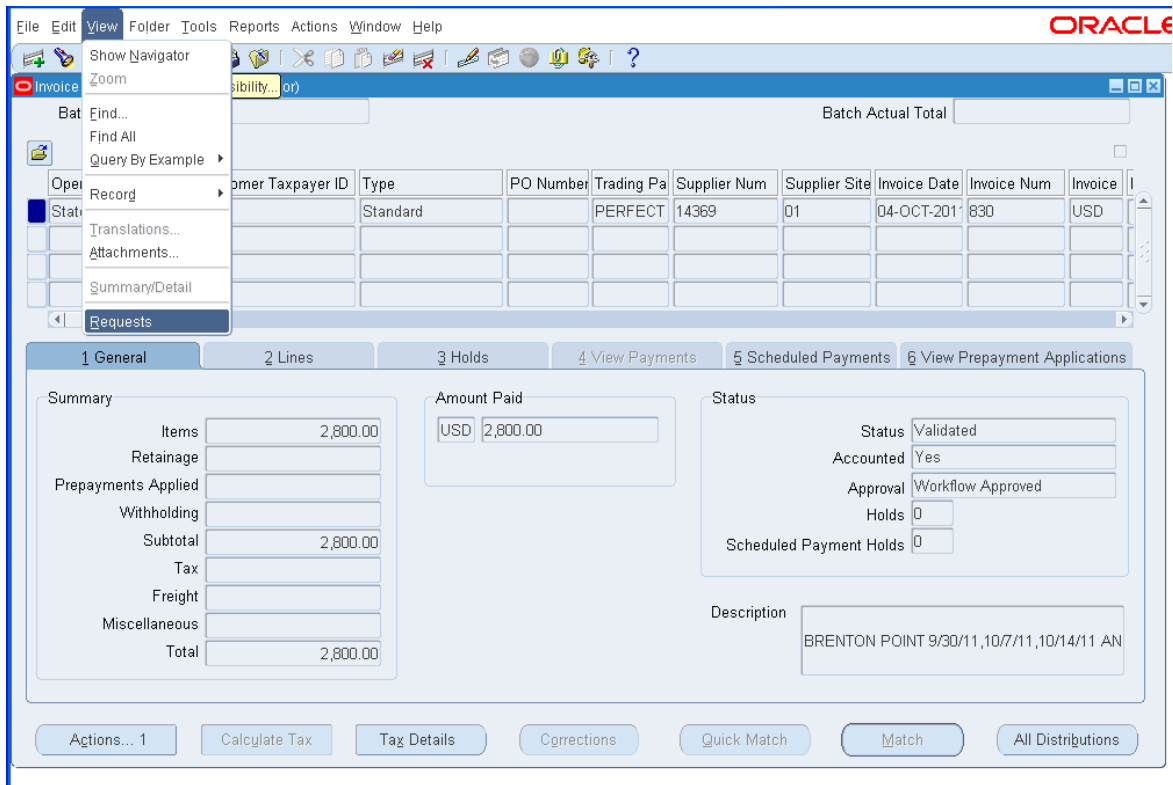
If the attachment loads properly, click Yes for “Has the file been uploaded successfully?”. If not, click No and the attachment load screen will reappear.

Additional backup can be attached as needed.

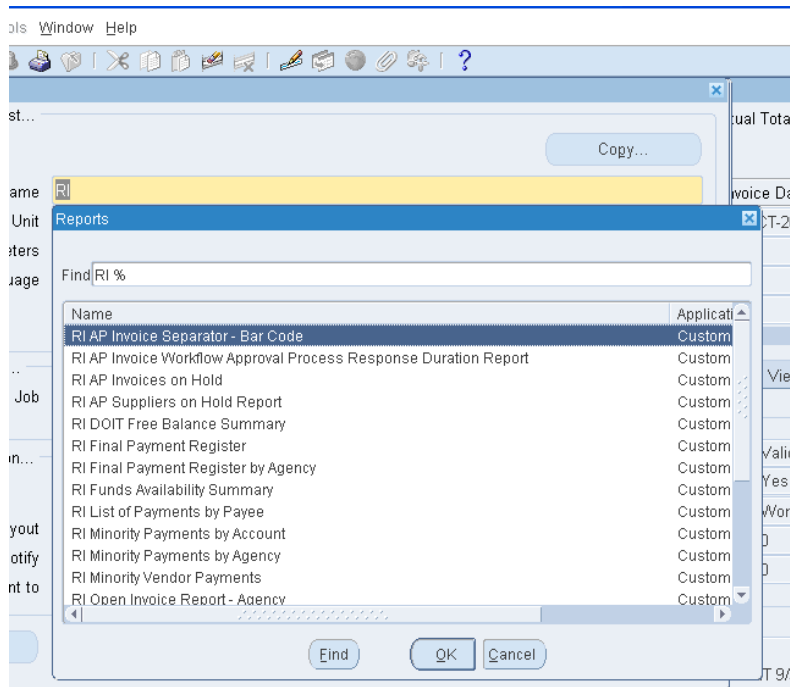
2.3.2 Submitting a Paper Invoice

Another option is to print a separator sheet, attach it to the invoice and backup, and submit to Accounts & Control. The separator sheet acts as a cover sheet for the supplier's invoice so it can be scanned.

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

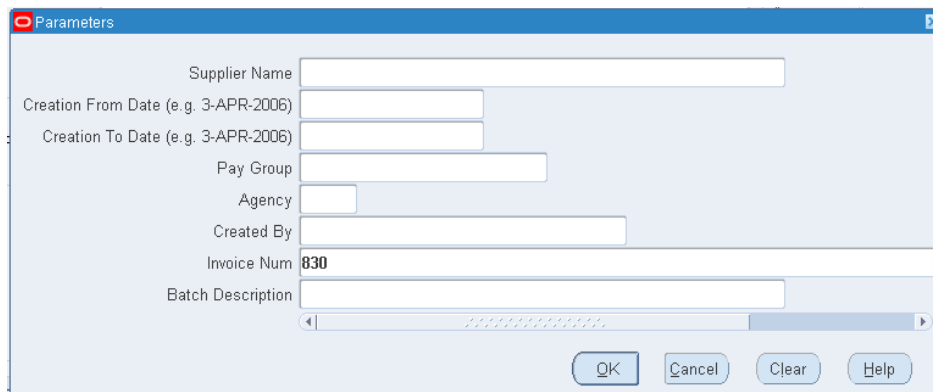


In the yellow **Name** field, type in RI and tab



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 **Invoice 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 username who created the invoices in the **Created By** field, and Click **OK**. This will bring up all Separator Sheets created throughout the period in the order it was processed.



| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|-----------------------------|--------|-----------|--------|------------------------|
| 22404027 | RI AP Invoice Separator - E | | Pending | Normal |830, |
| 22381984 | RI AP Invoice Separator - E | | Completed | Normal |TESTLP405-3/2/12, |
| 22381980 | RI AP Invoice Separator - E | | Completed | Normal |test_valp2, |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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 number of reports in the queue.

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

A view of a completed separator sheet is on the next page.



| | |
|---------------------|-----------|
| Initiated By | MGRREGGON |
| Creation From Date: | |
| Creation To Date: | |

Invoice Number: 910

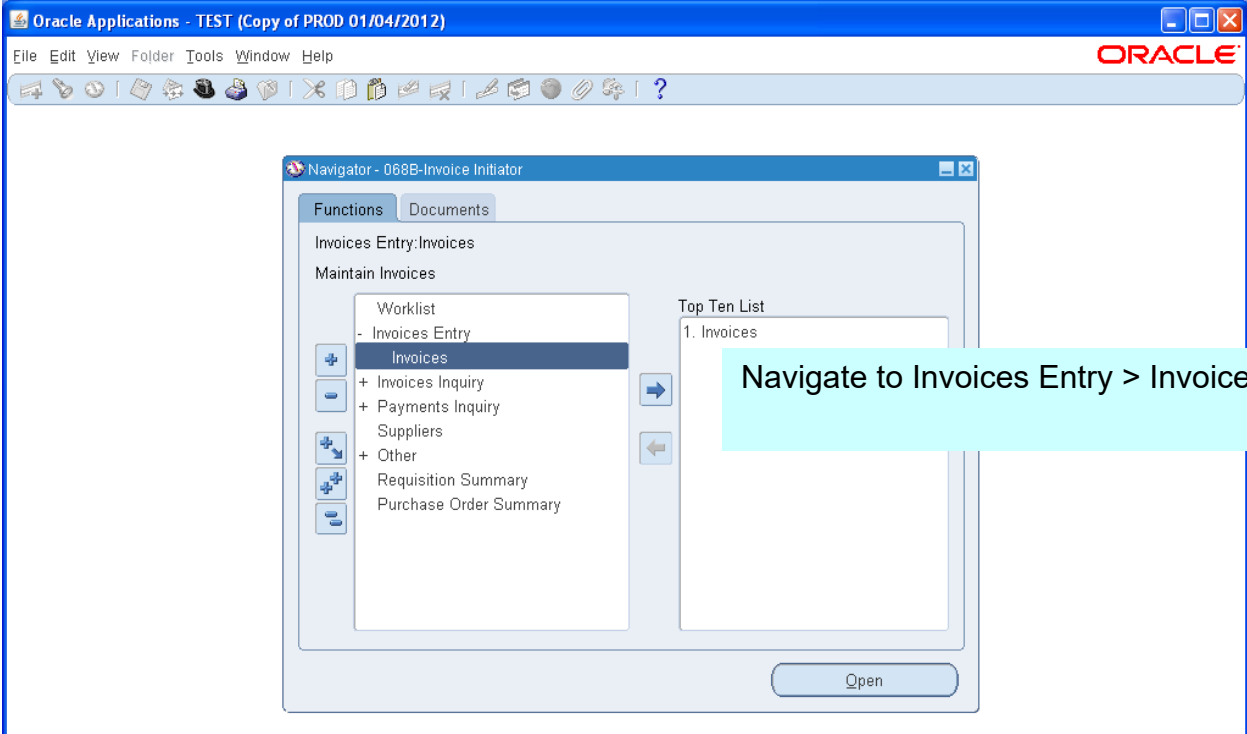
| | | |
|----------------------------|-------------------------------|-------------|
| Invoice ID: | 1698571 | |
| Supplier Number: | 14169 | |
| Supplier Name: | PERFECT TOUCH LANDSCAPING LLC | |
| Creation Date: | 21-OCT-11 | |
| Invoice Date: | 04-OCT-11 | |
| Original Amount: | 2,900.00 | |
| Pay Group: | | |
| Invoice Type: | STANDARD | |
| Summary of Distribution By | Agency | DistAmount: |
| Agency | RT4 | 2,900.00 |
| GL Date: | 21-OCT-11 | |

