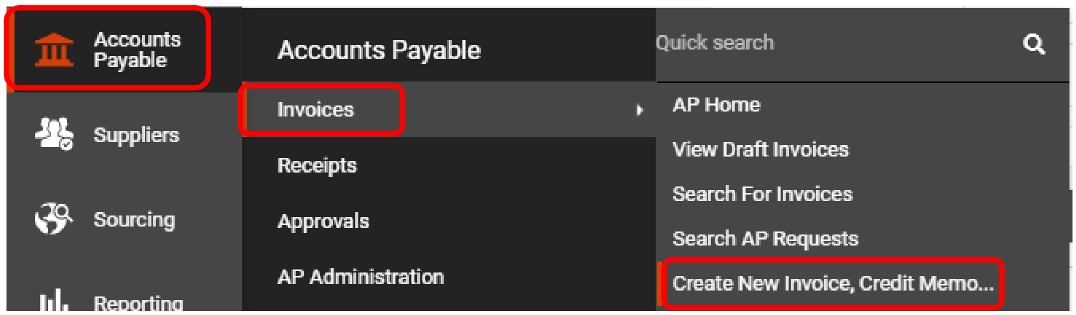
Non-PO Invoice Entry

What is a Non-PO Invoice?

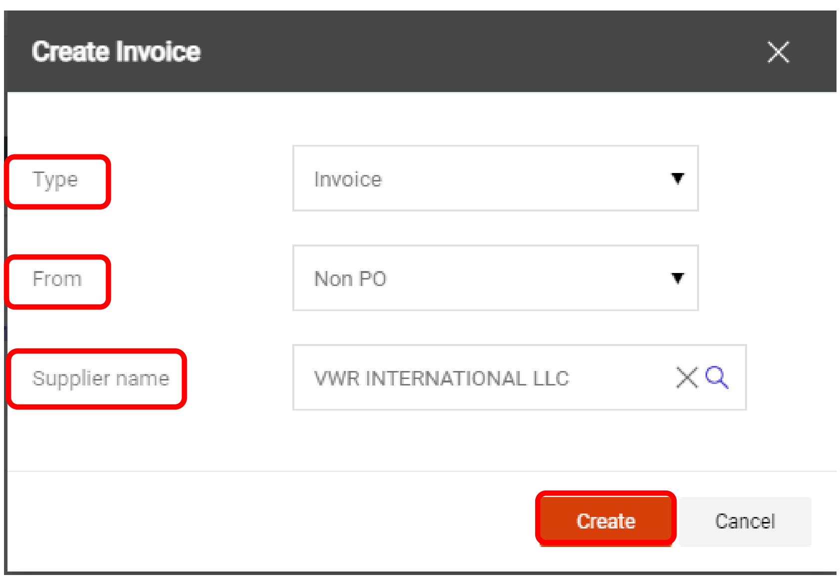
Non-Purchase Order (PO) invoice entry should be used in situations where there is not a PO associated with the invoice. It can also be used for situations where the PO has already been closed in Banner.

Creating a Non-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 **From** field, change from **PO** to **Non PO.** In the **Supplier Name** box, you can enter the supplier's name or ID number. Choose the supplier and then click **Create**.



