PO Invoice Entry

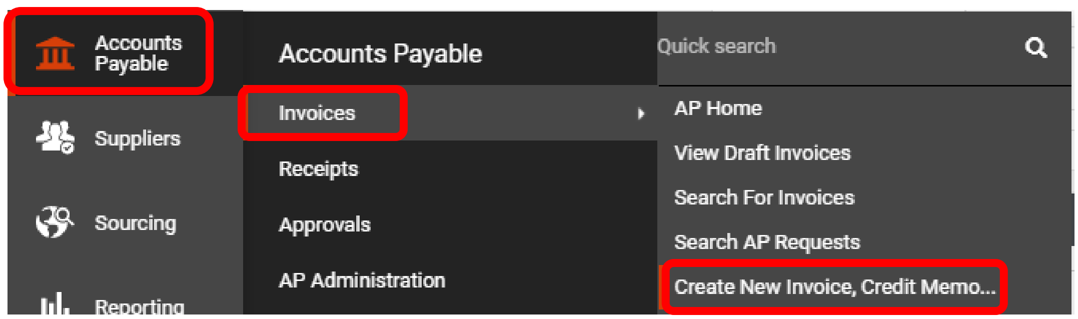
What is a PO Invoice?

Purchase Order (PO) invoice entries are required in situations where a supplier sends an invoice related to a BennyBuy purchase order.

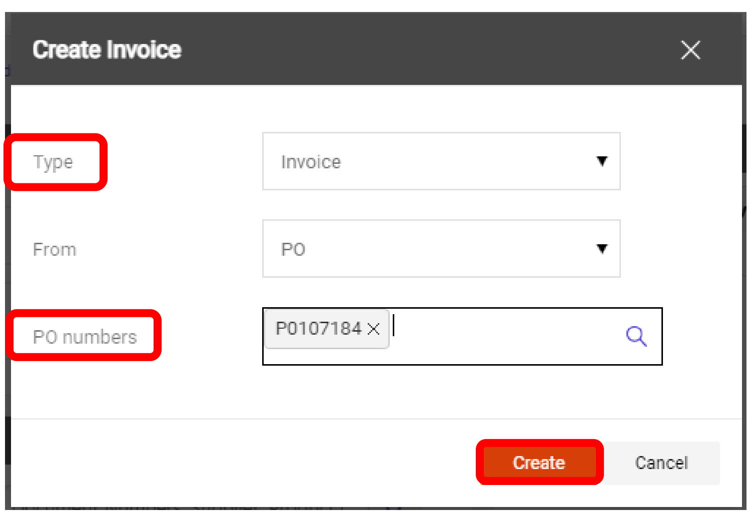
These invoices are most often associated with orders where the Purchase Request form was used. Orders done with a Punchout or Hosted Catalog will generally be submitted electronically into BennyBuy.

Creating a PO Invoice

1. From the BennyBuy home page, select the **Accounts Payable** tab on the left hand side menu. Navigate to **Invoices**, then select **Create New Invoice, Credit Memo..**



2. The **Create Invoice** box will open. In the **Type** field, choose between **Invoice** and **Credit Memo**. In the **PO Numbers** field, enter the purchase order number related to the invoice. Click **Create** to begin creating the invoice.



