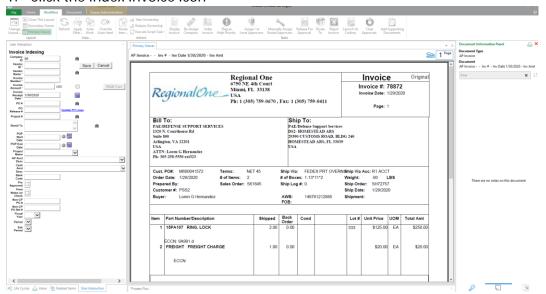
3.9 Basic Indexing-AP Invoice-PO



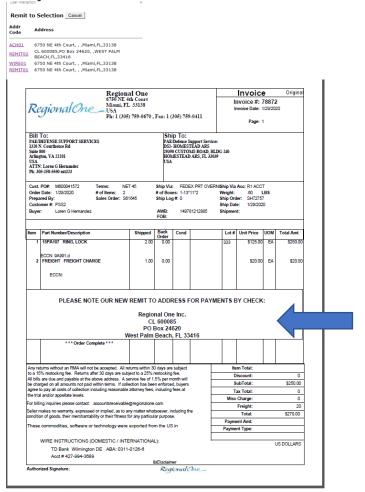
1. Click the Index Invoice Icon



2. Enter PO number and Release number (0 is non is provided) from invoice then Hit Tab on your Keyboard-Vendor information will populate as well as vendor address.

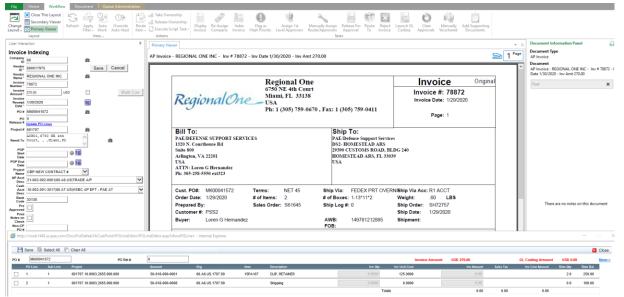


- 3. Enter the Invoice number and Invoice Amount from the invoice.
- 4. Verify remit address -Click on binoculars to see additional options



## Remit address rules

- 1. Address in OnBase must match address on invoice.
- 2. Remit to address that can be use ACH, Check, MCheck, Wire, MWire, TPACH, or TPVC. If the address on the invoice matches more than one of the address types the following list is the order in which you should select the address. TPVC, TPACH, ACH, Check, Wire. If the vendor is a foreign vendor the Wire address should be selected. MWire should only be selected if it is default. MCheck should only be select if the check needs to be send by Fedex or the check must have supporting documents send with it.
- 3. Click on Update PO Lines PO Lines PO Line will open so you can select them



5. You click the box of the PO line needed for the invoice and fill in Invoice qty for items being invoiced and the amt being billed for freight on the freight line in the invoice amt field



- 6. Click Save—then click the X to close the box
- 7. Next click Save



8. Enter the invoice date MMDDYYYY. This is the date on the invoice.



9. Click Submit



10. Then Click the Release for Approval Icon