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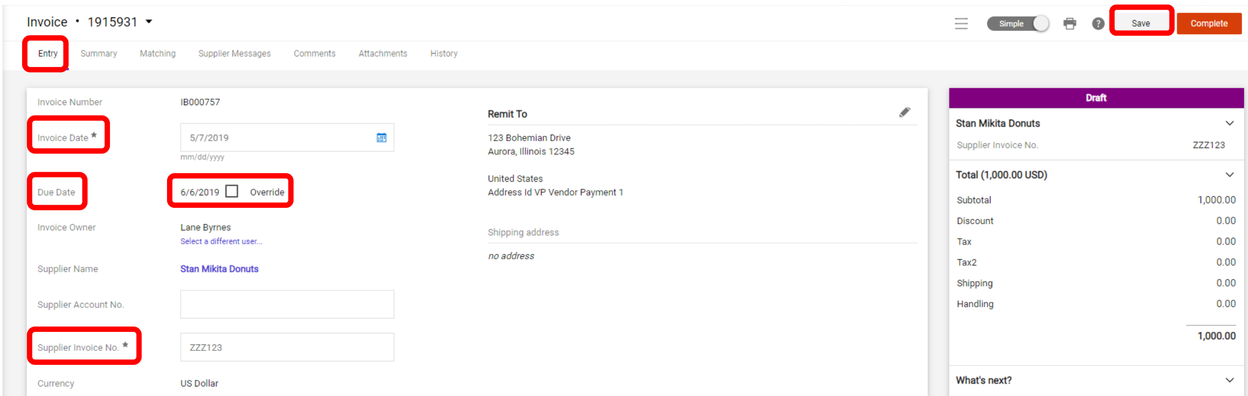
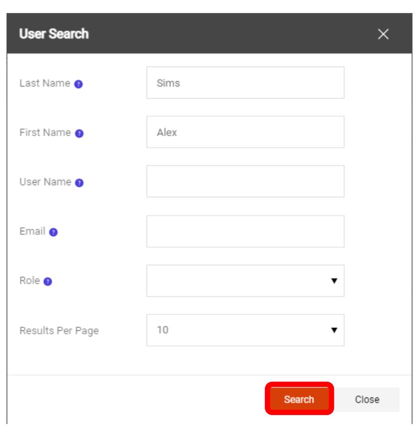
3. This will bring you to the invoice creation screen on the **Entry** tab. Begin by entering the **Invoice Date** and **Supplier Invoice No.** fields. The **Due Date** will default to whatever payment terms OSU has with the supplier. If these need to be overridden, check the **Override** box. Once these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



4. When creating Non-PO invoices, the Invoice Owner will default to the person entering the invoice. **It is important that this is changed to the correct Invoice Owner as the user entering the invoice cannot also be listed as the Invoice Owner.** To change the invoice owner, click on the **Select a different user…** tab underneath the name that displays in the **Invoice Owner** field.

5. A user search box will open. Enter your search criteria and then click the **Search** button.



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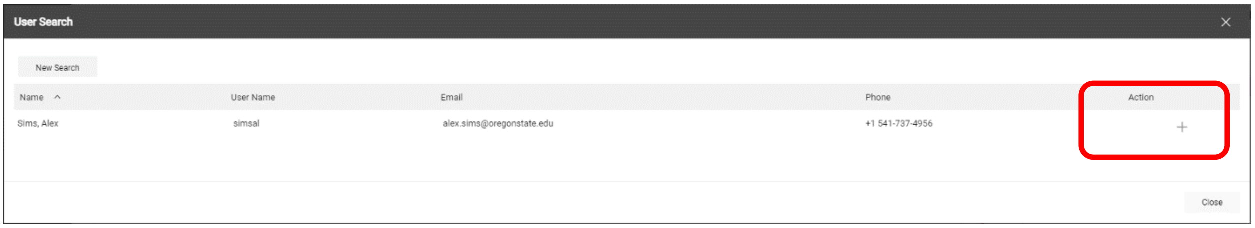
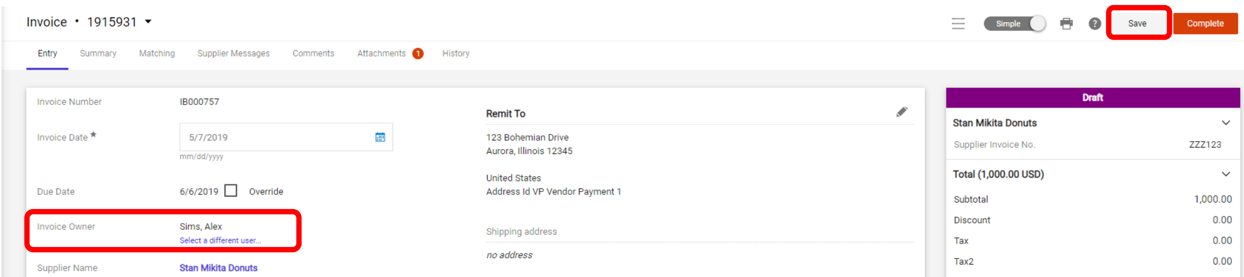
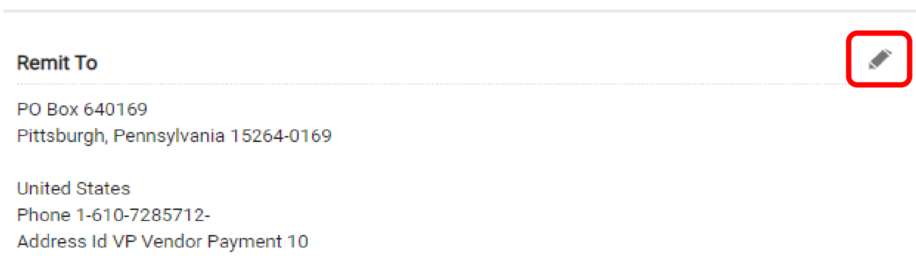
6. When you execute your search, a list of results will appear. To select an invoice owner, click the + symbol under the **Action** column.