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

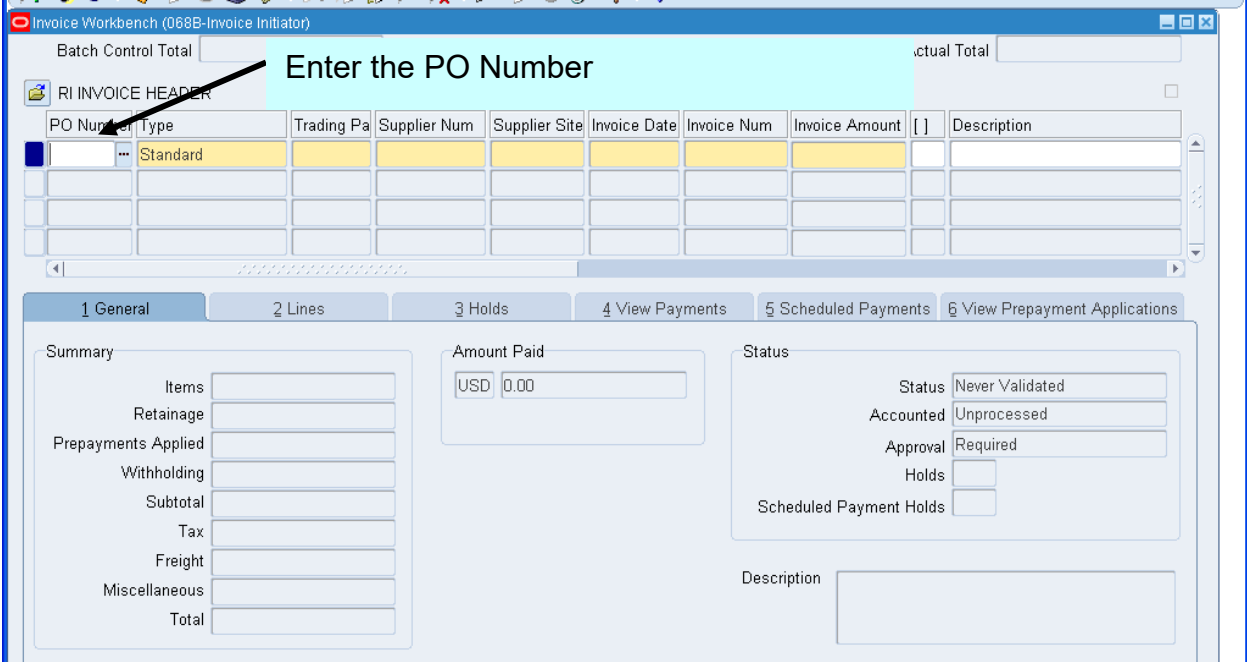
Print this out, attach the supplier's backup (invoice) and send to Accounts and Control to be scanned within five (5) business days from the creation date. Approvers are instructed to look for the attached scanned documents prior to approving documents.

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**.



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

1. Complete the rest of the mandatory fields (yellow) in the header. For more detailed instructions on mandatory fields, see pages 9 and 10.
2. Click on the **Match** button.

| PO Number | Type | Trading Partner | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice Amount | Description |
|-----------|----------|---------------------|--------------|---------------|--------------|-------------|----------------|-------------|
| 3260600 | Standard | EASTERN BAG & PAPER | 1873 | 01 | | | | |

3. 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 need to be entered in the **Release** field.)
4. Click the **Find** button.

Supplier
Name: EASTERN BAG & PAPER CO
Number: 1873
Site: 01
Tax Registration: []

Purchase Order
Num: 3260600
Release: []
Line: []
Shipment: []

Ship To: []
Deliver To: []
Item: []
Item Desc: []
Shipment Item Desc: []
Supplier Item: []
Project: []
Task: []
Need-By Dates: [] - []
Category: []

Find | Clear | Cancel

Description: TEST FOR GUIDE

Match to Purchase Orders (068B-Invoice Initiator) - State of Rhode Island

Invoice Amount Line Total

| Match | Qty Invoiced | Unit Price | Match Amount | Freight/Misc | PO Number | Release | Line | Shipment | Item Description | Match Basis |
|--------------------------|--------------|------------|--------------|--------------------------|-----------|---------|------|----------|--------------------|-------------|
| <input type="checkbox"/> | | 16.26 | | <input type="checkbox"/> | 3260600 | | 1 | 1 | 161 trays 5 compar | Quantity |

The **Match to Purchase Orders** window will appear with the related PO information. You must select (click) in the checkbox under **Match** next to the line you are invoicing against.

Shipment Quantity

Ordered UOM
 Shipped Type
 Received Accepted
 Billed Distributions

Purchase Order

Payment Terms
 Freight Terms

Associated Charges

Freight
 Misc

Match to Purchase Orders (068B-Invoice Initiator) - State of Rhode Island

Invoice Amount Line Total

| Match | Qty Invoiced | Unit Price | Match Amount | Freight/Misc | PO Number | Release | Line | Shipment | Item Description | Match Basis |
|-------------------------------------|--------------|------------|--------------|--------------------------|-----------|---------|------|----------|--------------------|-------------|
| <input checked="" type="checkbox"/> | 1 | 16.26 | 16.26 | <input type="checkbox"/> | 3260600 | | 1 | 1 | 161 trays 5 compar | Quantity |

Shipment Quantity

Ordered UOM
 Shipped Type
 Received Accepted
 Billed Distributions

Purchase Order

Payment Terms
 Freight Terms

Associated Charges

Freight
 Misc

- Qty Invoiced
- Unit Price
- Match Amount

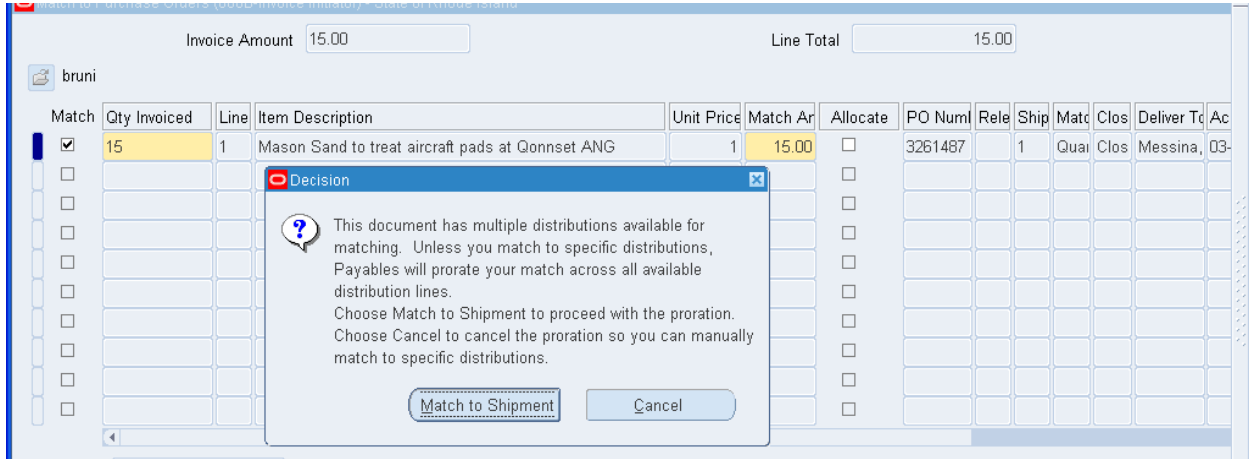
These fields will be auto populated. **Only the Qty Invoiced field should be edited.** The **Unit Price** field defaults from the purchase order and should **never** be changed. The **Match Amount** field is a calculated field and should **never** be changed.

