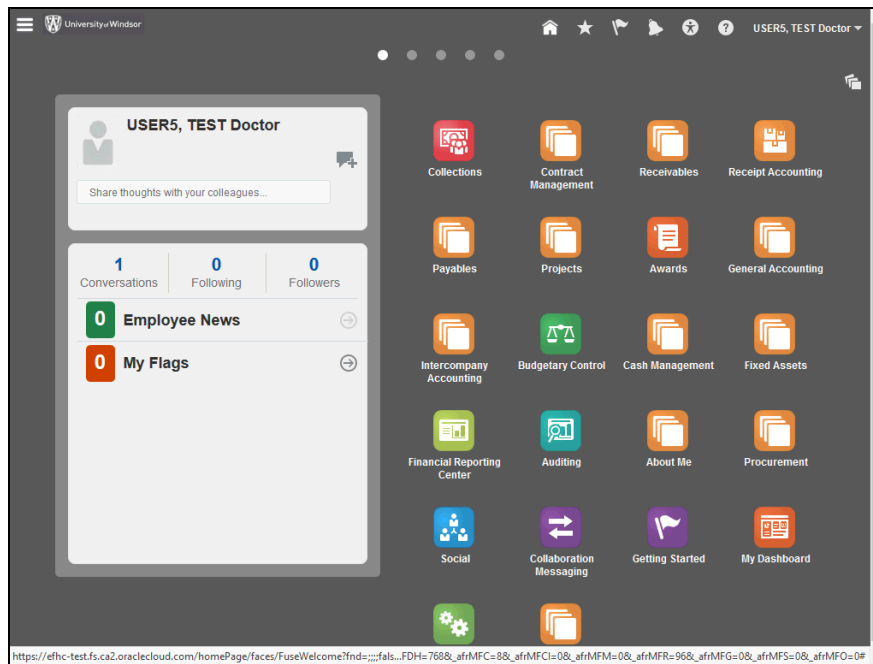



**AP 05: Receive invoice, create voucher, and  
manually match to a PO from a foreign vendor**  
Created on 2/22/2018

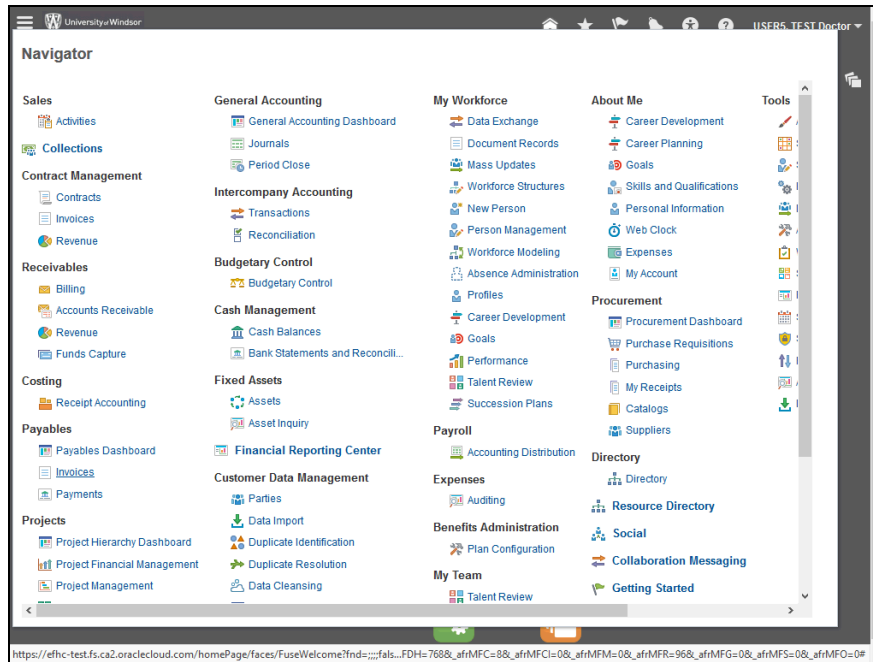
## AP 05: Receive invoice, create voucher, and manually match to a PO from a foreign vendor