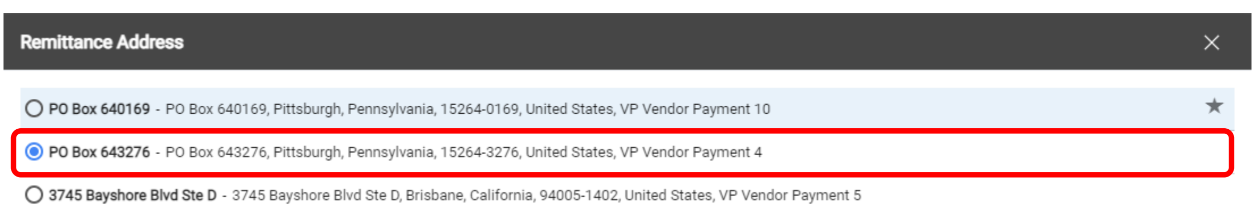
7. The **Invoice Owner** field should now update. Click **Save.**



8. 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.



9. 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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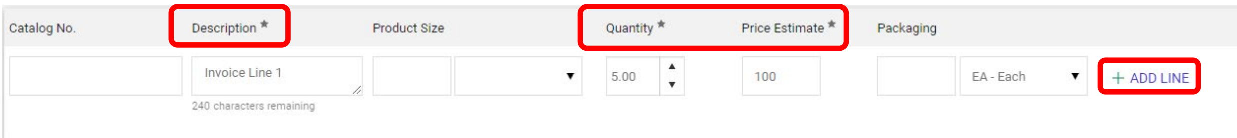
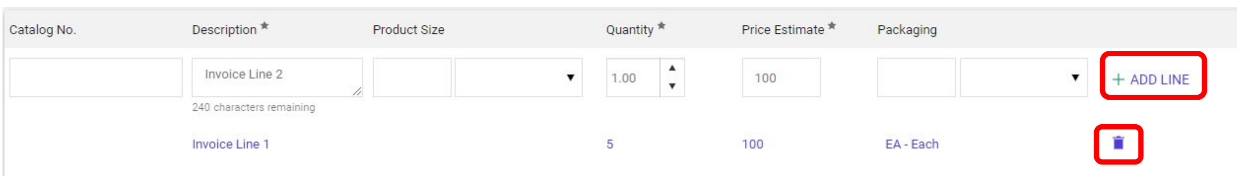
10. At the bottom of the page, you will enter the invoice line items. Note that any field with a star icon is required. Click **Add Line** to add the line item to the invoice.

