# GW
## Procure-to-Pay

Finance Division

Reference Guide

# How to Adjust an Invoice to Match a PO / Matching Error Exception

➢ When the Unit Price is $1.00 enter the invoice total/amount in the quantity field tab, the total field should equal the invoice or PO line amount and save in the bottom right.



➢ When there are multiple lines on the PO, do this for each line if the invoice line amount.

➤ When this is a PTA invoice enter the expenditure item date and then save.

**EDIT LINE ITEM**

| Expense Type | Line Description | Quantity | Type of Activity | Region | Expenditure Item Date | Unit of Measure | Unit Price |
|---|---|---|---|---|---|---|---|
| Undefined | | 1 | | | | | 12,625.00 |

| PO Shipment Number | PO Release Number | PO Line Active Encumbrance | Total | Tax | | | |
|---|---|---|---|---|---|---|---|
| | | | 12,625.00 | 0.00 | | | |

➤ When this is a foreign invoice enter the region and type of activity and then save.

**EDIT LINE ITEM**

| Expense Type | Line Description | Quantity | Type of Activity | Region | Expenditure Item Date | Unit of Measure | Unit Price |
|---|---|---|---|---|---|---|---|
| Undefined | | 1 | | | | | 12,625.00 |

| PO Shipment Number | PO Release Number | PO Line Active Encumbrance | Total | Tax | | | |
|---|---|---|---|---|---|---|---|
| | | | 12,625.00 | 0.00 | | | |

➤ When the distribution is missing under distribution click add and make sure 100 shows, by selecting amount if using all and percent if using only portion.

Distributions | Distribution Summary

**Distributions**

Distribute By ▾ | Add | Delete | Favorites ▾ | Add to Favorites

| ☐ | Percentage | Grant/Non Gr... | Oracle Alias | Expense Type | Distribution Code |
|---|---|---|---|---|---|

**Distributions** | **Distribution Summary**

## Distributions

[Distribute By ▾] [Add] [Delete] [Favorites ▾] [Add to Favorites]

| ● Percentage | Grant/Non Gr... | Oracle Alias | Expense Type | Distribution Code |
| Amount | | | | |

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## Distributions   ## Distribution

[Distribute By ▾] [A   [Distribute By ▾]

● Percentage     ☐ Percentage

Amount           ☐ 100

➢ When the invoice amount equals the unit price enter 1 in the quantity field tab and save and follow the "when" step above.

## EDIT LINE ITEM

| Expense Type | Line Description | Quantity | Type of Activity | Region | Expenditure Item Date | Unit of Measure | Unit Price |
|---|---|---|---|---|---|---|---|
| 54215-LABORATORY SUPPLIE ▾ | Animals  Birds  Marine Life: Handling fee for 1 rodent crate. | 1 | | | | Each ▾ | 295.00 |

| PO Shipment Number | PO Release Number | PO Line Active Encumbrance | Total | Tax |
|---|---|---|---|---|
| 1 | | 295.00 | 295.00 | 0.00 |

➢ When the unit price is anything other than $1.00 you should NEVER change the unit price. You must divide the invoice or line amount by the unit price and enter the decimal into the quantity field and make sure the field marked total equals the amount you are trying to pay/process then follow the "when" step above.

## EDIT LINE ITEM

| Expense Type | Line Description | Quantity | Type of Activity | Region | Expenditure Item Date | Unit of Measure | Unit Price |
|---|---|---|---|---|---|---|---|
| 54215-LABORATORY SUPPLIE ⌄ | Animals  Birds  Marine Life:  Cyagen Biomodels to provide | 0.46022114 | | | | Each ⌄ | 3,708.00 |

| PO Shipment Number | PO Release Number | PO Line Active Encumbrance | Total | Tax |
|---|---|---|---|---|
| 1 | | 3,708.00 | 1,706.50 | 0.00 |

➢ Enter the receipts under the purchase order tab; see the how to guide for further assistance.