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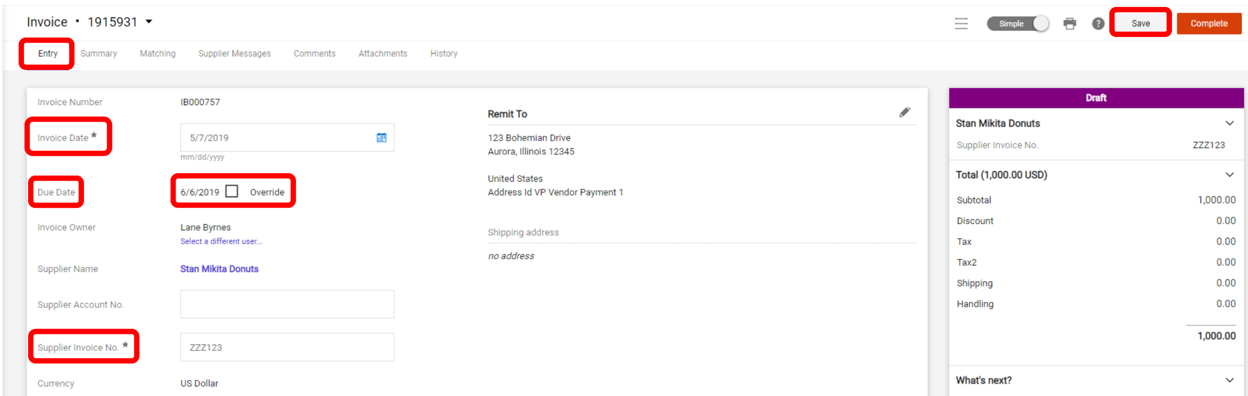
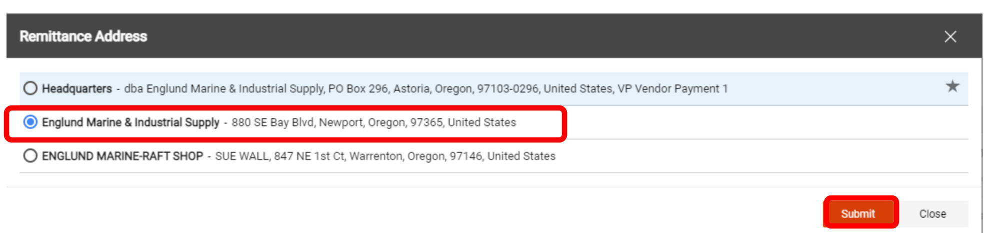
3. This will bring you to the invoice creation screen on the **Entry** tab. Begin by entering the **Invoice Date** and **Supplier Invoice No.** fields. The **Due Date** will default to whatever payment terms OSU has with the supplier. If these need to be overridden, check the **Override** box. Once these values have been entered, click the **Save** button.



4. Next, check the Remit To address to ensure it matches the invoice. If a change is needed, select the  icon and a list of available Remit To addresses will appear.

5. In the **Remittance Address** box, choose the remittance address that matches the invoice, then click **Submit**. The remittance address should update.



❖ If the remittance address on the invoice is not in the system, the vendor will need to update their profile before it can be used. Please contact the Help Desk if this situation occurs.

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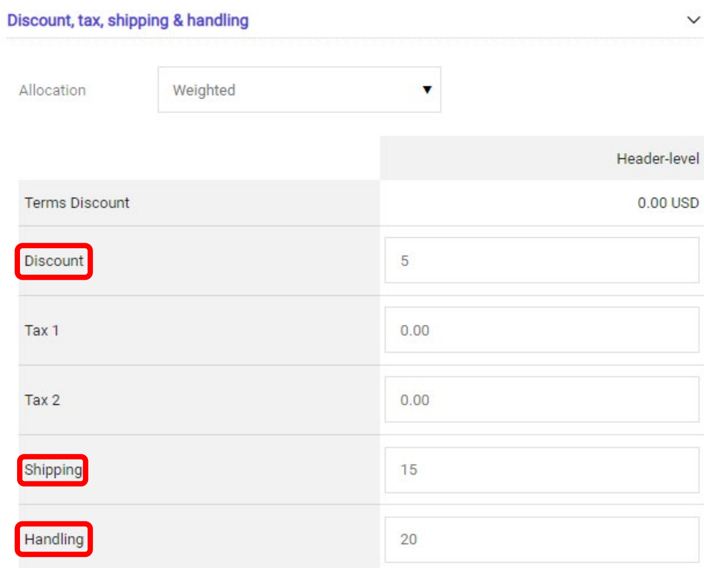
6. In the **Discount, Tax, Shipping & Handling** section, you can input values for Discounts, or Shipping and Handling charges if they appear on the invoice. If you enter values in these fields, make sure to click **Save** after.