### Procedure

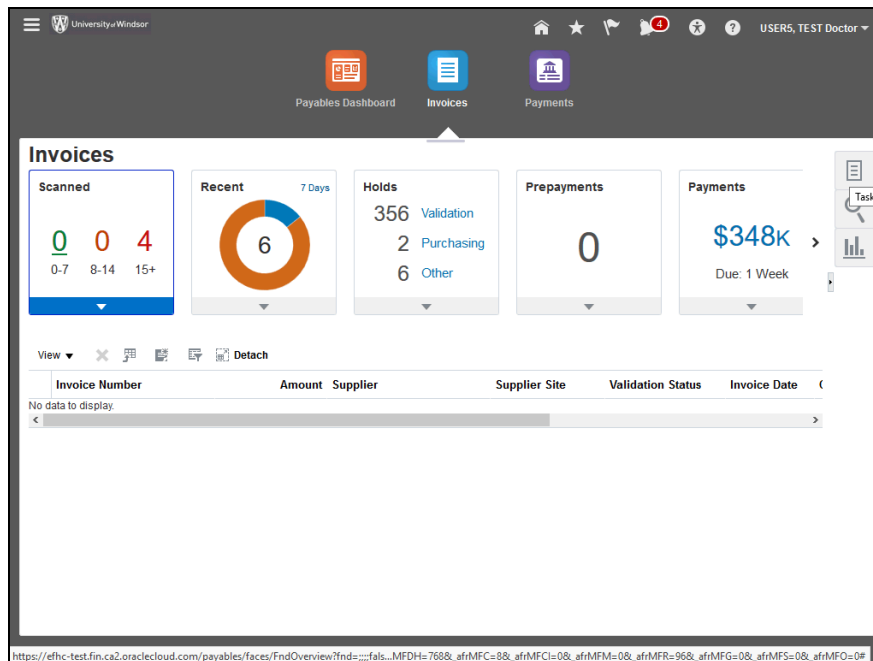
This User Guide outlines the steps required to receive invoice, create voucher, and manually match to a PO from a foreign vendor (consider currency and self-assessment).



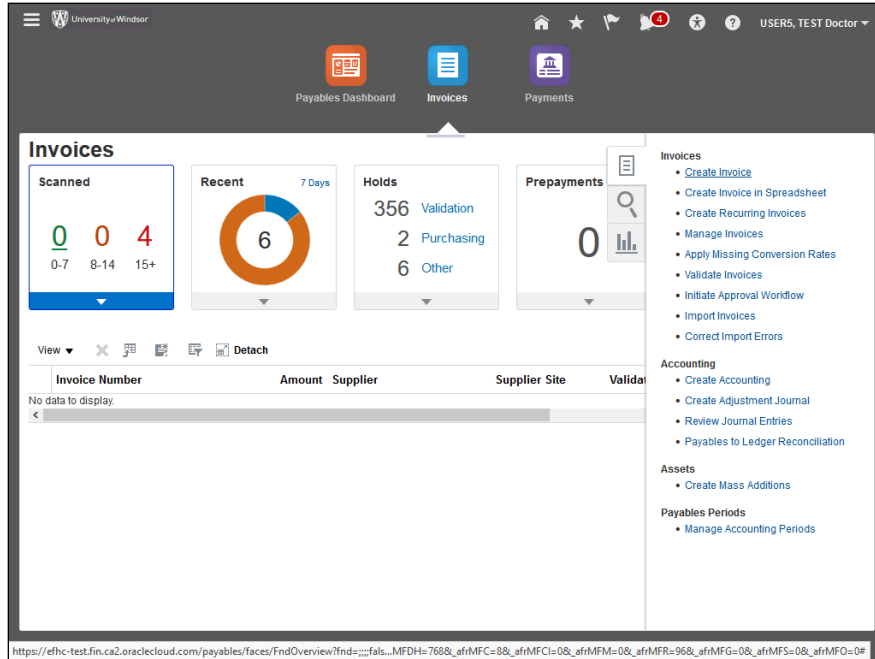
Step	Action
1.	Click the <b>Navigator</b> button. 



