How to correct a PO invoice with “Non-PO Lines”

You must correctly associate the line item(s) to the Purchase Order and remove any line items that are flagged as “Non-PO” lines at the time when reviewing and approving an invoice.

When there are “Non-PO” lines on an invoice you will see the following notification message:

To easily correct this you may “Associate” the Non-PO lines to the correct PO/PO Lines as follows:

1. Select the Non-PO line you wish to associate.
2. Scroll to the top of the very first line item on the invoice document and from the drop down box labeled For Selected Line Item select “Associate Line to a PO” [see screenshot below] and enter the correct PO in the search box and select the PO you wish to associate the line to.
3. Continue this same process for all Non-PO lines on the invoice that should be associated to the PO.
4. If there are any remaining Non-PO lines on the invoice, you must remove them before you approve.