

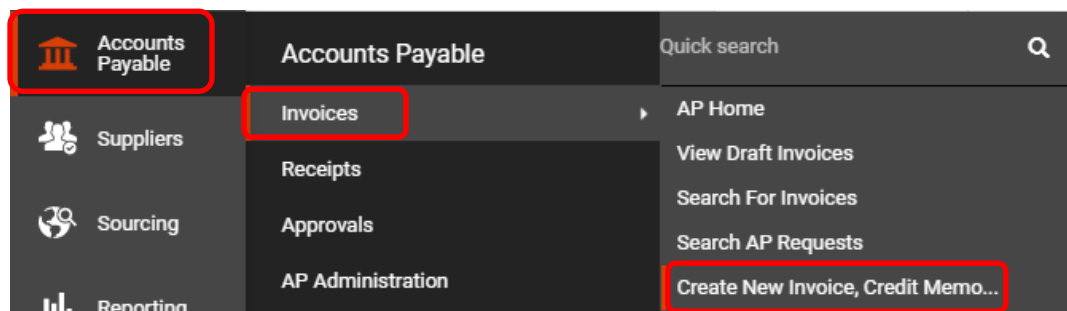
Non-PO Invoice Entry

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**.

A screenshot of the 'Create Invoice' modal form. The form has three main input fields: 'Type' with a dropdown menu set to 'Invoice', 'From' with a dropdown menu set to 'Non PO', and 'Supplier name' with a text input field containing 'VWR INTERNATIONAL LLC' and a search icon. At the bottom right, there are two buttons: a red 'Create' button and a grey 'Cancel' button.

Non-PO Invoice Entry

- 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.

Invoice • 1915931

Entry Summary Matching Supplier Messages Comments Attachments History

Invoice Number: IB000757

Invoice Date: 5/7/2019

Due Date: 6/6/2019 Override

Supplier Invoice No.: ZZZ123

Remit To: 123 Bohemian Drive, Aurora, Illinois 12345, United States

Supplier Name: Stan Mikita Donuts

Supplier Account No.:

Currency: US Dollar

Draft Summary:

Stan Mikita Donuts	ZZZ123
Supplier Invoice No.	ZZZ123
Total (1,000.00 USD)	
Subtotal	1,000.00
Discount	0.00
Tax	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	1,000.00

- 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.

Invoice Owner: Lane Byrnes

Select a different user...

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

User Search

Last Name: Sims

First Name: Alex

User Name:


Email:

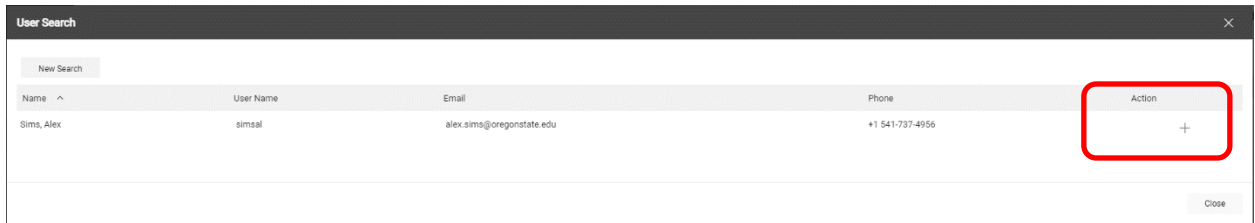
Role:


Results Per Page: 10

Search Close

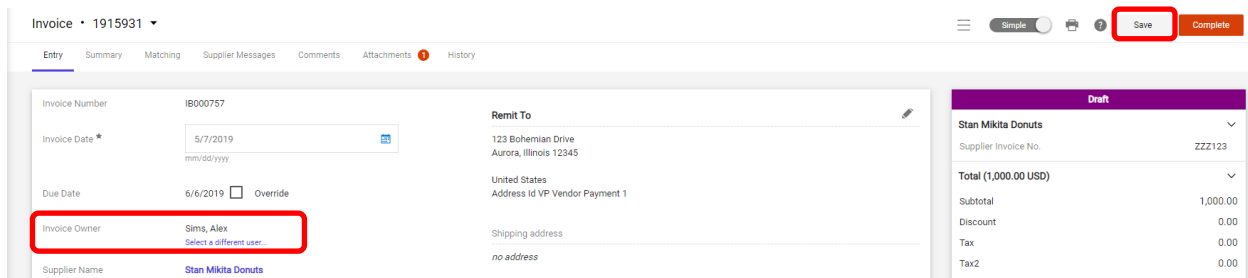
Non-PO Invoice Entry

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



Name	User Name	Email	Phone	Action
Sims, Alex	simsal	alex.sims@oregonstate.edu	+1 541-737-4956	