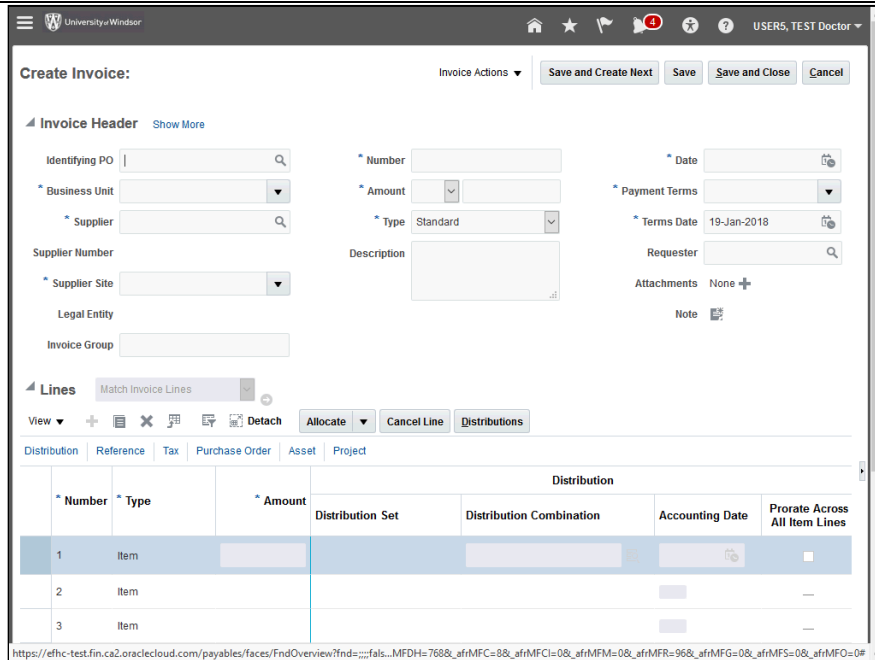
Step	Action
2.	Click the <b>Invoices</b> link. <a href="#">Invoices</a>



Step	Action
3.	Click the <b>Tasks</b> button.



Step	Action
4.	Click the <b>Create Invoice</b> link. <a href="#">Create Invoice</a>



Step	Action
5.	Enter the required PO in the <b>Identifying PO</b> field.  Note: The other details on the page are auto-populated, based on the Identifying PO entered.

**Create Invoice:**

**Invoice Header**

Identifying PO: UW1000011  
 Business Unit: UW BU  
 Supplier: STEELCASE  
 Supplier Number: 1391  
 Supplier Site: GRAND RAPIDS  
 Legal Entity: University of Windsor  
 Invoice Group:   
 Number:   
 Amount: USD  
 Type: Standard  
 Date: 19-Jan-2018  
 Payment Terms: Immediate  
 Terms Date: 19-Jan-2018  
 Requester:   
 Attachments: None  
 Note:   
 Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

**Lines**

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item				19-Jan-2018	
2	Item				19-Jan-2018	
3	Item				19-Jan-2018	

Step	Action
6.	Enter the required number in the <b>Number</b> field.