➡ If this invoice will result in a *partial payment*, edit the **Qty Invoiced** 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.

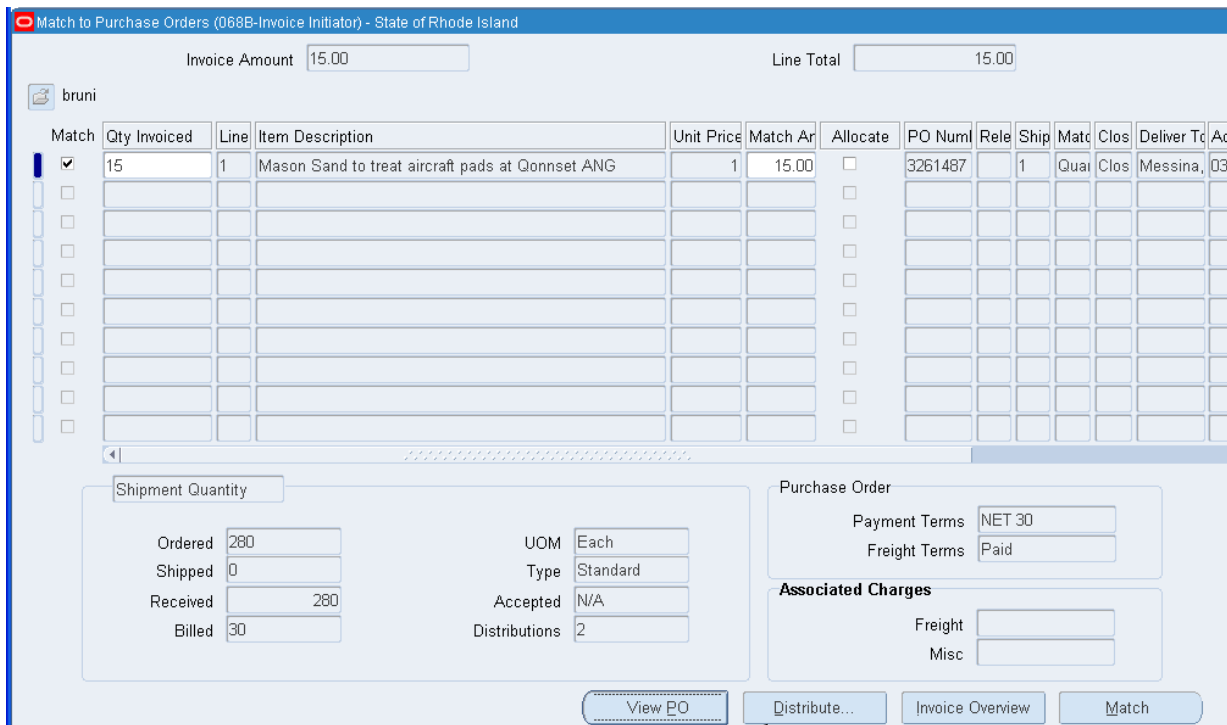
Once edit is completed click the **Match** button at the bottom of the Match to Purchase Order window. See page 14 and 15 for validation and initiation process.

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. Choose **Distribute**.



The **Match to Purchase Order Distributions** window will populate. Click in the checkbox under **Match** next to the line of the distribution required. 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 the **Match to Purchase Orders** window.

Invoice Workbench (068B-Invoice Initiator)

Batch Control Total Batch Actual Total

| Op | Cust | Type | PO Number | Trading Partner | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Tax Amount | Tax Cor |
|------|------|----------|-----------|-----------------|--------------|---------------|--------------|--------------|---------|----------------|------------|---------|
| Stat | | Standard | 3260600 | EASTERN BAG | 1873 | 01 | 06-MAR-201 | TEST1-3/6/12 | USD | 16.26 | | |

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

| | |
|---------------------|-------|
| Items | 16.26 |
| Retainage | |
| Prepayments Applied | |
| Withholding | |
| Subtotal | 16.26 |
| Tax | |
| Freight | |
| Miscellaneous | |
| Total | 16.26 |

Amount Paid

USD 0.00

Status

Status: Never Validated

Accounted: No

Approval: Required

Holds: 0

Scheduled Payment Holds: 0

Description: TEST FOR GUIDE

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

To double check the accounting, click the **All Distributions** button.

Distributions (068B-Invoice Initiator) - State of Rhode Island, TEST1-3/6/12, EASTERN BAG & PAPER CO

Line Number: 1 Invoice Total: 16.26

Line Description: 161 trays 5 compartment Distribution Total: 16.26

| Num | Type | Amount | GL Date | Account | Asset Book | Description |
|-----|------|--------|-------------|--------------------------------|------------|-------------------------|
| 1 | Item | 16.26 | 06-MAR-2012 | 12.53.077.3140102.09.649600.00 | | 161 trays 5 compartment |

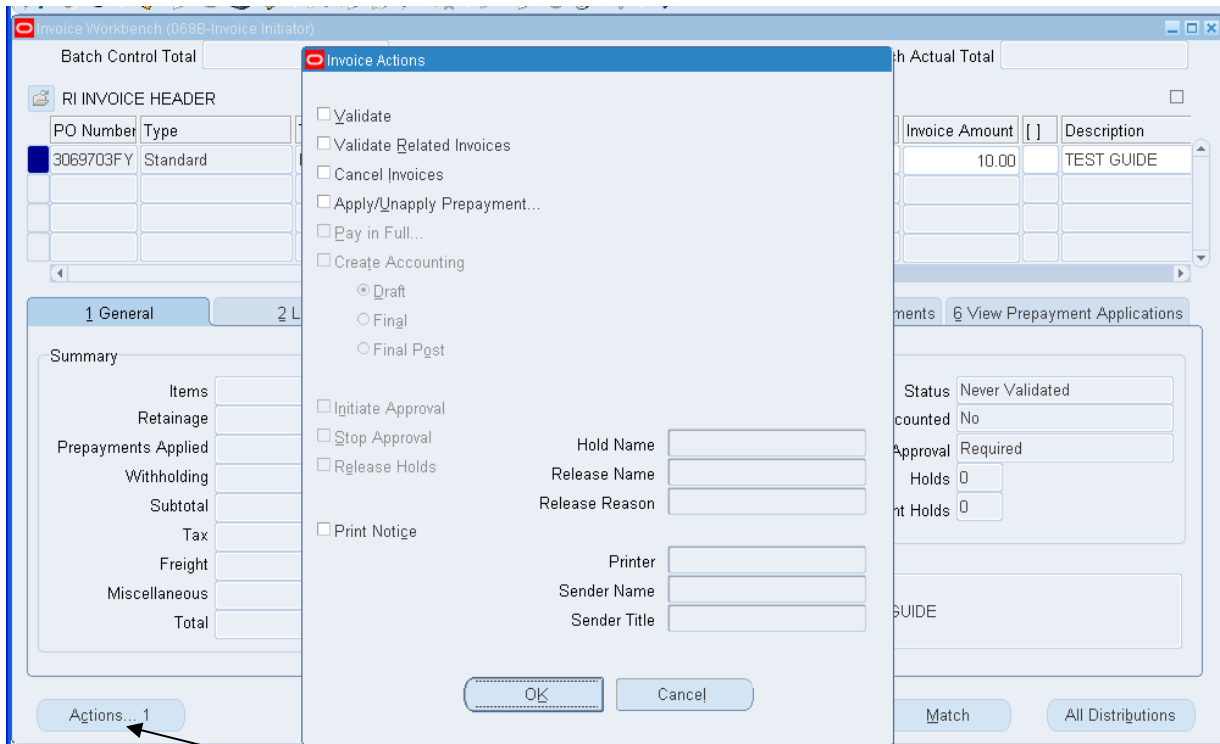
You should see the accounting that was selected for the PO.
You can then close the Distribution window.

