

CREATE PO MATCHED INVOICE AND UPDATE INVOICE COST

DISTRIBUTION

QUICK REFERENCE GUIDE AP-30

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Create PO Matched Invoice and Update Invoice Cost Distribution in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to Create PO Matched Invoice.

Create PO Matched Invoice

To Create PO Matched Invoices in NCFS, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. Click the **Payables** Tab. Click the **Invoices** app.





- L27 ŵ TS Invoices Create Invoice Create Invoice from Spreadsheet Create Recurring Invoices Manage Invoices Validate Invoices Initiate Approval Workflow Import Invoices Correct Import Errors Import Payment Requests Accounting Create Accounting Create Adjustment Journal **Accounting Paid** Status Stati _ Review Journal Entries Payables to Ledger Reconciliation Unaccoun... N... 5/31/2
- 3. Click the Tasks [🗉] icon. Under Invoices, click Create Invoice.

4. The **Create Invoice** page opens. On the *Invoice Header* section, enter the appropriate PO number.

| Create Invoice: ⑦ | | |
|---|---|----|
| ldentifying Po * Business Unt * Supplier | EP4907296M3 Q * Numb EP4907296M3 PITNEY BOWES INC 0200 ADMINISTRATIVE OFFICE OF THE COURTS REID, JEFFERY More | e |
| Supplier Number * Supplier Site Legal Entity Invoice Group | Description | on |

In this example, we choose EP4907296M3.

5. The Purchase Order number defaults other information in **Business Unit, Supplier, Supplier Number and Legal Entity** fields.

| Create Invoice: ⑦ | | | |
|-------------------------|-----------------|-------------------------|-----------------|
| ▲ Invoice Header Show M | Nore | | |
| | Identifying PO | EP4907296M3 | Q |
| | Business Unit | 0200 ADMINISTRATIVE OF | v |
| | Supplier | PITNEY BOWES INC | 9 |
| | Supplier Number | 100419 | |
| | * Supplier Site | | • |
| | Legal Entity | NC ADMINISTRATIVE OFFIC | E OF THE COURTS |
| | Invoice Group | | |

6. Choose the correct *Supplier Site* from the drop down. In example we choose **R.02PT.04**.

| * Supplier Site | • | | | |
|-----------------|-------------------------------|-------------------------------|---------------------------|---|
| Legal Entity | | | | |
| Invoice Group | R.02PT.04 (PITNEY BOWES INC) | PO BOX 371887, PITTSBURGHPA, | 0200 ADMINISTRATIVE OFFIC | E |
| 1000 M 4 | R.02PT.05 (PITNEY BOWES INCOR | PO BOX 981039, BOSTONMA, 0229 | 0200 ADMINISTRATIVE OFFIC | E |
| ines 🗸 G | R.02PT.W (PITNEY BOWES INCOR | CMRS 7247-0166, PHILADELPHIAP | 0200 ADMINISTRATIVE OFFIC | E |
| | Search | | | |

7. Enter the Invoice Number and Invoice Amount.

In this example, we enter **PO005678** and **\$193**.

| Invoice Header Show More | | | | |
|--------------------------|--|-------------|----------------|---|
| Identifying PO | EP4907296M3 Q | * Number | PO005678 |] |
| Business Unit | 0200 ADMINISTRATIVE OF | * Amount | USD - ¥ 193.00 |] |
| Supplier | PITNEY BOWES INC Q | * Type | Standard 🗸 | Γ |
| Supplier Number | 100419 | Description | | 1 |
| * Supplier Site | R.02PT.04 | | | ; |
| Legal Entity | NC ADMINISTRATIVE OFFICE OF THE COURTS | | | |
| Invoice Group | | | | |

8. Click the **Go** icon to match the invoice line.

| ▲ Invoice Header Show More | |
|------------------------------|--|
| Identifying PO | EP4907296M3 Q |
| Business Unit | 0200 ADMINISTRATIVE OF |
| Supplier | PITNEY BOWES INC |
| Supplier Number | 100419 |
| * Supplier Site | R.02PT.04 |
| Legal Entity | NC ADMINISTRATIVE OFFICE OF THE COURTS |
| Invoice Group | |
| Lines () Match Invoice Lines | > |

9. Select the **Match** check box for the required line(s), and validate the **Quantity**, **Unit Price**, and **Amount**.

