Quick Match an Invoice to a Purchase Order

If you receive an invoice that matches the CUFS purchase order exactly in terms of items received, prices, supplier details, then ‘Quick match’ is a much shorter way of tying the two documents together. In addition the order must be approved and open.

Pre-requisites:

- PO matches the invoice exactly and is approved and open
- Complete Batch Name

Step 1: Transfer invoice details to the system

a. Create a batch using the standard batch naming convention
   In the invoices window, the invoice type stays as Standard
b. 
c. Complete the PO number
   The system will insert the details of the relevant supplier from the purchase order.
d. Enter the following information from the invoice:
   - invoice date
   - invoice number
   - total invoice amount
   - total VAT Control Amount
   - description
e. Leave the Match Action field as the default
   Purchase Order

Step 2: Review how the invoice will be paid

a. Review how the invoice will be paid:
   ~ Payment terms
   ~ Payment methods
   ~ Pay Groups
   ~ Pay Alone check box
Step 3: Quick Match to the Purchase Order

a. Click on the **Quick Match** button.

b. The **Lines** tab then displays with the net Amount and tax name fields completed.

   The **Charge Account** field be blank, however the codes used for the purchase of the item can be viewed by clicking on **All Distributions**.

c. Click **Calculate Tax**.

d. **Actions… 1** to validate the invoice.

e. Click on the **Holds** tab to ensure it is Awaiting Secondary Approval.