Status: Never Validated Distribution Class: Saved

Accounted: Unprocessed Associated Charges:

Account Description: FY2012.CENTRAL DISTRIBUTION CENT.CORRECTIONS, DEPARTMENT O.MERCHANDISE INVENTORY.Othe

Reverse 1 Tax Distributions View PO View Receipt



Click the **Actions...1** button

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

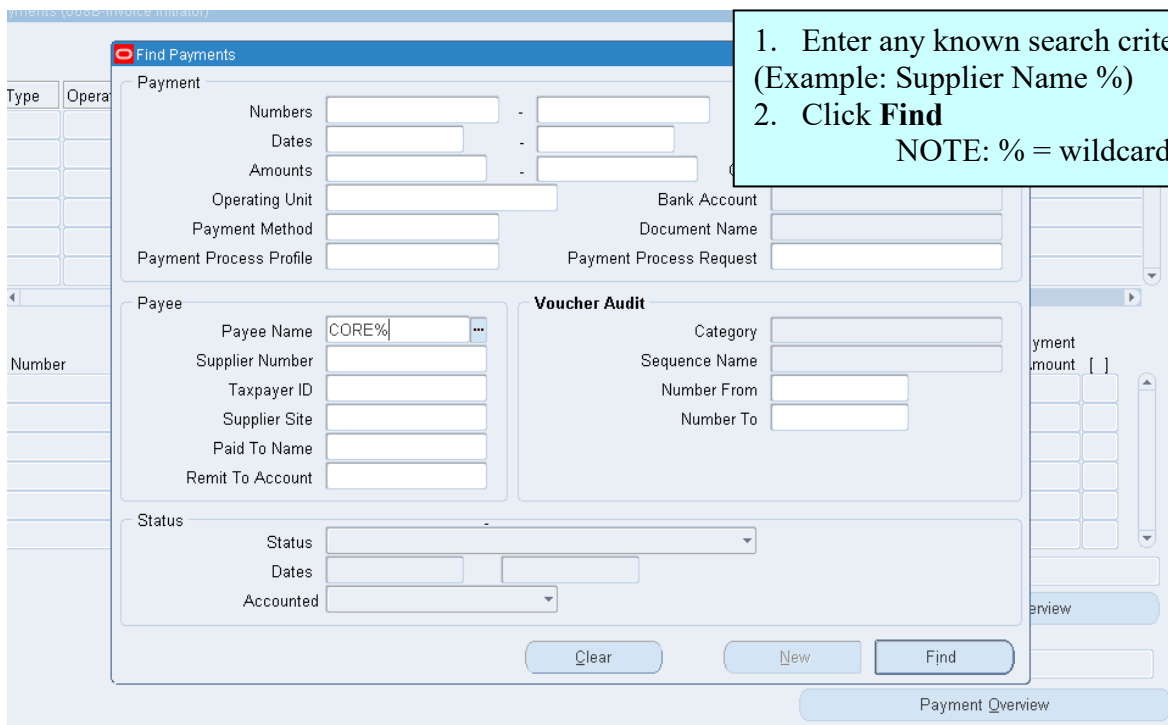
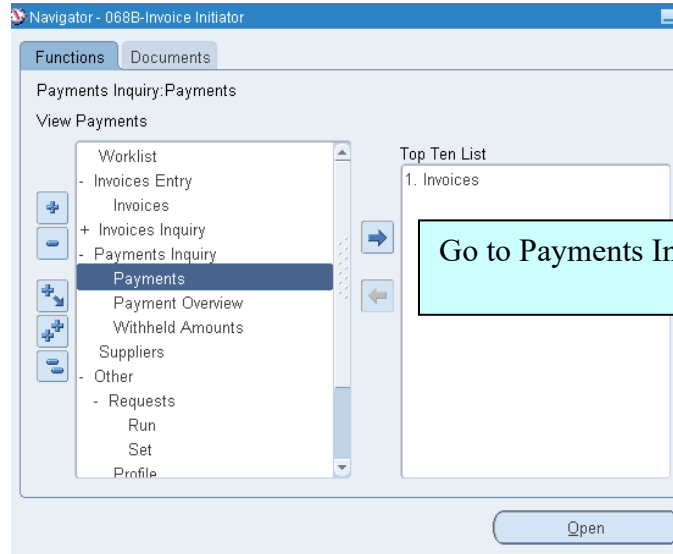
Status should change to Validated.

Click the **Actions ...1** button

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

Refer to section 2.3 for instructions on attaching the invoice and printing separator sheets.

4 Payment Inquiry



Payments (088B-Invoice Initiator)

| Type | Operating Unit | Trading Partner | Supplier Number | Supplier Site |
|--------|-----------------------|-------------------------|-----------------|---------------|
| Paymei | State of Rhode Island | CORE BUSINESS TECHNOLOG | 555 | 01 |
| Paymei | State of Rhode Island | CORE BUSINESS TECHNOLOG | 555 | 01 |
| Paymei | State of Rhode Island | CORE BUSINESS TECHNOLOG | 555 | 01 |
| Paymei | State of Rhode Island | CORE BUSINESS TECHNOLOG | 555 | 01 |
| Paymei | State of Rhode Island | CORE BUSINESS TECHNOLOG | 555 | 01 |
| Paymei | State of Rhode Island | CORE BUSINESS TECHNOLOG | 555 | 01 |

| Number | Date | Amount | GL Date | Payment Amount [] |
|--------|-------------|----------|-------------|--------------------|
| 110267 | 23-JUN-2006 | 1,377.00 | 18-JUL-2006 | 1,377.00 |
| 110266 | 23-JUN-2006 | 984.00 | 18-JUL-2006 | 984.00 |
| 110265 | 23-JUN-2006 | 984.00 | 18-JUL-2006 | 984.00 |
| 110263 | 23-JUN-2006 | 984.00 | 18-JUL-2006 | 984.00 |
| 110262 | | | | 753.50 |
| 110261 | | | | 591.00 |

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.

Invoice Overview

Accounting Processed

Payment Overview

Invoice Overview (088B-Invoice Initiator)

Trading Partner: CORE BUSINESS TECHNOLOGIES Site: 01
 Supplier Num: 555 Operating Unit: State of Rhode Island
 Invoice Num: 110267 Type: Standard Date: 23-JUN-2006
 Batch Name: Currency: USD Amount: 1,377.00
 Voucher: Unpaid: 0.00
 PO Number: 3000364 Release: Unapplied
 Receipt Num: Settlement Date:
 Invoice Status: Description: Annual full coverage svc agreement from
 Approval: Not Required Active Hold: Reason:
 Status: Validated
 Accounting: Processed
 Payment: Fully Paid

| Scheduled Payments | | | | Actual Payments | | |
|--------------------|----------|-----------|-------------|--------------------------|-----------------|-------------|
| Curr | Amount | Remaining | Due Date | Held | Paid By | Paid On |
| USD | 1,377.00 | 0.00 | 23-JUN-2006 | <input type="checkbox"/> | 1000000028 - AC | 18-JUL-2006 |

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.

Invoice Workbench

Payment Amount []

7-includes all parts and labor for Serial

Invoice Overview

Accounting Processed

Payment Overview

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

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**. Click **Find**.

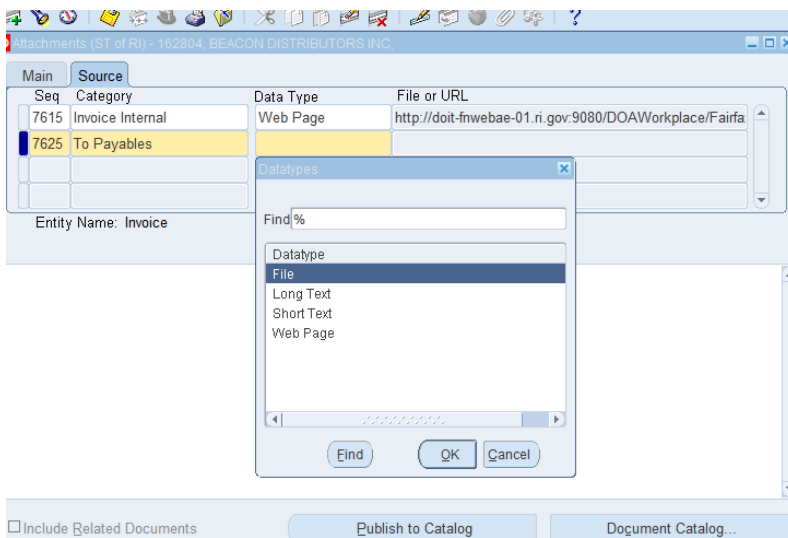
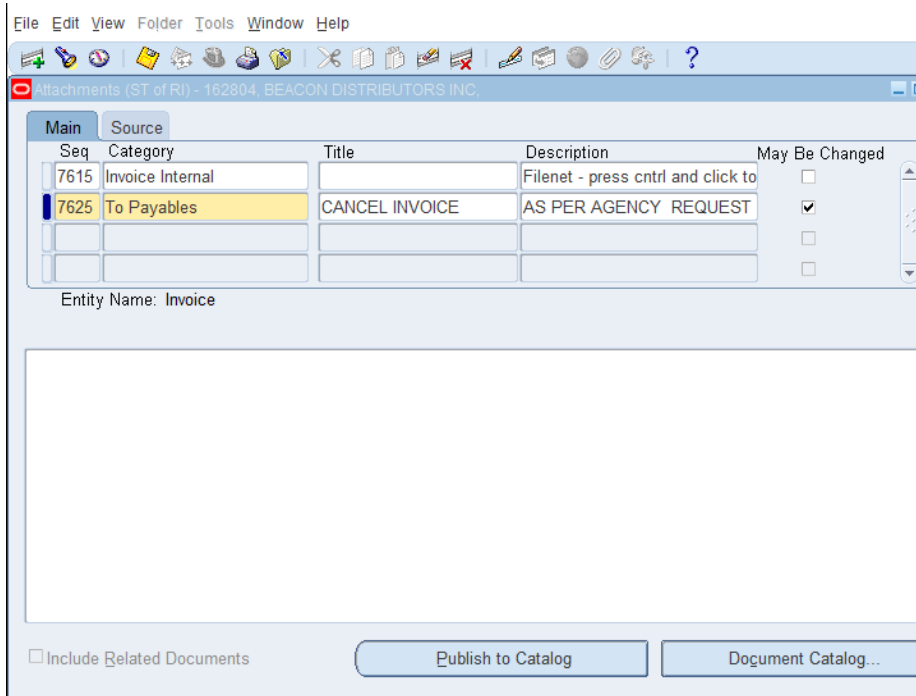
The screenshot shows a software window titled "Find Invoices" with a search form. The form is organized into several sections:

- Trading Partner:** Includes fields for Name (VERIZON NE INC), Supplier Site, PO Num, Supplier Number (968), and Taxpayer ID.
- Invoice:** Includes fields for Number, Type, Terms, Pay Group, Amounts, Dates, Invoice Batch, and Currency.
- Invoice Status:** Includes dropdown menus for Status, Approval, Accounting, and Payment.
- Voucher Audit:** Includes fields for Category, Name, and Numbers.
- Holds:** Includes dropdown menus for Status, Name, and Reason.