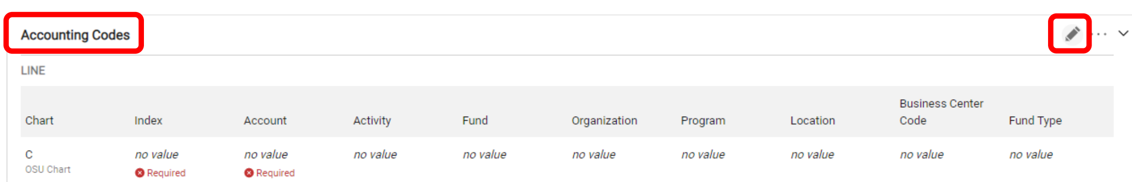


11. When you select the **Add Line** button, an additional line will become available if the invoice has multiple line items. Please note line items do have to be added one at a time. If an invoice line has been added in error, select the next to that line to remove it. Click **Save** once all line items have been added.

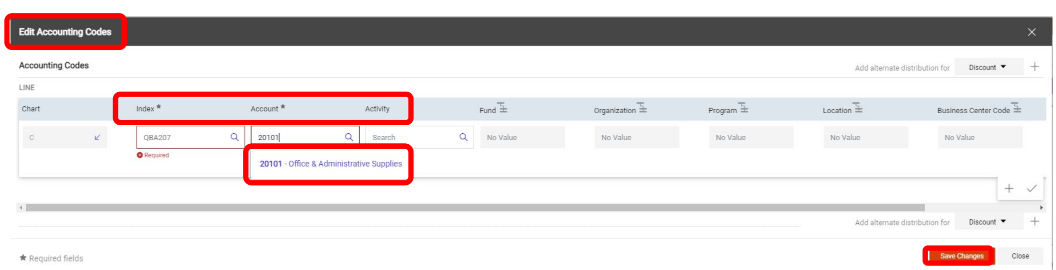


Adding Accounting Codes

1. To add accounting codes at the header level (i.e. accounting codes that will apply to all line items) select the icon in the **Accounting Codes** box.



2. The **Edit Accounting Codes** box will open. Enter the **Index, Account, and Activity (if applicable)** codes in the appropriate boxes. When entering the index code, click the dropdown box that appears to validate the code. Click **Save Changes**.



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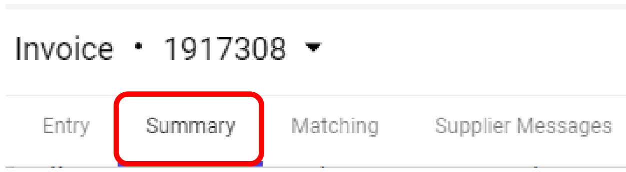
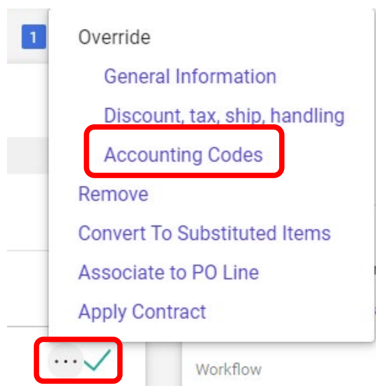
3. To add accounting codes for specific line items, first add your invoice line items, then click on the **Summary** tab on along the top menu.

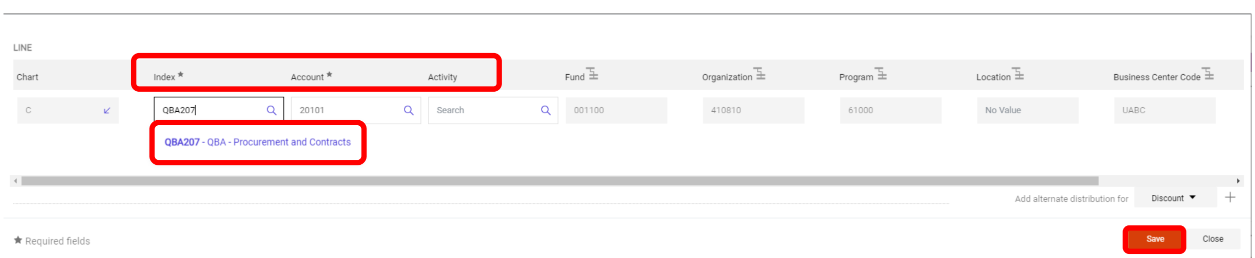


4. Scroll down to where the line items are listed. Use the checkboxes next to the line you wish to add line level accounting for. Then select the ··· icon. From the popup menu, select **Accounting Codes**.



