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

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

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”

<table>
<thead>
<tr>
<th></th>
<th>Requisition Number</th>
<th>External Note</th>
<th>Attachments for supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP DEMAND</td>
<td>1104546 (view</td>
<td>[print]</td>
<td></td>
</tr>
<tr>
<td>QC NUTRIENT SIMPLE 15ML</td>
<td>1104546 (view</td>
<td>[print]</td>
<td></td>
</tr>
<tr>
<td>QC COMPLEX NUTRIENT 15ML</td>
<td>1104546 (view</td>
<td>[print]</td>
<td></td>
</tr>
</tbody>
</table>
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
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)

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)

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