**Create Invoice:**

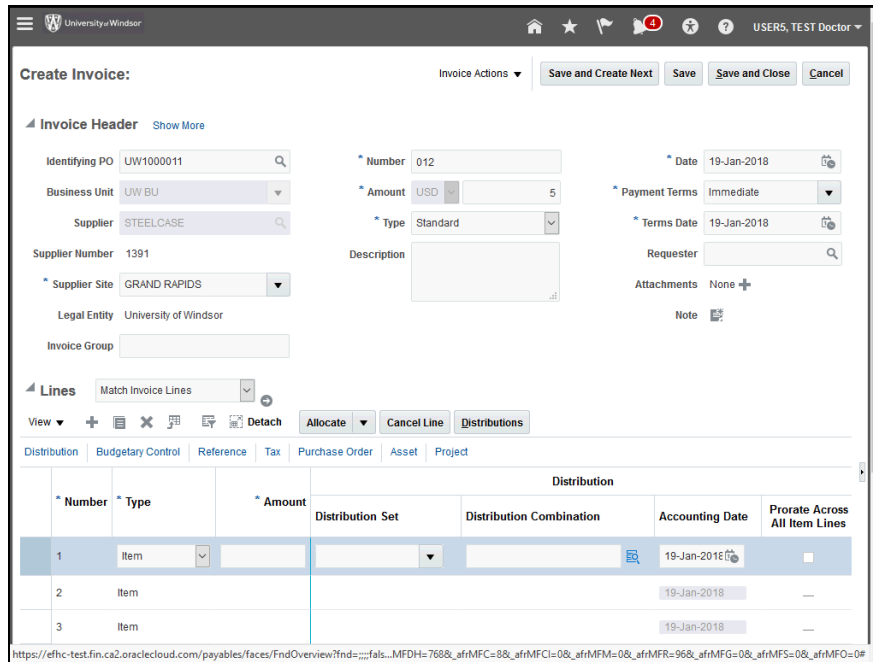
**Invoice Header**

Identifying PO: UW1000011  
 Business Unit: UW BU  
 Supplier: STEELCASE  
 Supplier Number: 1391  
 Supplier Site: GRAND RAPIDS  
 Legal Entity: University of Windsor  
 Invoice Group:   
 Number: 012  
 Amount: USD  
 Type: Standard  
 Date: 19-Jan-2018  
 Payment Terms: Immediate  
 Terms Date: 19-Jan-2018  
 Requester:   
 Attachments: None  
 Note:   
 Invoice Actions: Save and Create Next, Save, Save and Close, Cancel

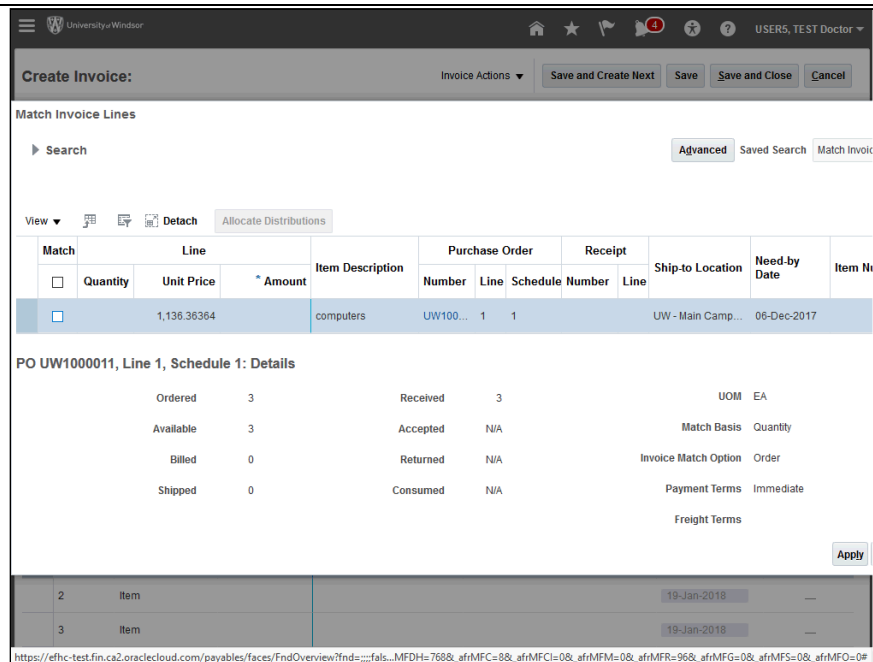
**Lines**

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines
1	Item				19-Jan-2018	
2	Item				19-Jan-2018	
3	Item				19-Jan-2018	