❖ **Note:** If there is tax included with the invoice, these values **should not** be included in the Tax 1 or Tax 2 fields as they will drop when the invoice exports to Banner for payment. Instead, it is recommended to include these values in the Shipping/Handling fields, or to process a separate Non-PO invoice for the tax amount.

7. Scroll down to the Accounting Codes section to view the accounting codes if needed. **Please note that for PO invoices, the accounting codes on the invoice must match what is listed on the purchase order, so they should not be changed**. If a change is needed to these codes, we recommend one of two options:
   a. Process the invoice as is. A journal voucher (JV) can be performed after the invoice posts to Banner to correct the accounting.

   b. Process a PO revision to add new lines to the PO and attribute the new accounting to those lines. Once the revision is finalized, the PO invoice can then be created against those new lines. This option is only available for orders where the Purchase Request form was used. Please contact your Business Center or the Help Desk for more information on this process.

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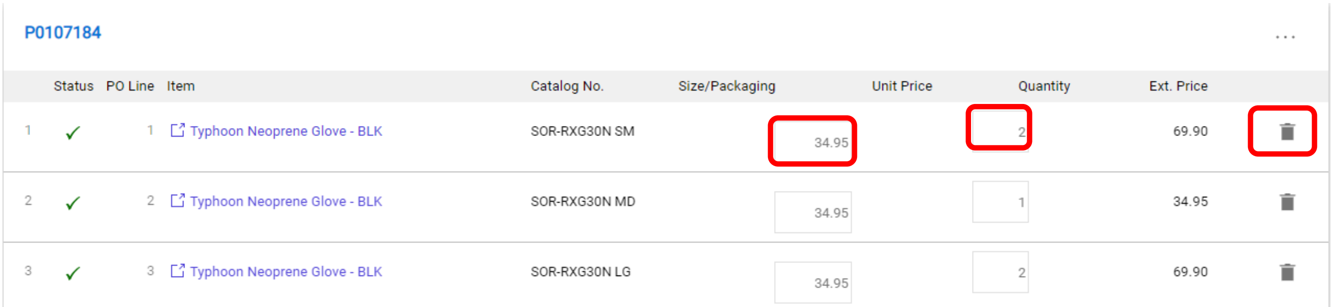
8. At the bottom of the **Entry** page, the line items from the purchase order will be listed. Adjust the **Unit Price** and **Quantity** of each line as needed. The symbol can be used to remove lines that are not being invoiced.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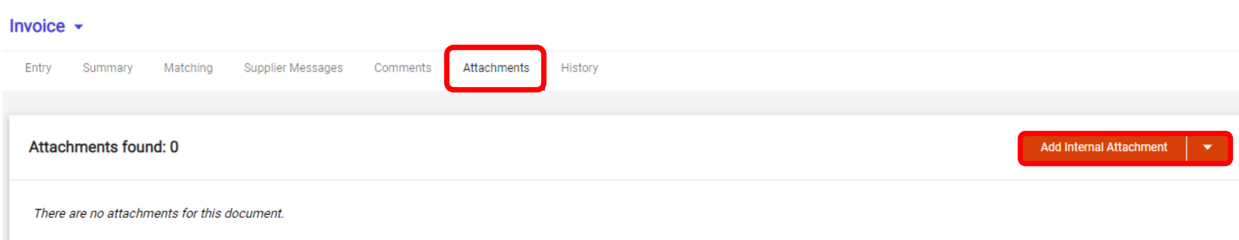
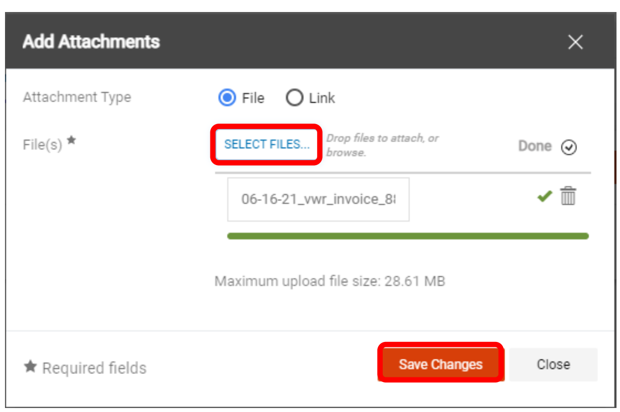
	Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	1	Typhoon Neoprene Glove - BLK	SOR-RXG30N SM		34.95	2	69.90
2	✓	2	Typhoon Neoprene Glove - BLK	SOR-RXG30N MD		34.95	1	34.95
3	✓	3	Typhoon Neoprene Glove - BLK	SOR-RXG30N LG		34.95	2	69.90