- You can update the Quantity if needed to match the invoiced quantity and the invoice amount will auto calculate based on the updated quantity.
- Similarly for service POs the quantity can be updated to match the invoice. Please do not update the Unit Price or Amount on a line for services. NCFS will update the Amount automatically after the quantity is updated. (DO NOT CHANGE THE UNIT PRICE OR AMOUNT, CHANGING THESE WILL RESULT IN PO LINE BEING CLOSED FOR INVOICING)
- Additionally, by clicking the Purchase Order Number link you can view and validate purchase order details

| Ма | tch Invo | ice Lines | | | | | | | | | | | × |
|----|----------|-----------|--------------|---------------------|-------------------|---------|---------|----------|--------|------|----------------------|--------------|-----------------------|
| | Searce | :h | | | | | | | | | Advanced | Saved Search | Match Invoice Lines 🗸 |
| | | | | | | | | | | | | | |
| v | ew 🔻 | 7 E | Detach | Allocate Distributi | ons | | | | | | | | |
| | Match | | Line | | | Pure | chase (| Order | Recei | pt | | Need-by | |
| | | Quantity | Unit Price | * Amount | Item Description | Number | Line | Schedule | Number | Line | Ship-to Location | Date | ltem Number |
| | | 193 | 1.00 | 193.00 | 1 Postage Meter L | EP4907 | 1 | 1 | | | 0200AOCNI-PO | 3/22/23 | |
| | | | 1.00 | | 3 Postage Meter L | EP4907 | 3 | 1 | | | 0200AOCNI-PO | 3/22/23 | |
| | | | 1.00 | | 4 Postage Meter L | EP4907 | 4 | 1 | | | 0200AOCNI-PO | 3/22/23 | |
| | | Total | | 193.00 | | | | | | | | | |
| PC |) EP49 | 07296M | 3, Line 1, S | chedule 1: Def | ails | | | | | | | | |
| | | | Ordered | 210 | R | eceived | N/A | | | | UON | I Dollar | |
| | | | Available | 193 | Ac | cepted | N/A | 4 | | | Match Basis | s Quantity | |
| | | | Billed | 17 | R | eturned | N/A | 4 | | | Invoice Match Option | n Order | |
| | | | Shipped | 0 | Con | sumed | N/A | 4 | | | Payment Terms | s Net 30 | |
| | | | | | | | | | | | Freight Terms | 5 | |
| | | | | | | | | | | | | | Apply OK Cancel |

9. Click the Apply and OK button.

| Mat | tch Invo | ice Lines | | | | | | | | | | | × |
|-----|----------|-----------|--------------|---------------------|-------------------|---------|--------|----------|--------|------|--------------------|--------------|-----------------------|
| J | Searce | :h | | | | | | | | | Advanced | Saved Search | Match Invoice Lines 🗸 |
| | | | | | | | | | | | | | |
| Vi | ew 🔻 | 7 F | Detach | Allocate Distributi | ons | | | | | | | | |
| | Match | | Line | | | Purc | hase C | Order | Recei | pt | | Need-by | |
| | | Quantity | Unit Price | * Amount | Item Description | Number | Line | Schedule | Number | Line | Ship-to Location | Date | Item Number |
| | | 193 | 1.00 | 193.00 | 1 Postage Meter L | EP4907 | 1 | 1 | | | 0200AOCNI-PO | 3/22/23 | |
| | | | 1.00 | | 3 Postage Meter L | EP4907 | 3 | 1 | | | 0200AOCNI-PO | 3/22/23 | |
| | | | 1.00 | | 4 Postage Meter L | EP4907 | 4 | 1 | | | 0200AOCNI-PO | 3/22/23 | |
| | | Total | | 193.00 | | | | | | | | | |
| PC |) EP49 | 07296M | 3, Line 1, S | chedule 1: De | ails | | | | | | | | |
| | | | Ordered | 210 | R | eceived | N/A | | | | UON | M Dollar | |
| | | | Available | 193 | Ac | cepted | N/A | | | | Match Basi | s Quantity | |
| | | | Billed | 17 | Re | eturned | N/A | | | Ir | voice Match Option | n Order | |
| | | | Shipped | 0 | Con | sumed | N/A | | | | Payment Term: | s Net 30 | |
| | | | | | | | | | | | Freight Term | s | |
| | | | | | | | | | | | | | Apply OK Cancel |