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



Invoice • 1915931

Entry Summary Matching Supplier Messages Comments Attachments History

Invoice Number: IB000757

Invoice Date: 5/7/2019

Due Date: 6/6/2019 Override

Invoice Owner: **Sims, Alex** (highlighted with a red box)

Supplier Name: Stan Mikita Donuts


Remit To: 123 Bohemian Drive, Aurora, Illinois 12345, United States

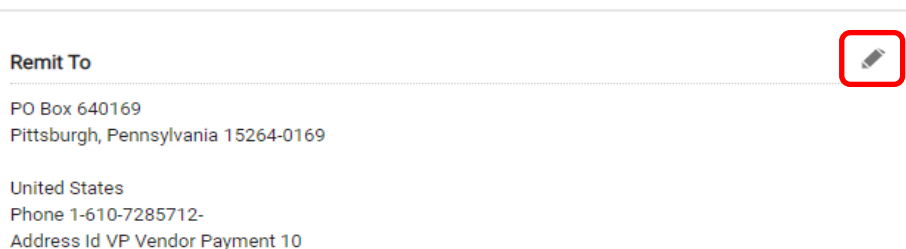
Shipping address: no address


Supplier Invoice No.: ZZZ123

Total (1,000.00 USD): Subtotal 1,000.00, Discount 0.00, Tax 0.00, Tax2 0.00

Buttons: Simple, Save (highlighted with a red box), Complete

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.

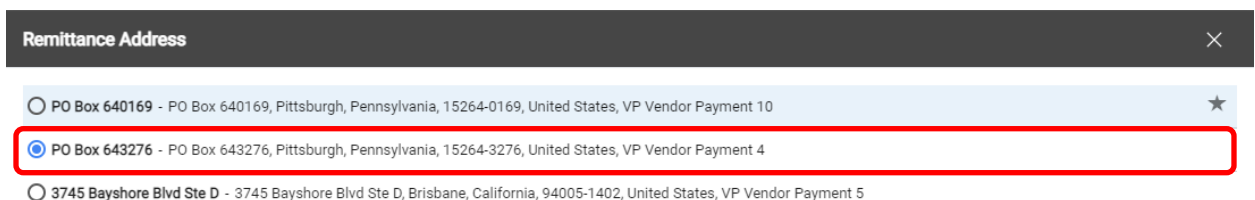


Remit To 

PO Box 640169
Pittsburgh, Pennsylvania 15264-0169

United States
Phone 1-610-7285712-
Address Id VP Vendor Payment 10

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



Remittance Address

PO Box 640169 - PO Box 640169, Pittsburgh, Pennsylvania, 15264-0169, United States, VP Vendor Payment 10

PO Box 643276 - PO Box 643276, Pittsburgh, Pennsylvania, 15264-3276, United States, VP Vendor Payment 4 (highlighted with a red box)

3745 Bayshore Blvd Ste D - 3745 Bayshore Blvd Ste D, Brisbane, California, 94005-1402, United States, VP Vendor Payment 5


- ❖ 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.

Non-PO Invoice Entry

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.


Catalog No.	Description *	Product Size	Quantity *	Price Estimate *	Packaging
	Invoice Line 1 <small>240 characters remaining</small>		5.00	100	EA - Each
+ ADD LINE					

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.

Catalog No.	Description *	Product Size	Quantity *	Price Estimate *	Packaging
	Invoice Line 2 <small>240 characters remaining</small>		1.00	100	
	Invoice Line 1		5	100	EA - Each
+ ADD LINE					
					

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.

Accounting Codes										
LINE	Chart	Index	Account	Activity	Fund	Organization	Program	Location	Business Center Code	Fund Type
C	OSU Chart	no value	no value	no value	no value	no value	no value	no value	no value	no value
		● Required	● Required							

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**.

