

# Invoice Entry

## PO Invoice Entry

- How To Create a PO Invoice/Credit Memo
  - Single Line Item
  - Adjusting Price & Quantity
  - Multiple Line Items
  - Removing Lines
  - Change Orders

## Non-PO Invoice Entry

- How to Create a Non-PO Invoice/Credit Memo
  - Invoice Owner Concept
  - Product Description
  - Accounting Information
  - Header vs. Line Distribution
  - Split Accounting

## General Topics

- Dates
  - Invoice/Transaction/Payment Due/Terms Discount
- Editing Remit To Address
  - What if my Remit-To isn't available
- Discount/Tax/Shipping & Handling
  - Header vs. Line Distribution
  - Alternate Accounting
- Approvals Tab
  - How do documents route for approval
  - Grant Budget Authority vs. Regular Budget Authority
  - Matching Exceptions
- Attachment Overview
- Comments
  - To others and Help Desk
- History Tab
- Site Navigation
  - Viewing Draft/Returned Invoices
- PO Liquidation Process