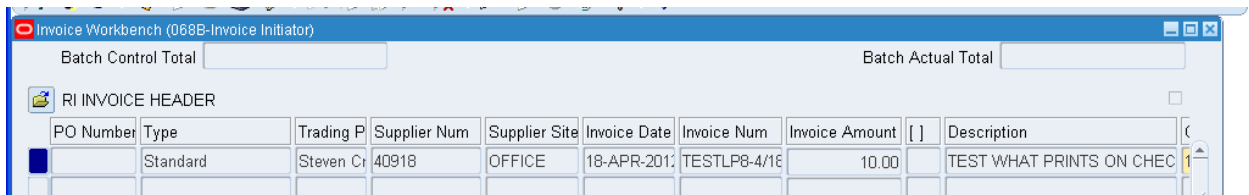
At the bottom of the window, there are four buttons: "Calculate Balance Owed...", "Clear", "New", and "Find".

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

Category should be **To Payables**. Add **Description: Data Type** should be short or long text.



- 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. Click **OK**.

The 'Invoice Actions' dialog box contains the following elements:

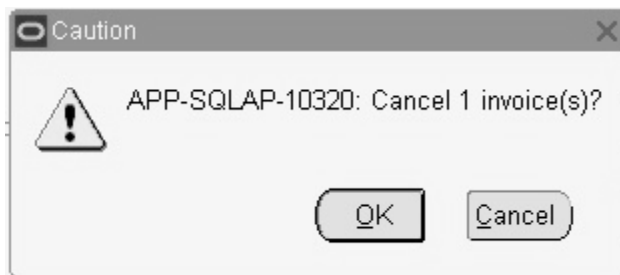
- Validate
- Validate Related Invoices
- Cancel Invoices
- Apply/Unapply Prepayment...
- Pay in Full...
- Create Accounting
 - Draft
 - Final
 - Final Pgst
- Initiate Approval
- Stop Approval
- Release Holds
- Print Notice

Input fields on the right side:

- Hold Name:
- Release Name:
- Release Reason:
- Printer:
- Sender Name:
- Sender Title:

Buttons at the bottom:

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. The status of the invoice changes to **Cancelled**.

5.2 Reversing an Invoice Distribution

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**.

Find Invoices

Trading Partner

Name: VERIZON NE INC Supplier Number: 968

Supplier Site: Taxpayer ID: ...

PO Num: PO Shipment: ...

Invoice

Number: Terms: ...

Type: Pay Group: ...

Amounts: Invoice Batch: ...

Dates: Currency: ...

Invoice Status

Status: Accounting: ...

Approval: Payment: ...

Voucher Audit

Category: Name: Numbers: ...

Holds

Status: Name: Reason: ...

Calculate Balance Owed... Clear New Find

3. Click the **Find** button.
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.

| Num | Type | Amount | PO | PO I | PO | PO | Mat | PO | Rec | Rec | Qua | UON | Unit | Des | Fina | Req | GL Date | Dist | Default Distribution Account |
|-----|------|--------|----|------|----|----|-----|----|-----|-----|-----|-----|------|-----|------|-----|-------------|------|-------------------------------|
| 1 | Item | 64.26 | | | | | | | | | | | | | | | 21-FEB-2012 | | 12.12.070.3900118.02.648400.C |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

Discard Line 1 Distributions Allocations

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

Invoice Workbench (RI Agency Invoice Initiator)

Batch Control Total: Batch Actual Total:

Test

| Op | Cust | Type | PO Number | Trading Pa | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice | Invoice Amount | Tax Amount | Tax C |
|------|------|----------|-----------|------------|--------------|---------------|--------------|--------------|---------|----------------|------------|-------|
| Stat | | Standard | 3260600 | EASTERN | 1873 | 01 | 06-MAR-2011 | TEST1-3/6/12 | USD | 16.26 | | |

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

| | |
|---------------------|------|
| Items | 0.00 |
| Retainage | |
| Prepayments Applied | |
| Withholding | |
| Subtotal | 0.00 |
| Tax | |
| Freight | |
| Miscellaneous | |
| Total | 0.00 |

Amount Paid: USD 0.00

Status: Status Needs Revalidation, Accounted No, Approval Required, Holds 0, Scheduled Payment Holds 0

Description: TEST FOR GUIDE

- 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.

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Total: Gross 16.26, Retained , Net 16.26

| Num | Type | Amount | PO | PO | PO | Mat | PO | Recr | Recr | Qua | UON | Unit | Description | Fina | Req | GL Date | Dist | Default Distribution Account |
|-----|------|--------|-------|----|----|-----|-----|------|------|-----|-----|------|---------------|------|------|-------------|------|------------------------------|
| 1 | Item | 0.00 | 0.260 | | 1 | 1 | Qua | 1 | | 0 | Cas | 16.2 | 161 trays 5 c | .. | Gele | 06-MAR-2012 | | |
| 2 | Item | 16.26 | 260 | | 1 | 1 | Qua | 1 | | 1 | Cas | 16.2 | 161 trays 5 c | .. | Gele | 06-MAR-2012 | | |

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

File Edit View Folder Tools Reports Actions Window Help

Distributions (RI Agency Invoice Initiator) - State of Rhode Island, TEST1-3/6/12, EASTERN BAG & PAPER CO

Line Number: 1 Invoice Total: 16.26

Line Description: 161 trays 5 compartment Distribution Total: 16.26

| Num | Type | Amount | GL Date | Account | Asset Book | Description |
|-----|------|--------|-------------|-------------------------------|------------|-------------------------|
| 1 | Item | 16.26 | 06-MAR-2012 | 12.53.077.3140102.09.649600.0 | | 161 trays 5 compartment |
| 2 | Item | -16.26 | 06-MAR-2012 | 12.53.077.3140102.09.649600.0 | | 161 trays 5 compartment |
| 1 | Item | 16.26 | 06-MAR-2012 | 12.53.077.3140102.09.649600.0 | | 161 trays 5 compartment |

Status: Never Validated Distribution Class: Saved

Accounted: Unprocessed Associated Charges:

Account Description: FY2012.CENTRAL DISTRIBUTION CENT.CORRECTIONS, DEPARTMENT O.MERCHANDISE INVENTORY.Othe