10. On the **Create Invoice** page, click the **Save** button.

| Create Invoice: ③ | | | | III IIveice Act | Save and Create Next Save | Save and Close Cancel |
|---|--------------------------|---|------------------------|--|--|-----------------------|
| 4 Invoice Header they way | | | | | | |
| Identifying PO EP4007298M3 Business Unit 0200 ADMINISTRATIVE OF | FICE OF THE COURTS | Number P | 0005478 | | * Dete 10/3/23 | |
| Supplier PithEY BOWES INC Supplier Number 100419 | | Type S | andard v | | Payment Terms Net 30 Terms Date 10/3/23 De | |
| Supplier Site R. 0297.04 Legal Existy NC ADMINISTRATIVE OFF | CE OF THE COURTS | Description | | | Requester Q, | |
| Invoice Group | | | | | Note E | |
| d Lines ⑦ Match Invice Lines ♥ Vev • + ◎ X 须 ☞ ② Detech Allocate ● Cance | Line Distributions | | | | | |
| Distribution Budgetary Control Reference Tax Purchase Order Asset | Project | | | | | |
| | Distribution | | Budgetary Control | Reference | Тах | P |
| Number Type Amount Distribution Set | Distribution Combination | Accounting Date Prorate Acr All Item Lin | 65 *Budget Date Status | Description | Tax Classification Ship to Location | Number |
| 1 [fam V 193.00] | | 10/3/23 | 10/3/23 0 Not attemp | plad 1 Postage Neter Lease - 55 Units 60 Mon | ▼ 02004.0CNI-PO B | EP490729 ¥ |

11. On **Create Invoice** page appears. Select **Validate** from the *Invoice Action* drop-down choice list.

| 🔲 🛕 Not validated | Invoice Actions 👻 | Save and Create Ne | ext Sav | e | <u>Save and Clo</u> | ose |
|-------------------|-------------------|------------------------|-----------|---|---------------------|-------|
| | Manage Installme | ents | | | Last Saved | 10/3 |
| | Calculate Tax | с | trl+Alt+X | | Lust sureu | 10/0/ |
| | Check Funds | | | | | |
| | Validate | с | trl+Alt+V | | 1 | |
| | Request Override | 9 | | | J | |
| | Apply or Unapply | Prepayments | | | | |
| | Manage Holds | | | | J | |
| | Approval | | | ۲ |] | |
| | View Approval an | d Notification History | | | | |
| | Cancel Invoice | | | | | |
| | Delete Invoice | | | | | |

12. Validate the Invoice. The status will be **Validated**.

| | | Ualidated | Invoice Actions | e and Create Next Save | <u>Save and Close</u> |
|-------------|----------------|-----------|-----------------|------------------------|-----------------------|
| | | | | | Last Saved 10/3/ |
| * Number | PO005678 | | | | |
| | 10000010 | | * Date | 10/3/23 | |
| * Amount | USD - ~ 193.00 | | * Payment Terms | Net 30 | 2 |
| Description | Standard 🗸 | | * Terms Date | 10/3/23 | |
| Description | | | Requester | Q | |
| | | | Attachments | None - | _ |
| | | | Note | E. | |

13. Once the Invoice is Validated, click the **Invoice Action** drop-down button. Select **Approval** and **Initiate** from the *Invoice Action* drop-down choice list.

| | | = | Validated | Invoice Actions 🔻 | Save and Create Next Save | <u>Save and Close</u> |
|-------------|----------------|---|-----------|-------------------|---------------------------|-----------------------|
| | | | | Manage Installme | ents | Last Saved 10/3/2 |
| | | | | Calculate Tax | Ctrl+Alt+X | |
| | | | | Check Funds | | |
| * Number | PO005678 |] | | Validate | Ctrl+Alt+V | 1 |
| * Amount | USD - 🗸 193.00 |] | | Request Override | 1 | |
| Туре | Standard 🗸 | | | Apply or Unapply | Prepayments | |
| Description | | | | Manage Holds | | _ |
| | | | | Approval | - | Initiate |
| | | , | | View Approval and | d Notification History | Withdraw |
| | | | | Cancel Invoice | | Resubmit |
| | | | | Delete Invoice | | Approve |
| | | | | | | Reject |