5. If you have already entered accounting codes at the header level, they will appear. Otherwise, select the plus symbol to add an accounting line.

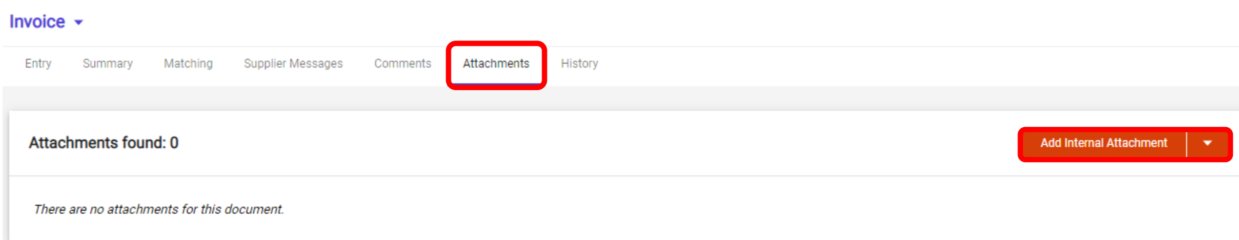
6. Enter the **Index, Account, and Activity (if applicable)** codes in the appropriate boxes. When entering the index code, click the dropdown box that appears to validate the code. Click **Save**.



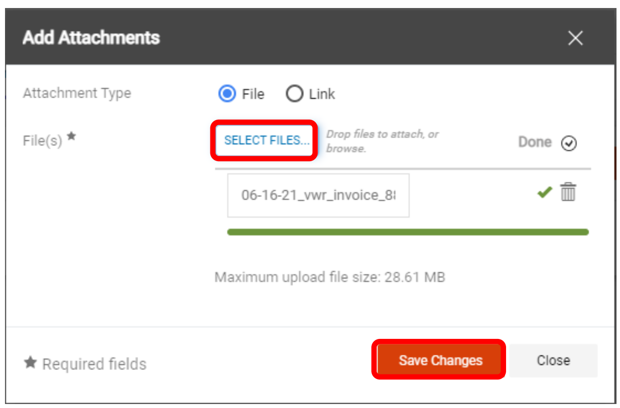
❖ For instructions on Split Accounting, refer to the Split Accounting Codes tip sheet.

Adding Attachments

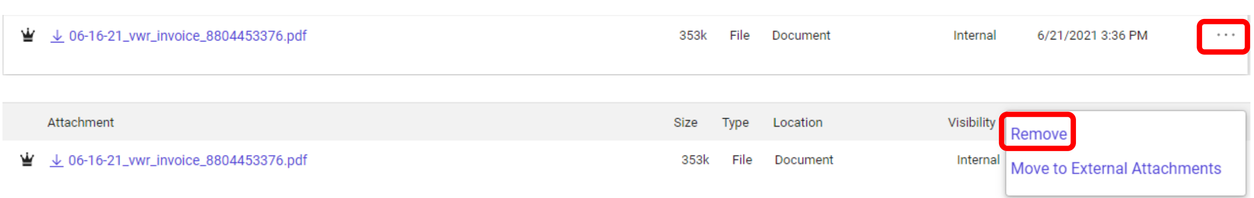
1. To add attachments, scroll to the top of the invoice and select the **Attachments** tab. Then, click the **Add Internal Attachment** box.



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.