Edit Accounting Codes
✕

Add alternate distribution for: Discount ▾ +

LINE	Chart	Index *	Account *	Activity	Fund	Organization	Program	Location	Business Center Code
C	OSU Chart	QBA207	2010	20101 - Office & Administrative Supplies	No Value	No Value	No Value	No Value	No Value
		● Required	● Required						

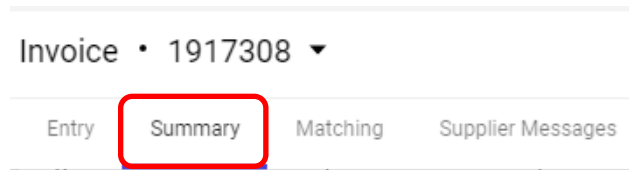
* Required fields


Add alternate distribution for: Discount ▾ +

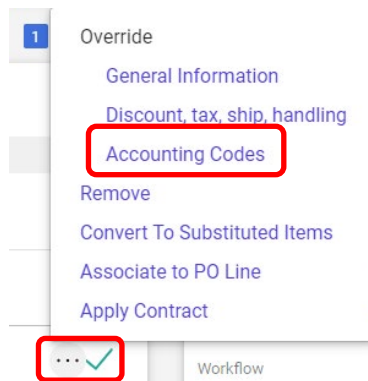
Save Changes Close

Non-PO Invoice Entry

- 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.



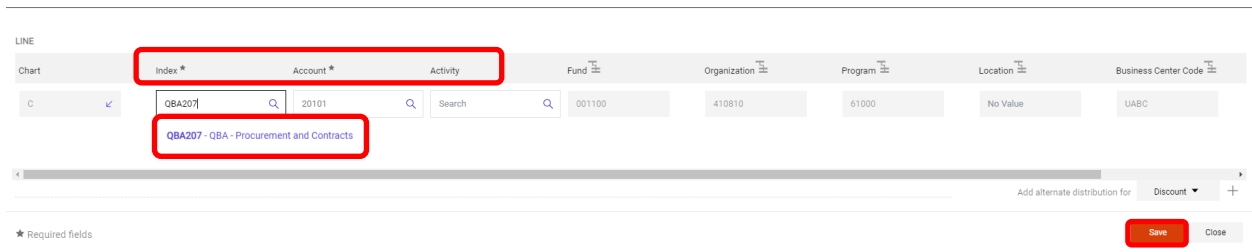
- Scroll down to where the line items are listed. Use the checkboxes next to the line you wish to add line level accounting for. Then select the  icon. From the popup menu, select **Accounting Codes**.



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



- 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**.

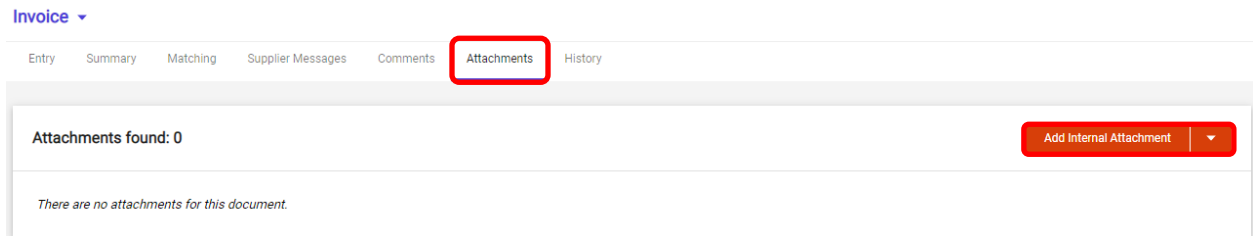


- ❖ For instructions on Split Accounting, refer to the [Split Accounting Codes](#) tip sheet.