- Save and Create Next Save Save and Close Cancel Invoice Actions 🔻 Validated Invoice Summary × Status Holds Validation Validated Installments **O** Funds Reserved Line Variance **O** A Required Approval **Distribution Variance O** Accounting Unaccounted Manual Holds **O** Payments Unpaid System Holds **O** 🕗 Due Date 11/2/23 Supplier Site No NOLE
- 14. Click the Validated Status link. The status here is Required.

15. Click the **Cross** [×] icon to close the *Invoice Summary* pop-up.

| Invoice Summa | Actions Save and ry | d Create Next <mark>Save Save a</mark> ave a | and Close |
|---------------|----------------------|--|-----------|
| Status | | Holds | |
| Validation | Validated | Installments | O |
| Funds | Reserved | Line Variance | O |
| Approval | A Required | Distribution Variance | O |
| Accounting | Unaccounted | Manual Holds | O |
| Payments | Unpaid | System Holds | O |
| Due Date | 11/2/23 | Supplier Site | No |

16. Click the Save and Close button. This directs you back to the Invoice dashboard page.

| Validated Invoice Actions - Sav | e and Create Next S | ave | <u>Save and Cle</u> | ose | <u>C</u> ancel |
|---------------------------------|---------------------|---------|---------------------|--------|----------------|
| | | | Last Saved | 10/3/2 | 23 11:45 AM |
| | | | | | |
| * Data | 10/2/22 | ti. | | | |
| * Dayment Terms | Net 30 | - | | | |
| * Terms Date | 10/3/23 | • 16 | | | |
| Requester | | Q | | | |
| Attachments | None 🕂 | | | | |

Steps to Update Invoice Cost Distribution

There are two methods to update Invoice Cost Distribution. Method one – from line level and method two - from the distribution level.

Method 1 : Navigate to the **Invoices** dashboard. (Home page > Payables tab > Invoice app):

- 1. Click the **Tasks** icon.
- 2. Click Manage Invoices.

| Invoices ⑦ | | | | | Invoices • Create Invoice |
|--------------------------------|----------------------------------|------------|--------------------------|-----------------|--|
| Recent 24 Hours | Holds | Approval | Prepaid O | | Create Invoice from Spreadsheet Create Recurring Invoices Manage Invoices Validate Invoices Initiate Approval Workflow |
| View ▼ ★ 第 E Invoice Number | Detach Create Valid Amount Su | ate Cancel | Supplier Site Validation | Status Accounti | Import Invoices Correct Import Errors |

- 3. Enter details in at least one of the fields marked "**". In this example, the **Invoice Number** has been entered.
- 4. Click the **Search** button.

| Manage Invoid | ces (?) | | | | | Done |
|----------------|----------------------|--------|--------------------|----------|--------------|-----------------------------|
| Search Results | | | | | | |
| Search: Invo | bice | | | Advanced | Saved Search | All Invoices 🗸 |
| | | | | | | ** At least one is required |
| | Business Unit | • | ** Supplier Number | | | |
| 3 | ** Invoice Number | INV | Supplier Site | | • | |
| _ | Invoice Amount | | Taxpayer ID | | | |
| | ** Invoice Date | m/d/yy | ** Invoice Group | | | |
| | ** Supplier or Party | Q | | | 4 | |
| | | | | | Se | arch Reset Save |

5. Click the **Invoice Number** link of the required line.

| Manage Invoi | ces (?) | | | Done |
|----------------|----------------------|--------|--------------------|--------------------------------------|
| Search Results | | | | |
| ✓ Search: Inv | oice | | | Advanced Saved Search All Invoices ~ |
| | Business Unit | • | ** Supplier Number | At least one is required |
| 3 | ** Invoice Number | INV | Supplier Site | • |
| - | Invoice Amount | | Taxpayer ID | |
| | ** Invoice Date | m/d/yy | ** Invoice Group | |
| | ** Supplier or Party | ٩ | | 4 |
| | | | | Search Reset Save |

