

P2P Project Training

Correcting Non-PO Lines

March 2014

Errors and Notifications

PO Invoices

- If a partial invoice comes in and the product descriptions do not match those on the PO the lines will come in as “Non-PO” lines
- To correct this you need to click on add “Add more lines from this PO” to look up the PO and pull in the lines that should be included on the invoice
- If you forget to correct this error AP is going to send the invoice back to you for correction

PLEASE NOTE: THE SYSTEM WILL LET YOU APPROVE/COMPLETE THE INVOICE WITHOUT CORRECTING THIS ERROR HOWEVER THE INVOICE WILL NOT PAY AGAINST THE PO IF YOU DO NOT CORRECT IT AND WILL LEAVE THE PO ENCUMBRANCE OPEN

Errors and Notifications

How to correct “Non-PO Lines” on a PO Invoice from the “Simple Manual Entry” tab


Banner Document Number **VT000234**
Supplier Invoice No. **PO with non-PO Lines**
Supplier Name **Fisher Scientific Co edit...**
Supplier Account No. **112**
Image Attachment **Screen Shot of PO**







Notifications | discard all

- Line 1 PO Number: No POs matched the import's PO Number, created as non-PO line | discard
- Line 2 PO Number: No POs matched the import's PO Number, created as non-PO line | discard
- Line 3 PO Number: No POs matched the import's PO Number, created as non-PO line | discard

1. The notifications at the top of the invoice will tell you which lines came in as “Non-PO” lines

Line Items

P0135928  [Add more lines from this PO](#)

| | Product Description | Unit Price | Quantity | Ext. Price |
|---|---|------------|----------|---|
| 1 |  NC0474254  more info... | 74.67 | 1 | 74.67 USD Delete |
| 2 |  516  more info... | 84.60 | 1 | 84.60 USD Delete |
| 3 |  NC0474253  more info... | 81.33 | 1 | 81.33 USD Delete |

2. Click on the “Add more lines from this PO” link to pull in the correct lines from the PO

Errors and Notifications

How to correct “Non-PO Lines” on a PO Invoice from the “Simple Manual Entry” tab (cont.)














3. Select the correct lines and click “Add”

| | | | | | | | |
|---|---|-----------|----|---|------|-----------|-------------------------------------|
| 4 | WP DEMAND more info... | 516 | EA | 84.60 | 1 EA | 84.60 USD | <input checked="" type="checkbox"/> |
| | | | | Requisition Number 1104546 view print | | | |
| | | | | External Note <i>no note</i> | | | |
| | | | | Attachments for supplier | | | |
| 5 | QC NUTRIENT SIMPLE 15ML more info... | NC0474253 | EA | 81.33 | 1 EA | 81.33 USD | <input checked="" type="checkbox"/> |
| | | | | Requisition Number 1104546 view print | | | |
| | | | | External Note <i>no note</i> | | | |
| | | | | Attachments for supplier | | | |
| 6 | QC COMPLEX NUTRIENT 15ML more info... | NC0474254 | EA | 74.67 | 1 EA | 74.67 USD | <input checked="" type="checkbox"/> |
| | | | | Requisition Number 1104546 view print | | | |
| | | | | External Note <i>no note</i> | | | |
| | | | | Attachments for supplier | | | |

Errors and Notifications

How to correct “Non-PO Lines” on a PO Invoice from the “Simple Manual Entry” tab (cont.)

4. Once you pull in the lines from the PO you will want to delete the “Non-PO” lines that came in from the mailroom and complete the validation of the rest of the invoice

| Line Items | | | | |
|--|---|------------|----------|--|
| P0135928  Add more lines from this PO | | | | |
| | Product Description | Unit Price | Quantity | Ext. Price |
| 1 |  NC0474254  more info... | 74.67 | 1 | 74.67 USD Delete |
| 2 |  516  more info... | 84.60 | 1 | 84.60 USD Delete |
| 3 |  NC0474253  more info... | 81.33 | 1 | 81.33 USD Delete |
| 4 |  4 WP DEMAND  more info... | 84.60 | 1 | EA 84.60 USD Delete |
| 5 |  5 QC NUTRIENT SIMPLE 15ML  more info... | 81.33 | 1 | EA 81.33 USD Delete |
| 6 |  6 QC COMPLEX NUTRIENT 15ML  more info... | 74.67 | 1 | EA 74.67 USD Delete |