Adding Attachments

1. To add attachments, scroll to the top of the invoice and select the **Attachments** tab. Then, click the **Add Internal Attachment** box.



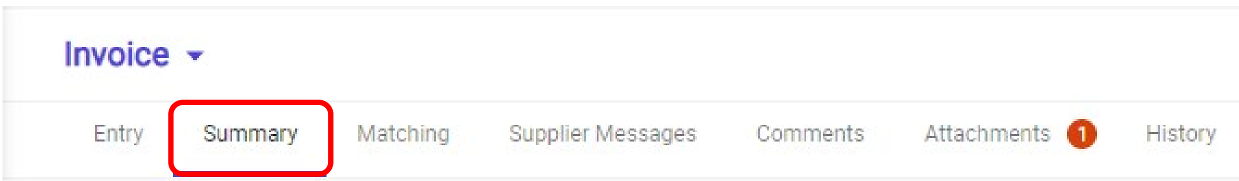
2. The **Add Attachments** box will appear. Click **Select Files** to open the file explorer on your computer. Select the desired attachment, then click open. Once the attachment loads, click **Save Changes**. Repeat this process as needed to add multiple attachments.



3. If an attachment is added in error, click the horizontal dots symbol near the right hand side. Then select **Remove**.

Completing the Invoice

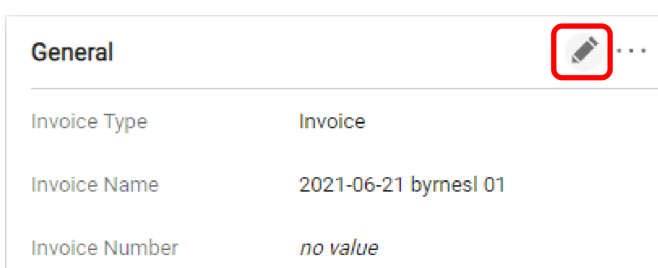
1. Once all the necessary fields have been entered, click on the **Summary** tab to do a final review of the invoice to ensure the information is correct.



2. Under the **General** column, some common fields to check include:

    a. **Supplier Invoice No.:** Should match the number on the invoice.
    b. **Transaction Date:** Should be in the current accounting period, or backdated to the previous accounting period if still open.
    c. **Invoice Date:** Should match the date on the invoice.
    d. **Due Date:** Should be greater than or equal to the transaction and invoice date.
    e. **Check Comment:** This field can be used to add a single line of FOATEXT when the invoice exports to Banner. Please note there is a 50 character limit.

3. If you need to make edits to any of these fields under the **General** column, select the icon, which will open an **Edit General** box so you can make edits. You may need to scroll within this box to see all available options. Click **Save Changes** once edits are made.