- 6. On the **Manage Invoices** page, click the *Actions* drop-down choice list.
- 7. Select **Edit** from the drop-down choice list.

| | Manage Invoices ⑦ | | | | | | Done |
|---|--------------------|---|---------------------|-------------|-------------------|---------------------|-----------------------------|
| | Search Results INV | | | | 6 | | |
| l | Invoice Details | | | | A Not your lot of | Actions V Save Save | ve and Close <u>C</u> ancel |
| l | Invoice Date | 10/11/23 | Invoice Amount | 540.29 USD | 7 | Edit | IENT OF REVENUE |
| U | Invoice Type | Standard | | | Payment Bus | Check Funds | IENT OF REVENUE |
| l | Supplier or Party | TRIANGLE SYSTEMS | Applied Prepayments | 0.00 USD | Payn | Validate | |
| H | Supplier Site | R.45PT.A | Unpaid Amount | 540.29 USD | Paymen | Request Override | |
| l | Address | 7300 BILMAR DR STE 100, PITTSBURGH, PA-15205 | Holds | 0 | At | Approval 🕨 | |
| | | | Notes | 1 1 1 | | Cancel Invoice | |

8. Click the + button to add a new line.

| Vie | | | | | | | | | | |
|-------|--|--------|----------|------------------|--------------------------|-----------------|----------------------------------|---------------|---------------|---|
| Distr | Ver v 1 1 2 3 0 LT 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 | | | | | | | | | |
| | * Number | * Type | * Amount | Distribution Set | Distribution Combination | Accounting Date | Prorate Across All Item Lines | * Budget Date | Status | Description |
| | 1 | Item | 540.29 | | | 10/11/23 | | 10/11/23 | Not attempted | 4 Lot #2:NC Regular Semiweekly Withhole |

9. Enter the original cost distribution from the PO as a negative line to negate the existing line.

| | ▲ Lines ⑦ Match Invoice Lines ● Vew ▼ + ■ X IP IV Cancel Line Distributions Distribution Budgetary Control Reference Tax Purchase Order Asset Project | | | | | | | | | | |
|---|---|----------|--------|----------|------------------|------------------------------------|-----------------|----------------------------------|---------------|---------------|--|
| | | | | | | Distribution | | | Budgeta | ry Control | Reference |
| | | * Number | * Туре | * Amount | Distribution Set | Distribution Combination | Accounting Date | Prorate Across All Item Lines | * Budget Date | Status | Description |
| | | 1 | Item | 540.29 | | | 10/11/23 | _ | 10/11/23 | Not attempted | 4 Lot #2:NC Regular Semiweekly Withhol |
| 9 | | 2 | Item 🗸 | -540.29 | | 4500-104922-52850001-0000000-00000 | 10/11/23 🛱 | | 10/11/23 | Not attempted | |

10. Click the + button to add a new line.

| ✓ Vie Dist | Lines ⑦ Match Invoice Lines ♥ ● Vew ♥ | | | | | | | | | |
|---------------|---------------------------------------|--------|----------|------------------|------------------------------------|-----------------|----------------------------------|-------------------|---------------|--|
| | | | | Distribution | | | | Budgetary Control | | Reference |
| | * Number | * Туре | * Amount | Distribution Set | Distribution Combination | Accounting Date | Prorate Across All Item Lines | * Budget Date | Status | Description |
| | 1 | Item | 540.29 | | | 10/11/23 | _ | 10/11/23 | Not attempted | 4 Lot #2:NC Regular Semiweekly Withhol |
| | 2 | Item 🗸 | -540.29 | | 4500-104922-52850001-0000000-00000 | 10/11/23 | | 10/11/23 | Not attempted | |

11. Enter details in the new line. This distribution in this line should be the new distribution you want to use for the PO and should be equal to the previous negative line.