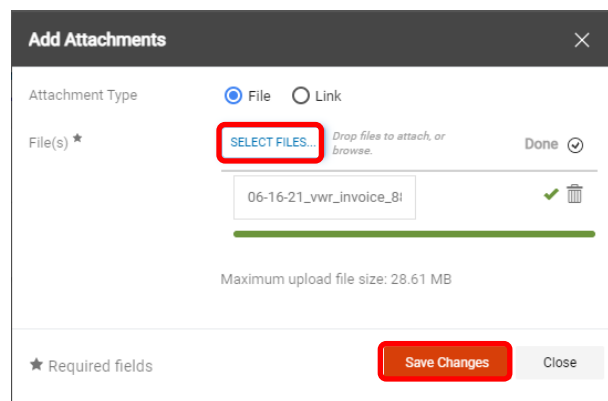
Non-PO Invoice Entry

Adding Attachments

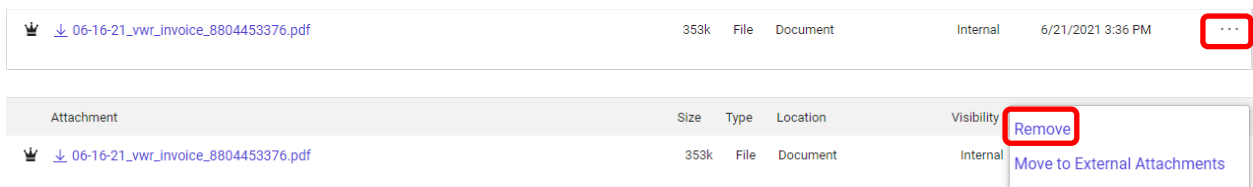
1. To add attachments, scroll to the top of the invoice and select the **Attachments** tab. Then, click the **Add Internal Attachment** box.



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.



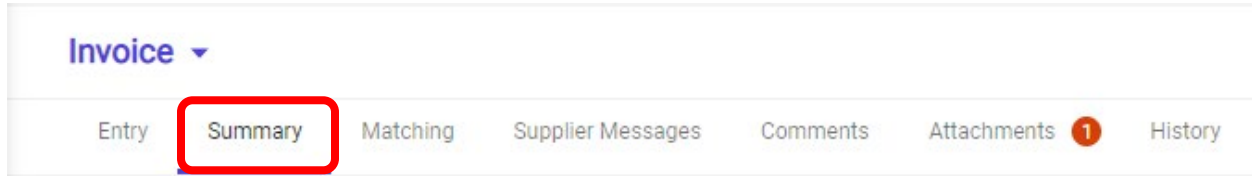
3. If an attachment is added in error, click the horizontal dots symbol near the right hand side. Then select **Remove**.




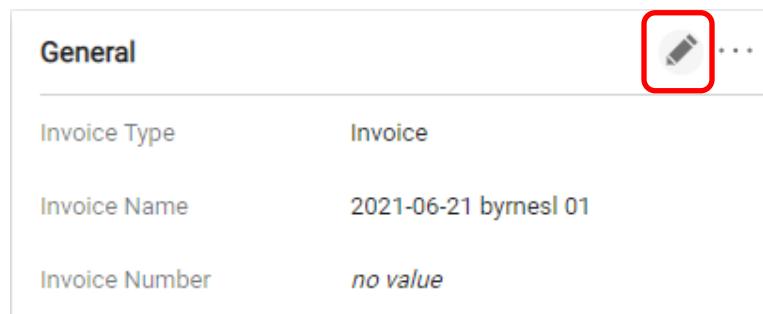
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Completing the Invoice

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.

A screenshot of an 'Edit General' box. The title 'General' is at the top left. To the right of the title is a pencil icon inside a red square box, followed by three dots. Below the title is a table with three rows of fields and their values.

Invoice Type	Invoice
Invoice Name	2021-06-21 bymesl 01
Invoice Number	no value

Non-PO Invoice Entry

Edit General

Invoice Information

Invoice Name: 2021-06-21 bymesl 01

Invoice Owner: Marnie Zibel
Select a different user...

Supplier Invoice No. *: ABC123

General Information

Transaction Date: 6/21/2021
mm/dd/yyyy

Invoice Date *: 3/18/2021
mm/dd/yyyy

Due Date: 4/17/2021 Override

Terms: 0% 0, Net 30
 Manually enter

F.O.B.: Destination

Check if BOLI PWR:

* Required fields

Save Changes Close

- 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.

Search (Alt+Q) 3,000.00 USD 134 5

Simple Save Complete

- 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.

invoice Submitted

Summary [Create New](#)

Invoice number	IB000757
Invoice Status	Pending
Supplier Invoice No.	ZZZ123
Invoice name	2021-06-22 bymesl 02
Invoice date	5/7/2019
Invoice total	1,000.00 USD
Number of line items	1