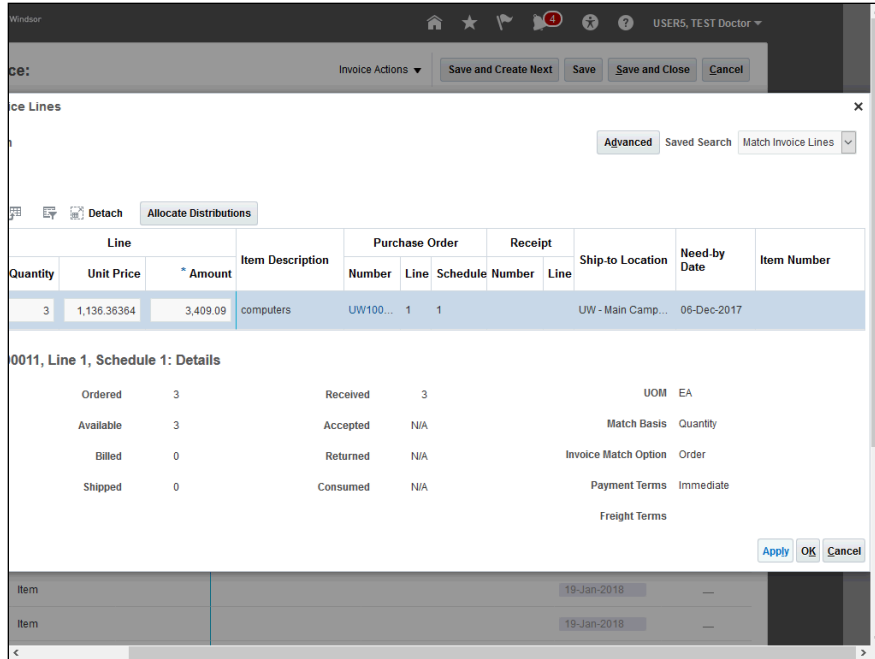
Step	Action
7.	Enter the required amount in the <b>Amount</b> field.




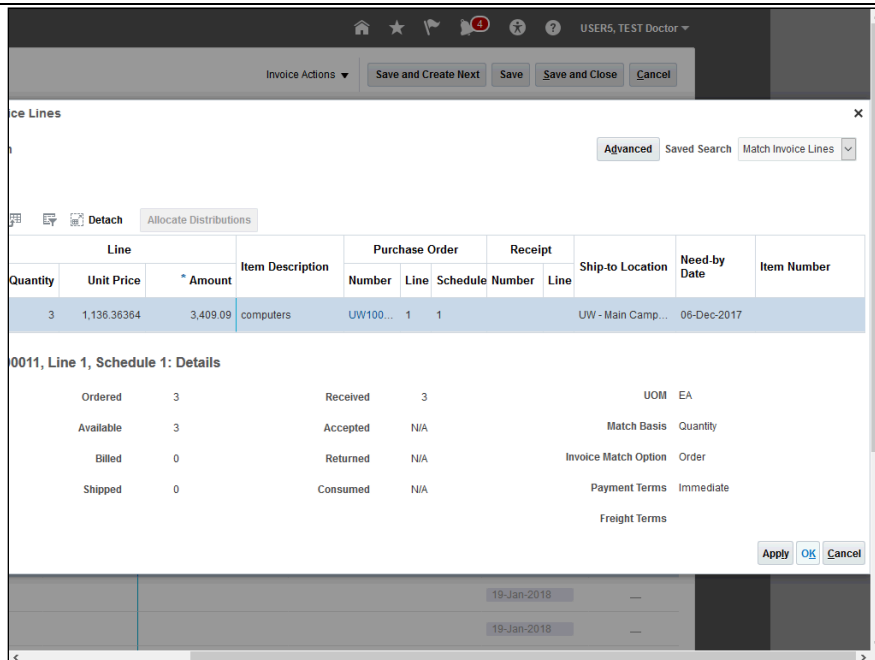
Step	Action
8.	Click the <b>Match Invoice Lines Go</b> button.