| ✓ Vie Dist | ✓ Lines ⑦ Match Invoice Lines ✓ View ▼ + ■ X 第 Err Cancel Line Distributions Distribution Budgetary Control Reference Tax Purchase Order Asset Project | | | | | | | | | |
|------------------|--|--------|----------|------------------|---|-----------------|----------------------------------|---------------|------------|--------------------------------|
| | | | | | Distribution | | | Budgeta | ry Control | Reference |
| | * Number | * Туре | * Amount | Distribution Set | Distribution Combination | Accounting Date | Prorate Across All Item Lines | * Budget Date | Status | Description |
| | 1 | Item | 540.29 | | | 10/11/23 | _ | 10/11/23 | Reserved | 4 Lot #2:NC Regular Semiweekly |
| 11 | 2 | Item | -540.29 | | . 4500-104922-52850001-0000000-000000-000 | 0- 10/11/23 | | 10/11/23 | Reserved | |
| | 3 | Item | 540.29 | | . 4500-014700-00001100-000000-000000 | 10/11/23 | | 10/11/23 | Reserved | |

Method 2 : Navigate to the **Invoices** dashboard. (Home page > Payables tab > Invoice app):

- 12. Click the **Tasks** icon.
- 13. Click Manage Invoices.

| Invoices ⑦ | | | | Invoices Create Invoice |
|---|---------------------|----------|-------------------------------|--|
| Recent 24 Hours | Holds | Approval | Prepaid | Create Invoice from Spreadsheet Create Recurring Invoices |
| 0 | 0 | 0 | 0 | Manage Invoices Validate Invoices Initiate Approval Workflow Import Invoices |
| • | v | v | v | Correct Import Errors |
| View View View View View View View View | Detach Create Valid | Cancel | Supplier Site Validation Stat | us Accounti |

14. Enter details in at least one of the fields marked "******". In this example, the **Invoice Number** has been entered.

15. Click the **Search** button.

| Manage Invoid | ces 🕐 | | | Done |
|----------------|----------------------|--------|--------------------|---|
| Search Results | | | | |
| ✓ Search: Invo | bice | | | Advanced Saved Search All Invoices ** At least one is required |
| | Business Unit | • | ** Supplier Number | |
| | ** Invoice Number | INV | Supplier Site | • |
| | Invoice Amount | | Taxpayer ID | |
| | ** Invoice Date | m/d/yy | ** Invoice Group | |
| | ** Supplier or Party | ٩ | | 15 |
| | | | | Search Reset Save |

16. Click the **Invoice Number** link of the required line.

| Ma | anage Invoices (?) |) | | | | | | | | Done |
|----|---------------------|--------------|----------------------------------|---------------------------------------|------------------|-------------------------|---|----------------|-----------------------|-----------------|
| Se | Search: Invoice | | | | | | | 1 | Advanced Saved Search | All Invoices |
| A | Actions View View 🗐 | | E Data | h Validata Paul | in Full Approval | | | | | |
| 10 | Invoice Number | Invoice Date | Creation Date | Supplier or Party | Supplier Site | Post Vinpaid Amount | Invoice Amount Invoic | e Type Source | Validation Status | Approval Status |
| 16 | Invoice Number | Invoice Date | Creation Date 5/25/23 9:29 AM | Supplier or Party FORMS & SUPPLY I | Supplier Site | Unpaid Amount | Invoice Amount Invoic 50.00 USD Standa | er Type Source | Validation Status | Approval Status |

- 17. On the **Manage Invoices** page, click the *Actions* drop-down choice list.
- 18. Select **Edit** from the drop-down choice list.

| Manage Invoices ⑦ | | | | _ | | | Done |
|---------------------------------|---------------------------------------|---------------------|-----------|---------------|------------------|----------------|--------|
| Search Results INV | | | | 17 | | | |
| Invoice Details | | | | Validated | Actions | Save and Close | Cancel |
| Invoice Date | 5/25/23 | Invoice Amount | 50.00 USD | 18 | Edit | GENERAL ASS | SEMBLY |
| Invoice Type | Standard | | | in the second | Oneck Funds | GENERAL ASS | SEMBLY |
| Supplier or Party | FORMS & SUPPLY INC | Applied Prepayments | 0.00 USD | | Validate | | |
| Supplier Site | R.01PT.A | Unpaid Amount | 50.00 USD | Pa | Request Override | | |
| Address | PO BOX 563953, CHARLOTTE, NC-28256 | Holds | 1 | | Approval | • | |
| | | Notes | ей. | | Cancel Invoice | | |
| | | | | | Pay in Full | | |
| | | | | | Post to Ledger | | |
| Lines Holds and Approvals Payme | ents Installments | | | | Account in Draft | | |