Reverse 1 | Tax Distributions | View PO | View Receipt

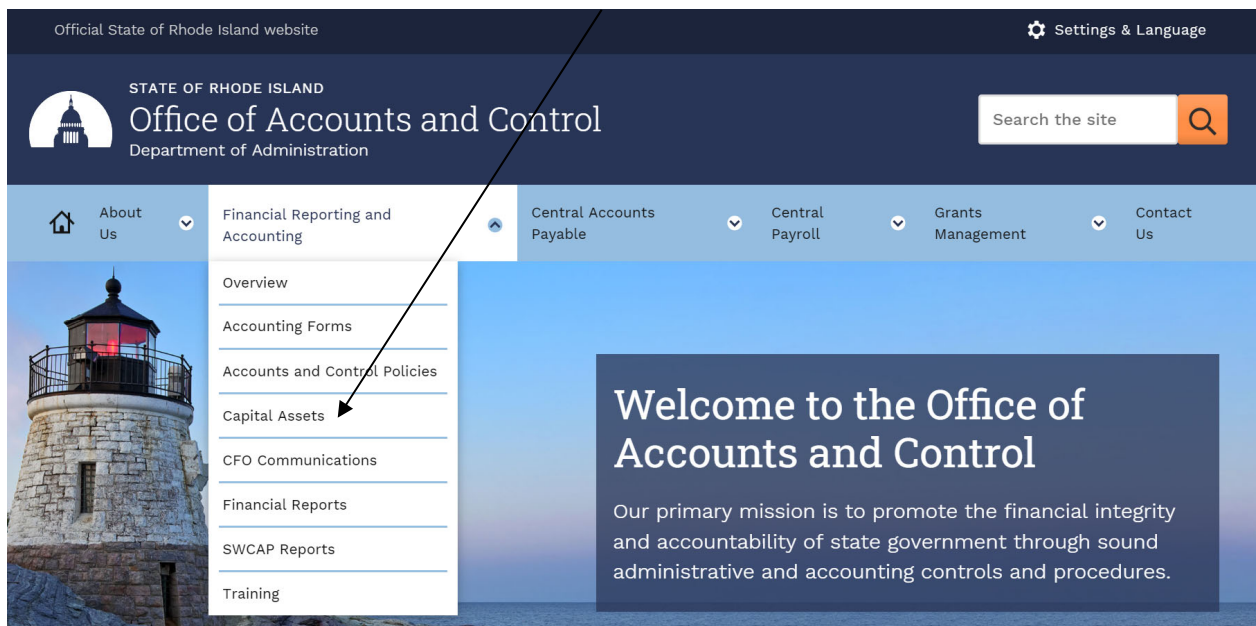
6 Attaching Documents Electronically

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

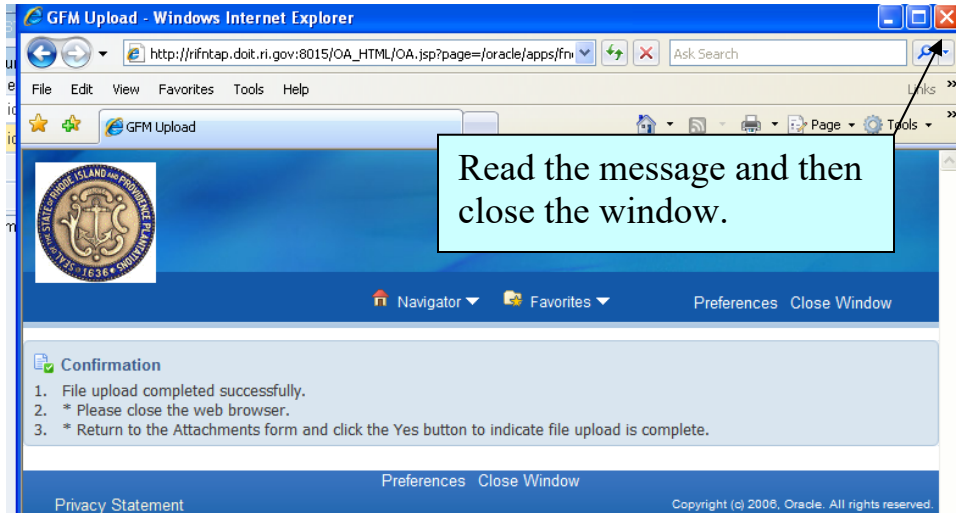
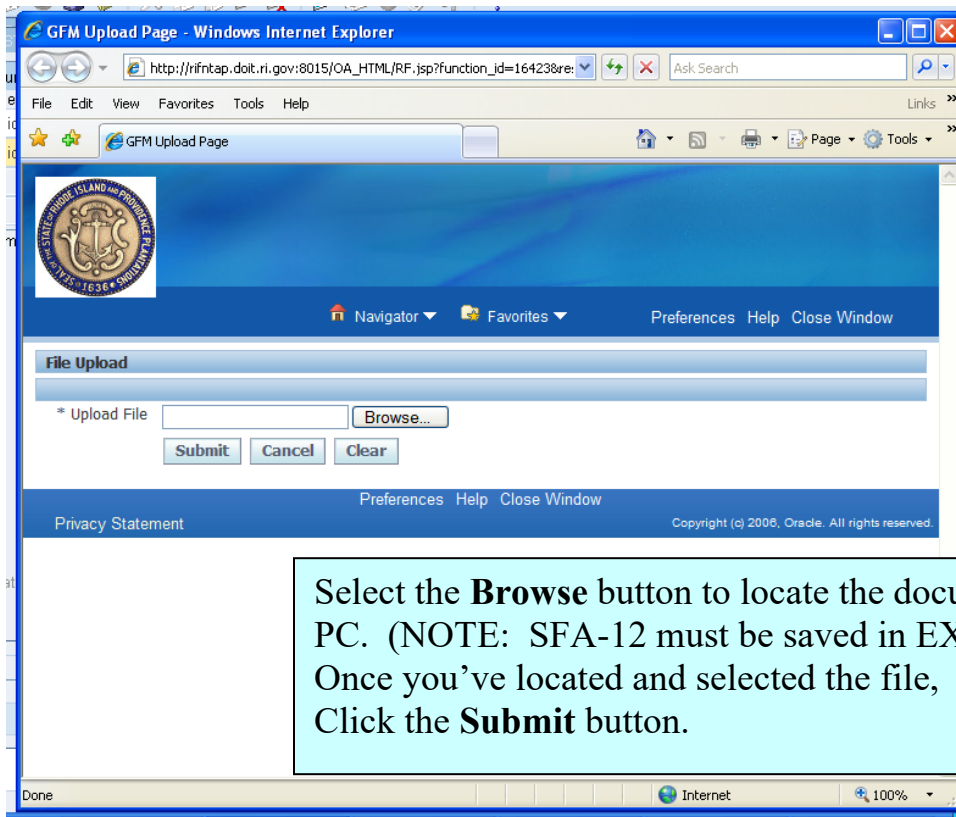
- SFA-12 forms
- Attendance lists for meetings that fall under the A-36 guidelines
- Justifications/Certifications

6.2 Attaching an SFA 12

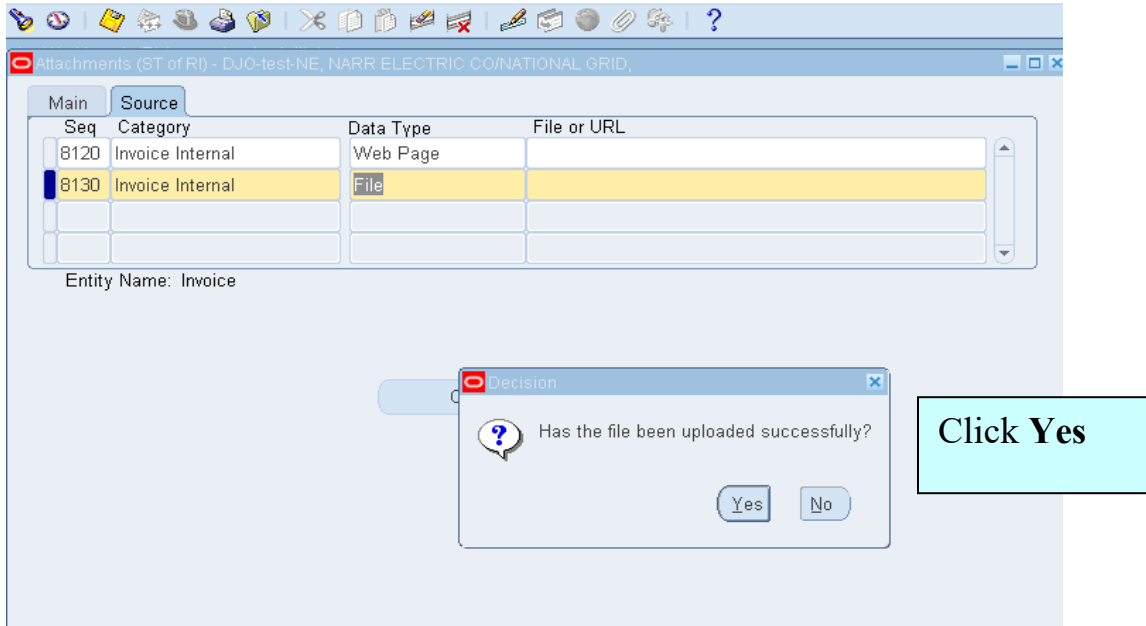
- Go to the Controllers website: <https://controller.admin.ri.gov/>
- From the Financial Reporting and Accounting tab, click the **Capital Assets** link.



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

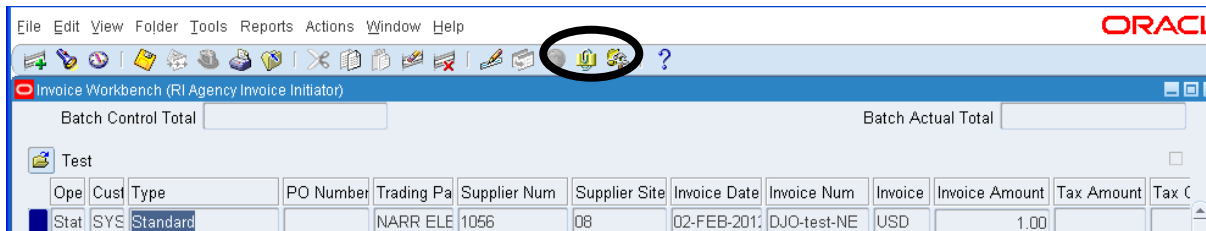


Go back to the invoice attachment screen,



You may attach multiple documents by arrowing down to a new line on the attachment screen.

Once you have uploaded and saved the attachments, close the Attachment window & return 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:

- Travel reimbursements.
- Utility payments and other payments allowed to be paid without a PO.
- 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.

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

- Email the Service Desk at Ent.servicedesk@ri.gov and request to be set-up for RIFANS batch import process, including access to the FTP site. 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 #)

The Service Desk will set-up the software and allow access to the FTP site.

If a new batch number is required, please submit a request to the Office of Accounts & Control, Centralized Account Payable. Include the following information.

- What types of payments will be made in the batch.
- If delegated authority is in effect, provide a copy of the documentation.
- The account number to be used in the zero-dollar invoice.
- The batch approver.
- If the payments should be 'Send to Dept' or 'Pay Alone'.
- Batch Description (A description of the payments to be associated to the assigned batch number that will be given to the users)

See the Centralized Batch Invoice Process document on the Controller's website for detailed information on creating invoice batches.