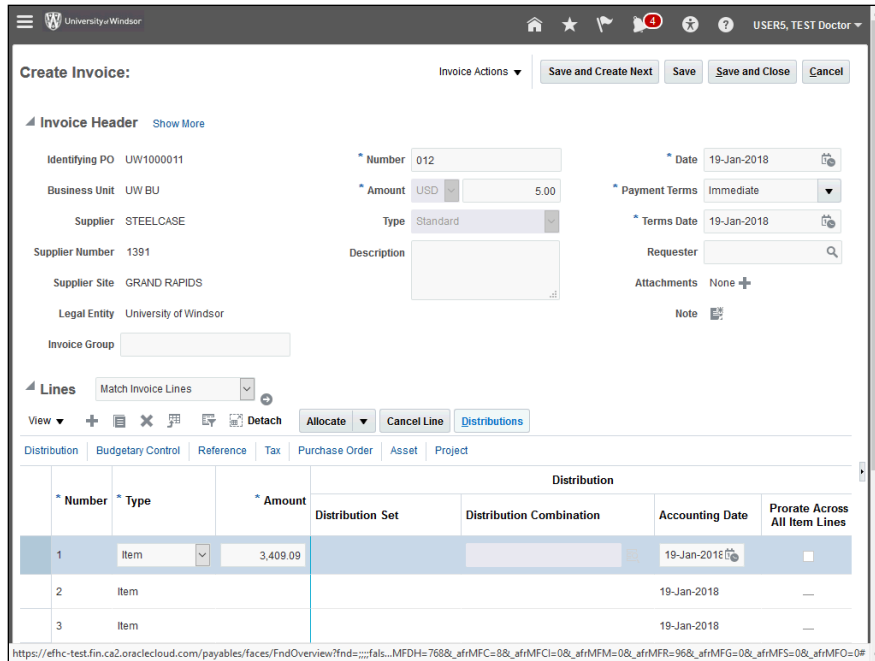
Step	Action
9.	Select the <b>Match</b> checkbox.



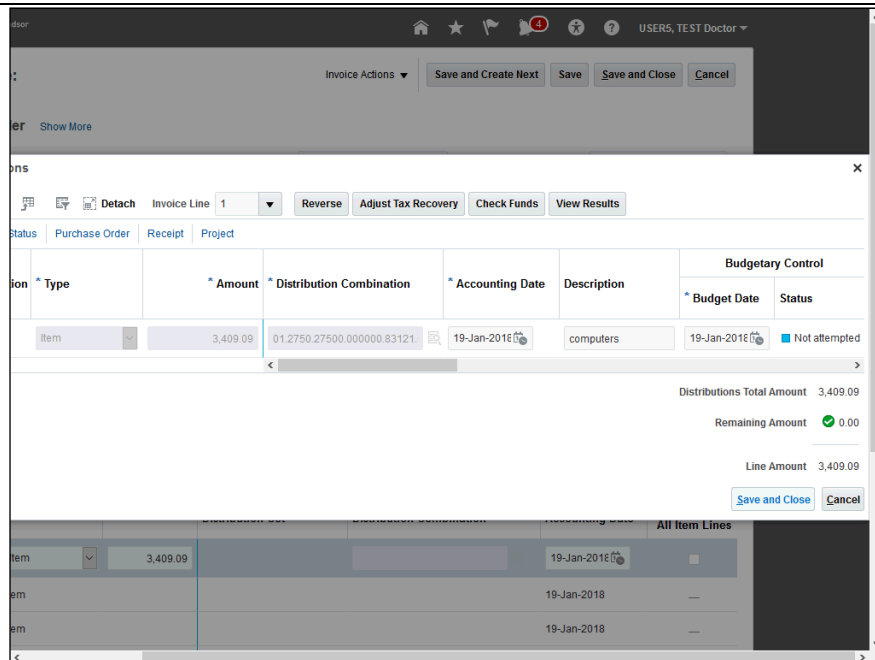
Step	Action
10.	Click the <b>Apply</b> button. 



