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

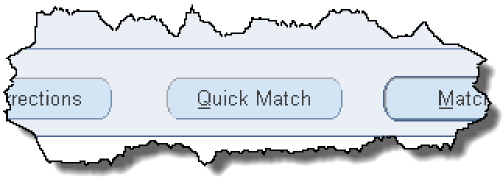
a.	Create a batch using the standard batch naming convention	
b.	In the invoices window, the invoice type stays as **Standard**	
c.	Complete the **PO number**	The system will insert the details of the relevant supplier from the purchase order.
d.	Enter the following information from the invoice:	~ **invoice 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.