Always forward the invoice voucher and all back-up documentation to the Controller's office.

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

| Type | Trading Partner | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice Amount | GL Date | Payment Curr | Terms Dat |
|----------|---------------------|--------------|---------------|--------------|---------------|----------------|-------------|--------------|-----------|
| Standard | ZERO DOLLAR INVOICE | 23762 | DOA | 15-MAR-201 | 12_000_031512 | 0.00 | 15-MAR-2012 | USD | 15-MAR-20 |
| Standard | | | | | | | | USD | 15-MAR-20 |

Summary

Items:

Amount Paid: USD 0.00

Status: Never Validated

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.
Format: FY_BatchNumber_InvoiceMonthDateYear.
Example: 24_000_080123 for August 1, 2023
5. 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**.

Invoice

Number of Invoice Lines

Total Amount of File Lines

OK Cancel Clear Help

6. 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.

| Payment Curr | Terms Date | Terms | Payment Method | Description | Tax Amount | Tax Control Amount | Withheld Amount |
|--------------|-------------|-----------|----------------|----------------------|------------|--------------------|-----------------|
| USD | 15-MAR-2012 | IMMEDIATE | Check | <input type="text"/> | | | |
| USD | 15-MAR-2012 | | | | | | |

Example: DESCRIPTION: CHILD SUPPORT

7. The **Terms Date** field is the current date.

8. Enter appropriate **Pay Group** for the agency. The pay group will be the agency number and either BATCH_IMPORT or Send to Dept.

9. Click **Save**.

10. Click on the **Lines** tab.

| Num | Type | Amount | PO Number | PO Release | PO Line | PO Shipment | Match Basis | PO Distribution | Receipt Number | Receipt Line | Qu: |
|-----|------|--------|-----------|------------|---------|-------------|-------------|-----------------|----------------|--------------|-----|
| 1 | Item | 0.00 | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

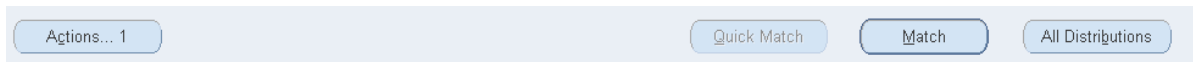
- **Type** will be Item.
- **Amount** is zero.
- **GL Date** defaults to current date.
- **Default Distribution Account** is the state account code combination to be charged.

For instructions on manually enter the accounts, see page 13.

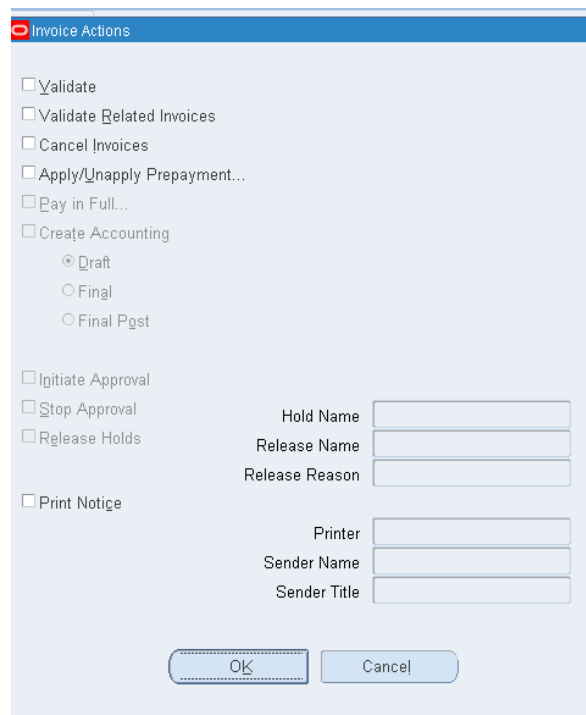
7.2 Submitting Zero Dollar Invoice for Approval

Based on Oracle workflow and approval setup steps, zero-dollar invoices will be routed to different users. This setup should be transparent to the end user, meaning each zero-dollar invoice is submitted using the same exact method, but is then routed appropriately.

1. All records in the batch must be verified and backup provided.
2. From the Invoices window, press the **Actions... 1** button.



3. Click the **Validate** checkbox and click **OK**.
4. Once validated, click the **Initiate Approval** checkbox, and click **OK**.

A screenshot of a dialog box titled 'Invoice Actions'. The dialog contains several checkboxes and a group of text input fields. The checkboxes are: 'Validate', 'Validate Related Invoices', 'Cancel Invoices', 'Apply/Unapply Prepayment...', 'Pay in Full...', 'Create Accounting', 'Initiate Approval', 'Stop Approval', 'Release Holds', and 'Print Notice'. The 'Create Accounting' checkbox is expanded to show three radio button options: 'Draft' (selected), 'Final', and 'Final Post'. To the right of the checkboxes are three text input fields labeled 'Hold Name', 'Release Name', and 'Release Reason'. Below these are three more text input fields labeled 'Printer', 'Sender Name', and 'Sender Title'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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.

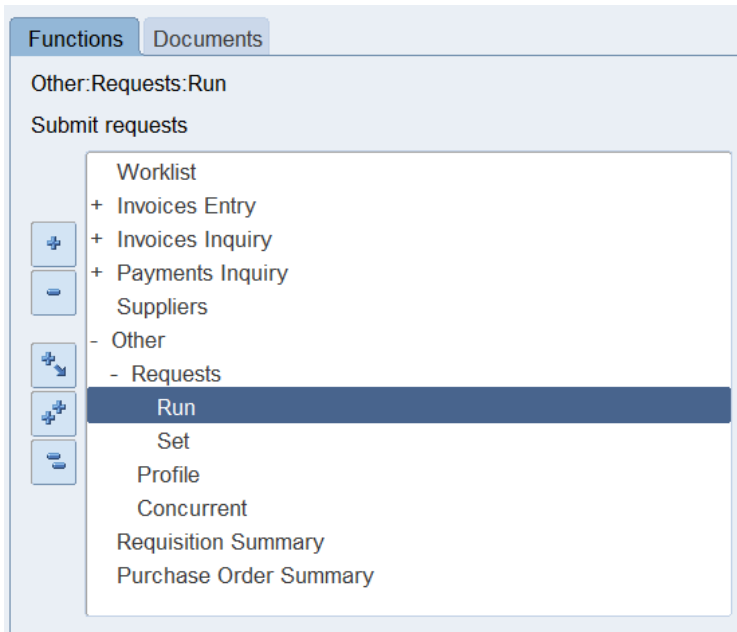
7.3 Running Reports

Oracle Payables

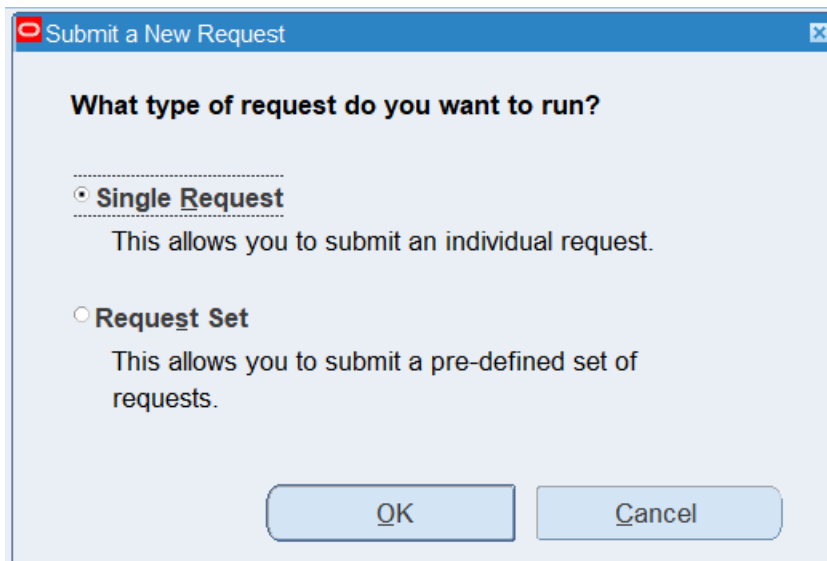
N → Other > Requests > Run

Submit a New Request

Navigate as follows to run requests.



1. Assure **Single Request** is selected. Click **OK**.



2. Report Name: Choose from LOV (List of Values)

Submit Request

Run this Request

Copy

Name

Operating Unit

Parameters

Language

Language Settings

Debug Options

At these Times

Schedule Description As Soon as Possible

Schedule

Upon Completion

Save all Output Files Burst Output

Layout

Notify

Print to

Options

Delivery Opts

Help (C)

Submit

Cancel

3. Fill in parameters (Ex., Separator Sheet)

4. Click the **OK** button

Submit Request

Run this Request

Copy

Name RI AP Invoice Separator - Bar Code

Operating Unit State of Rhode Island

Parameters

Language American English

At these Times

Schedule Description As Soon as Possi

Upon Completion

Save all Output F

Layout RI AP Bar Code f

Notify

Print to noprint

Help (C)

Parameters

Supplier Name

Creation From Date (e.g. 3-APR-2006)

Creation To Date (e.g. 3-APR-2006)

Pay Group

Agency

Created By

Invoice Num

Batch Description

OK

Cancel

Clear

Help

5. Click the **Submit** button.

Submit Request

Run this Request

Copy

Name: RI AP Invoice Separator - Bar Code

Operating Unit: State of Rhode Island

Parameters: :01-APR-2023:30-APR-2023:.....