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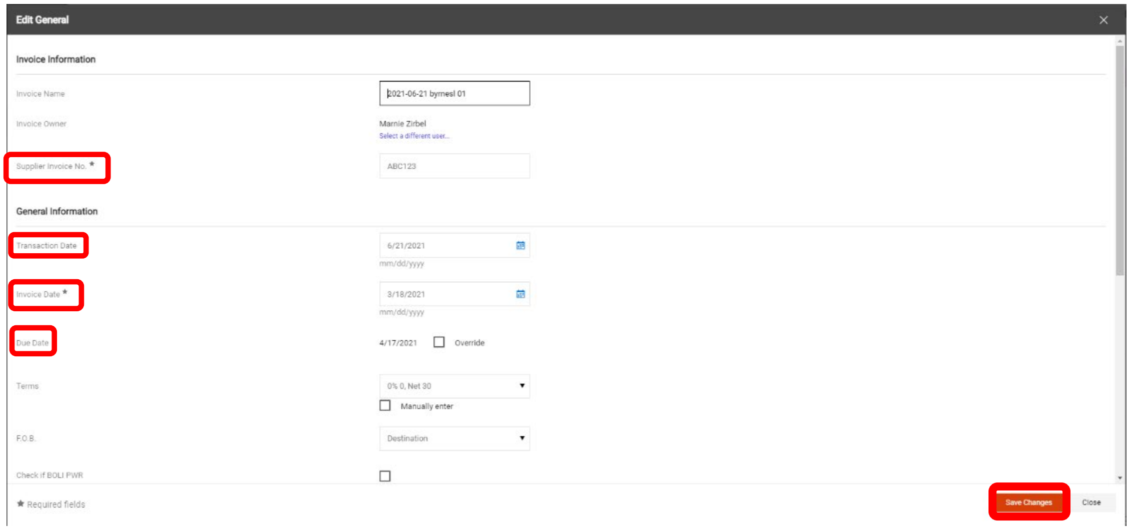
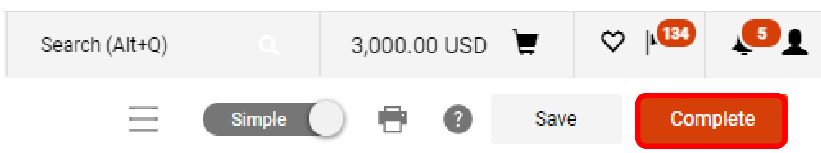
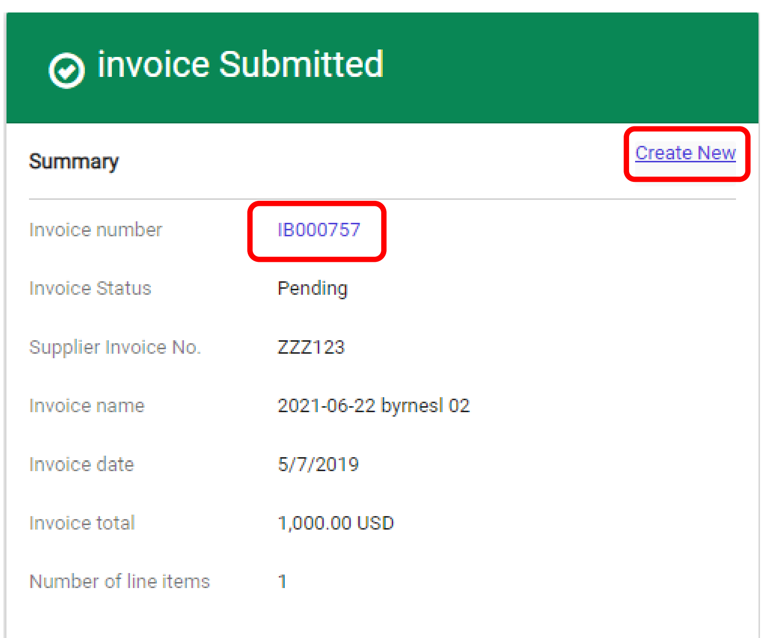


4. Once your review is complete, select the **Complete** button in the upper right hand corner. This will finalize the invoice and submit it for approval workflow.



5. A confirmation screen will appear. Click on the IB number to view the invoice you just created. Select the **Create New** link to enter additional invoices as needed.



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