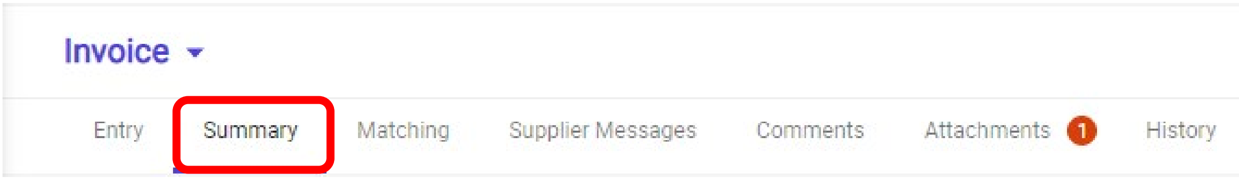


3. If an attachment is added in error, click the horizontal dots symbol near the right hand side. Then select **Remove**.



Completing the Invoice

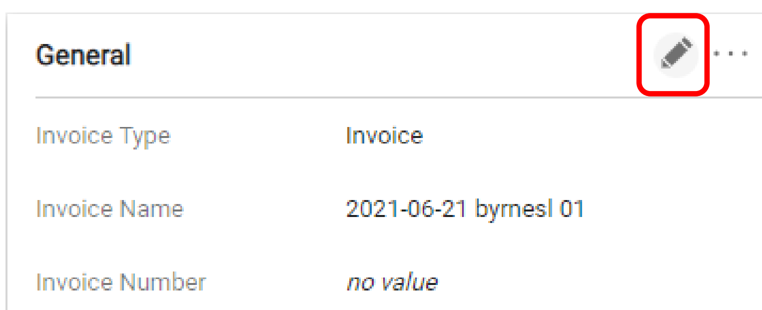
1. Once all the necessary fields have been entered, click on the **Summary** tab to do a final review of the invoice to ensure the information is correct.



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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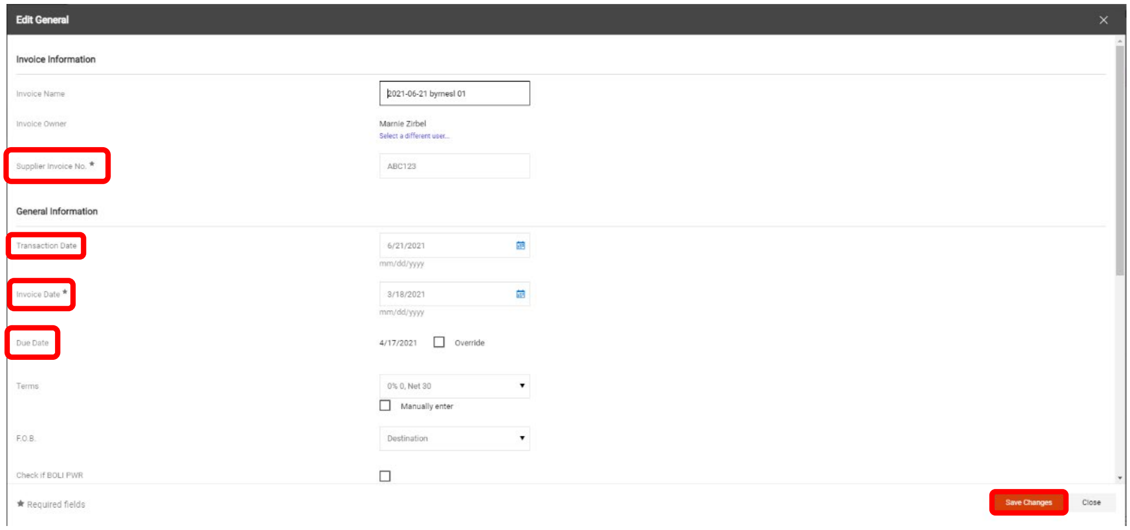
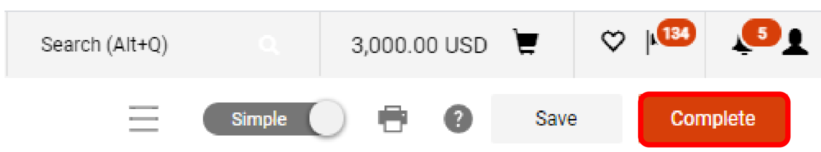


4. Once your review is complete, select the **Complete** button in the box on the right hand side. This will finalize the invoice and submit it for approval workflow.



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.