Language: American English

Language Settings | Debug Options

At these Times

Schedule Description: As Soon as Possible | Schedule

Upon Completion

Save all Output Files | Burst Output

Layout: RI AP Bar Code for Invoices | Options

Notify: | Delivery Opts

Print to: noprint

Help (C) | Submit | Cancel

Request Window Opens

Requests

Refresh Data | Find Requests | Submit a New Request | Submit New Request Set

Auto Refresh (X) | Copy Single Request | Copy Request Set

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|-----------------------------|--------|---------|--------|-------------------------------|
| 59117237 | RI AP Invoice Separator - I | | Pending | Normal | , 2023/04/01 00:00:00, 2023/0 |
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| | | | | | |

Hold Request | View Details | Rerun Request | View Output

Cancel Request | Diagnostics | Reprint/Republish (J) | View Log (K)

6. Click the **Refresh Data** button until the status is **Completed**.

The screenshot shows a window titled "Requests" with a blue header bar. Below the header, there are several buttons: "Refresh Data" (highlighted with a dashed border), "Find Requests", "Submit a New Request", "Submit New Request Set", "Copy Single Request", and "Copy Request Set". There is also a checkbox labeled "Auto Refresh (X)".

Below the buttons is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is selected and contains the following data:

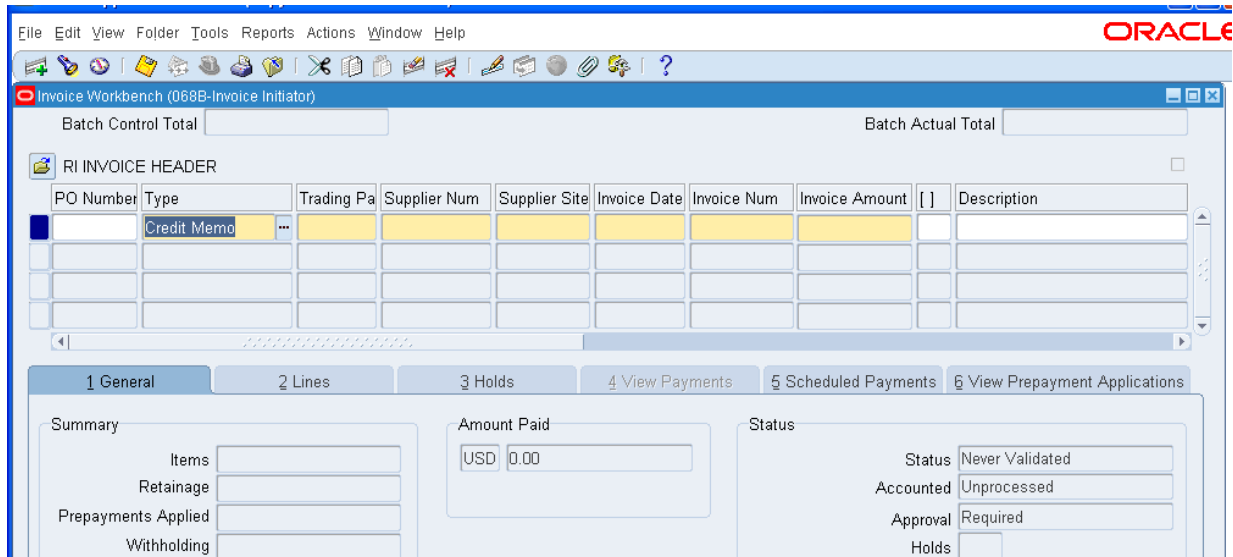
| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|-----------------------------|--------|-----------|--------|-------------------------------|
| 59117237 | RI AP Invoice Separator - f | | Completed | Normal | , 2023/04/01 00:00:00, 2023/0 |
| | | | | | |
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Below the table, there are two rows of buttons: "Hold Request", "View Details", "Rerun Request", "View Output" in the first row; and "Cancel Request", "Diagnostics", "Reprint/Republish (J)", "View Log (K)" in the second row.

7. Click the **View Output** button

8 Credit Memos

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



The screenshot displays the Oracle Invoice Workbench interface. At the top, there is a menu bar with options: File, Edit, View, Folder, Tools, Reports, Actions, Window, Help. The title bar reads "Invoice Workbench (068B-Invoice Initiator)". Below the title bar, there are two input fields: "Batch Control Total" and "Batch Actual Total". The main area is titled "RI INVOICE HEADER" and contains a table with the following columns: PO Number, Type, Trading Pa, Supplier Num, Supplier Site, Invoice Date, Invoice Num, Invoice Amount, and Description. The "Type" field is set to "Credit Memo". Below the table, there are six tabs: "1 General", "2 Lines", "3 Holds", "4 View Payments", "5 Scheduled Payments", and "6 View Prepayment Applications". The "1 General" tab is selected, showing a "Summary" section with fields for "Items", "Retainage", "Prepayments Applied", and "Withholding". To the right of the summary is an "Amount Paid" section with a dropdown for "USD" and a value of "0.00". Further right is a "Status" section with dropdowns for "Status" (Never Validated), "Accounted" (Unprocessed), "Approval" (Required), and "Holds".

1. Enter either a **Credit Memo** or **Debit Memo** Invoice type.
2. 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.
3. Enter a negative invoice amount. The remainder of the invoice header information will be the same as an invoice.
4. Using negative amounts, enter Distributions in the Lines tab.
5. Validate and initiate the credit memo.

8.2 Matching Credit Memos to Purchase Orders

1. Use **Credit Memo** as Invoice type.
2. 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**.
3. Enter a negative invoice amount. The remainder of the invoice header information will be the same as an invoice.

The screenshot shows the 'RI INVOICE HEADER' table with the following data:

| Type | PO Number | Trading Partner | Supplier Num | Supplier Site | Invoice Date | Invoice Num | Invoice Amount | Description |
|-------------|-----------|-----------------|--------------|---------------|--------------|-------------|----------------|---------------|
| Credit Memo | 3812947 | US FOODS | 52204 | 04 | 05-JAN-2023 | CM_2967150 | -1,444.89 | ACCT 51245827 |

4. Select the **Match** button. The **Find Purchase Orders form Matching** window opens.

The screenshot shows the 'Find Purchase Orders for Matching' window with the following fields:

Supplier

Name: US FOODS, Number: 52204, Site: 04, Tax Registration: []

Purchase Order

Num: 3812947, Release: [], Line: [], Shipment: []

Ship To: [], **Deliver To**: [], **Acrn**: []

Item: [], **Item Desc**: [], **Shipment Item Desc**: []

Supplier Item: [], **Project**: [], **Task**: []

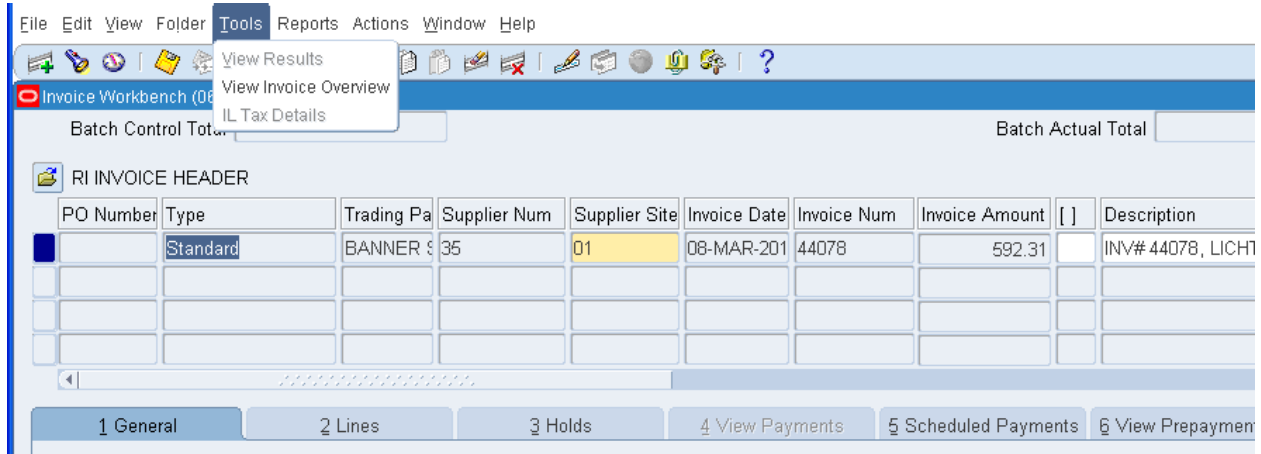
Need-By Dates: [] - [], **Category**: []

Buttons: Find, Clear, Cancel

5. Enter search criteria for the purchase order you want to match to and choose the **Find** button.

9 Invoice Overview

To see a summary of the invoice and its payments, choose **Tools > View Invoice Overview**.



View of the **Invoice Overview** screen.