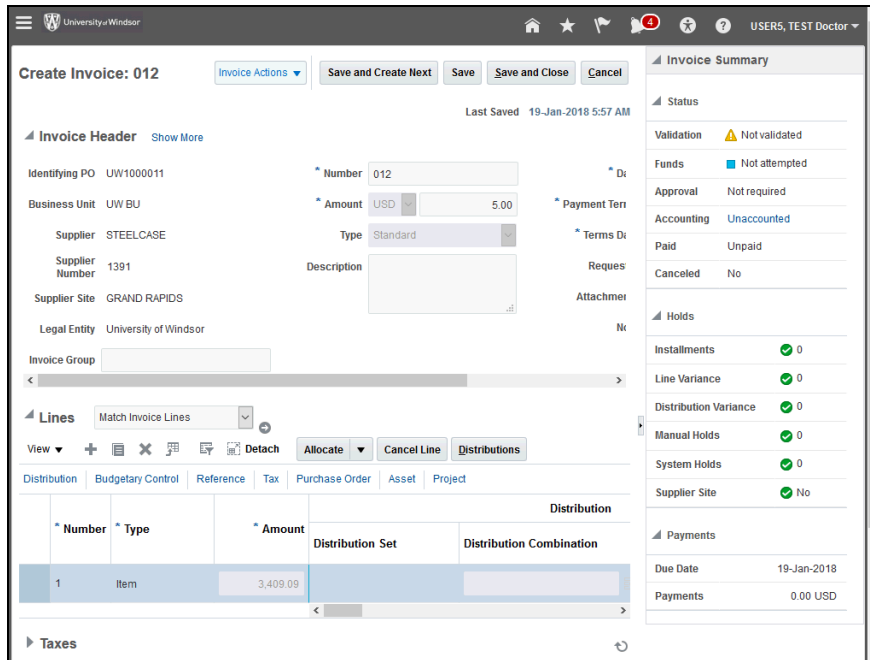
Step	Action
11.	Click in the <b>OK</b> button. 



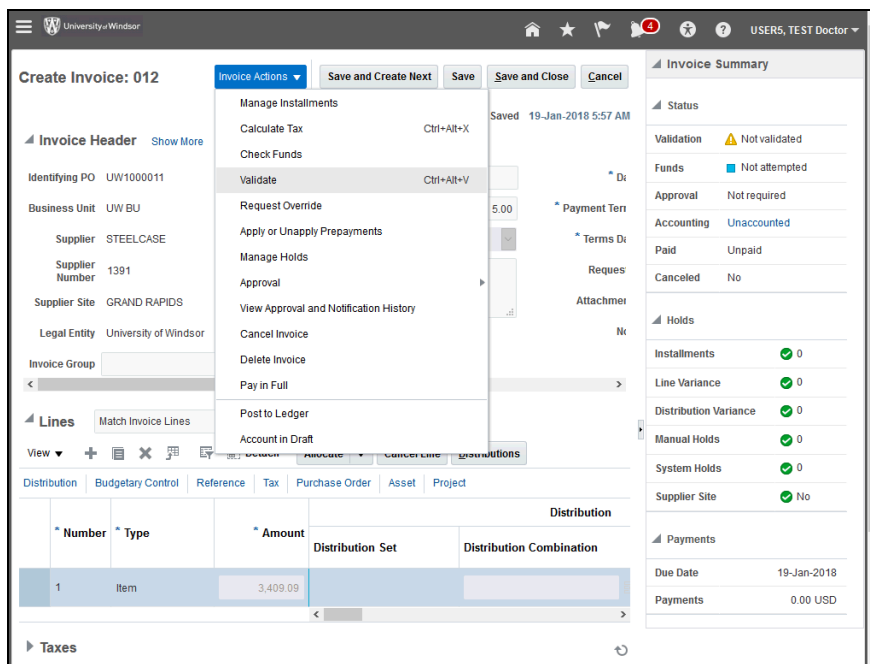
Step	Action
12.	Click the <b>Distributions</b> button.



Step	Action
13.	Click the <b>Save and Close</b> button.



Step	Action
14.	Click the <b>Invoice Actions</b> drop-down button.



Step	Action
15.	Select the <b>Validate</b> option from the drop-down list.

Step	Action
16.	<b>End of Procedure.</b>