

Finance Division

https://procurement.gwu.edu/university-payables

https://procurement.gwu.edu/payables-frequently-asked-questions

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.

								View Invoice
pense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Date	Unit of Measure	Unit Price	
3491-RESERVE FOR BAD DE	ConServe 1007843	183.07		~	~	8	~ 1]
Shipment Number	PO Release Number	PO Line Active Encumbrance	Total	Tax				
		82,666.69	183.07	0.00				
Distribution Summa	ary						Total: \$183.07 Distributed: \$183.07	(100%) Remaining: \$0.00
	Delete Favorites - Add to I	Favorites					Total: 3163.07 Distributed: 3163.07	(100%) Remaining: 30.00
		nse Type Distribution Code					1	
	-Grant (600108) UNIV	GL-600108						

> 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 Undefined	~	Line Description	Quantity	Type of Activity	Region	Expenditure Item Date	Unit of Measure	×	Unit Price 12,625.00
	PO Shipment Number		PO Release Number	PO Line Active Encumbrance	Total 12,625.00	Tax 0.00				

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

EDIT LINE ITEM							
Expense Type Undefined	Line Description	Quantity 1	Type of Activity	Region	Expenditure Item Date	Unit of Measure	Unit Price 2,625.00
PO Shipment Number	PO Release Number	PO Line Active Encumbrance	Total 12,625.00	Tax 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.



Distrib	outions Distribu	tion Summary			
Di	istribution	s			
Dis	stribute By 🗢	Add Delete	Favorites 🗢	Add to Favorites	
_ •	Percentage	Grant/Non Gr	Oracle Alias	Expense Type	Distribution Code
	Amount				
Distrik					
Distric	Distributions	utio Distributions	Distribut		
Di	istributior	^{ns} Distrib	ution		
		Distrib	ution		
Dis	stribute By 🔻 🔪	Ac Distribute I			
	Percentage		ay v		
4 -	Amount	Percenta	ige		
	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 54215-LABORATORY SUPPLIE	Line Description Animals Birds Marine Life:	Quantity 1	Type of Activity	Region	Expenditure Item Date	Unit of Measure Each	Unit Price ✓ 295.00
PO Shipment 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 Animals Birds Marine Life:	Quantity 0.46022114	Type of Activity	Region	Expenditure Item Date	Unit of Measure Each	~	Unit F 3.70
DO Chiemant Number	Cyagen Biomodels to provide	• ·····						
PO Shipment Number	PO Release Number	PO Line Active Encumbrance 3,708.00	Total 1,706.50	Tax 0.00				

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