Errors and Notifications


How to correct “Non-PO Lines” on a PO Invoice from the “Buyer Invoice” tab (this is the tab you will have to use if AP sends an invoice back to you to correct)



| | |
|------------------------|-------------------------------------|
| Banner Document Number | VT000234 |
| Supplier Invoice No. | PO with non-PO Lines |
| Supplier Name | Fisher Scientific Co edit... |
| Supplier Account No. | 112 |
| Image Attachment | Screen Shot of PO |

Notifications | discard all

- Line 1 PO Number: No POs matched the import's PO Number, created as non-PO line | discard
- Line 2 PO Number: No POs matched the import's PO Number, created as non-PO line | discard
- Line 3 PO Number: No POs matched the import's PO Number, created as non-PO line | discard

1. The notifications at the top of the invoice will tell you which lines came in as “Non-PO” lines (if you discard the notifications and AP has sent an invoice back to you to correct the notifications will no longer be visible at the top of the screen)

P0135925  [Add more lines from this PO](#)

| | PO Line | Product Description | |
|---|---|---|------------------------------|
| 1 |  | 1 avalon metal chairs  | more info... |

2. Click on the “Add more lines from this PO” link to pull in the correct lines from the PO

Errors and Notifications

How to correct “Non-PO Lines” on a PO Invoice from the “Buyer Invoice” tab (this is the tab you will have to use if AP sends an invoice back to you to correct) cont.

3. Select the correct lines and click “Add”

| | | | | | | | |
|---|---|-----------|----|--------------------------|-------|------------|--|
| 2 | surface applied more info... | Logo | EA | 22.94 | 12 EA | 275.28 USD | <input type="checkbox"/> |
| | | | | Requisition Number | | 1104396 | view print |
| | | | | External Note | | no note | |
| | | | | Attachments for supplier | | | |
| 3 | set up fee for laser more info... | Engraving | EA | 64.48 | 1 EA | 64.48 USD | <input type="checkbox"/> |
| | | | | Requisition Number | | 1104396 | view print |
| | | | | External Note | | no note | |
| | | | | Attachments for supplier | | | |
| 4 | surface logo applied more info... | logo | EA | 5.00 | 12 EA | 60.00 USD | <input type="checkbox"/> |
| | | | | Requisition Number | | 1104396 | view print |
| | | | | External Note | | no note | |
| | | | | Attachments for supplier | | | |
| 5 | delivery more info... | Delivery | EA | 313.51 | 1 EA | 313.51 USD | <input type="checkbox"/> |
| | | | | Requisition Number | | 1104396 | view print |
| | | | | External Note | | no note | |
| | | | | Attachments for supplier | | | |

[Add](#) [Cancel](#)

Errors and Notifications

How to correct “Non-PO Lines” on a PO Invoice from the “Buyer Invoice” tab (this is the tab you will have to use if AP sends an invoice back to you to correct) cont.

4. Once you pull in the lines from the PO you need to select the “Non-PO” lines that came in from the digital mailroom

| | | | | |
|------------------------------------|------------------------|---|------------|-------------------------------------|
| | 5.00 USD | 6 | 30.00 USD | <input checked="" type="checkbox"/> |
| Line Match Status | Not Ready for Matching | | | |
| Discount, tax, shipping & handling | | | | |
| | From header | | Line-level | |
| Discount - Do Not Use | 0.00 USD | | 0.00 USD | |
| Tax 1 - Do Not | Non-taxable | | 0.00 USD | |



5. Once have selected all of the “Non-PO” lines you need to click the drop down box at the top of the “Line Details” section of the invoice and select “remove selected lines” and click “Go” to remove them from the invoice

For selected line items

Remove Selected Items

- Reject Selected Items
- Remove Selected Items
- Remove All Items
- Convert To Substituted Items
- Associate to PO Line

| Unit Price | Quantity |
|------------|----------|
|------------|----------|

How to correct “Non-PO Lines” on a PO Invoice

Points to remember:

- The invoice will not apply against the PO correctly unless you bring in the correct lines from the PO.
- If you forget to correct this error AP is going to send the invoice back to you for correction

PLEASE NOTE: THE SYSTEM WILL LET YOU APPROVE/COMPLETE THE INVOICE WITHOUT CORRECTING THIS ERROR HOWEVER THE INVOICE WILL NOT PAY AGAINST THE PO IF YOU DO NOT CORRECT IT AND WILL LEAVE THE PO ENCUMBRANCE OPEN