19. Click the **Distribution** button to update/correct the Distribution Combination.

| ▶ In | voice He | ader Show More | | _ | | | | | | |
|---------|------------|----------------------|----------------|---------------------------|-----------------------------------|-----------------|----------------------------------|---|--|--|
| ⊿ Li | ines 🕐 | Match Invoice Lines | ~ ~ O | 19 | | | | | | |
| View | • + | e × 79 G | Detach A | Ilocate 🔻 Cancel Line | 2istributions | | | | | |
| Distrit | oution Bud | getary Control Refer | rence Tax Pure | chase Order Income Tax As | sset Project | | | | | |
| | | | | Distribution | | | | | | |
| | * Number | * Type | * Amount | Distribution Set | Distribution Combination | Accounting Date | Prorate Across All Item Lines | * | | |
| | 1 | Item | 50.00 | | 0200-100072-54110000-0201600-0000 | 6/26/23 | | E | | |
| | | | | 4 | | | | ÷ | | |

20. Click the **Reverse** button to reverse the distribution. This automatically creates a negative distribution line for what is being reverse.

| | | | | 20 | | | |
|--------|--------------|--------|----------|---------------------|---------------------------------|--------------------------------|---|
| Line * | Distribution | * Туре | * Amount | Accounted Amount | * Distribution Combination | Related Retainage Distribution | Retained Invoice Distribu |
| 1 1 | 1 | Item | ~ 50.00 | 4 | 0200-100072-54110000-0201600-00 | | |
| | | | | | | Distr | ibutions Total Amount 5 Remaining Amount 🥑 |

21. Click the + button to add a new line.

| nagel ew ▼ | Distributions | E. | Detach | Invoice Line 1 | Reverse | Adjust Tax Recovery Check Fun | ds View Results | | > |
|---------------|----------------|--------|--------|----------------|---------------------|---------------------------------|--------------------------------|---|--------------|
| 2 | 1 | | | | | | | | >> |
| Line | * Distribution | * Туре | | * Amount | Accounted Amount | * Distribution Combination | Related Retainage Distribution | Retained Invoice Dist | tributior |
| 1 | 1 | Item | ~ | 50.00 | | 0200-100072-54110000-0201600-00 | | | |
| 1 | 2 | Item | ~ | -50.00 | | 0200-100072-54110000-0201600-00 | | | |
| | | | | | ¢ | | Distr | ibutions Total Amount Remaining Amount | 0.0 10 |
| | | | | | | | | Line Amount Save and Close | 50.0 Canc |

- 22. Enter details in the new line. This distribution in this line should be equal to the updated / corrected charge account.
- 23. Click the Save and Close button.

| Vie | ew 🔻 | + | × F | E. | Detach | Invoice Line 1 | Reverse | Adjust Tax Recovery | Check Funds | View Result | ts | |
|-----|------|---------|---------|--------|--------|----------------|---------------------|-----------------------|---------------|-------------|--------------------------------|--------------|
| | | | | | | | | | | | | 2 |
| | Line | * Distr | ibution | * Type | | * Amount | Accounted Amount | * Distribution Combin | nation | | Related Retainage Distribution | Retained Inv |
| | 1 | 3 | | Item | ~ | 50.00 | | 0200-100072-42300010 | -0201600-000(| ē, | | |
| | 1 | 1 | | Item | ~ | 50.00 | | 0200-100072-54110000 | -0201600-0000 | E, | | |
| | 1 | 2 | | Item | ~ | -50.00 | | 0200-100072-54110000 | -0201600-0000 | | | |
| | | | | | | | 4 | | | | | |
| | | | | | | | | | | | Distributions Total A | mount 50.0 |
| | | | | | | | | | | | Remaining A | mount 🥑 0.0 |
| | | | | | | | | | | | Line A | mount 50.0 |
| | | | | | | | | | | | 23 Save and | Close |

Wrap-Up

Create PO Matched Invoices and update invoice cost distribution using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management
- PO001: PO Inquiry