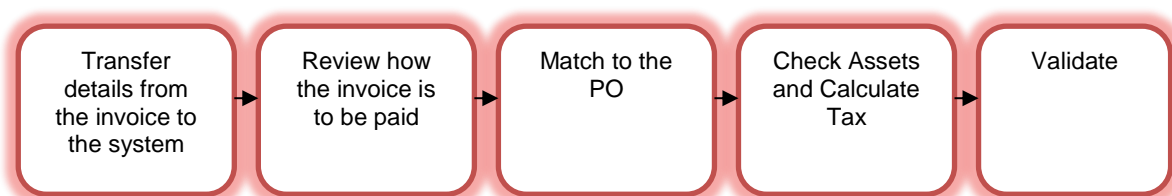# Matching an Invoice to a Purchase Order

When you enter a supplier invoice for which a CUFS purchase order was raised, you should match it to the order to remove the commitment from your departmental accounts.

Copies of certain invoices relating to grants will need to be sent on a weekly basis to the departments contact in the Research Operations Office with the RG number clearly marked on the invoice. Departments will be advised as to which invoices they require copies off.

Pre-requisites:
- Your purchase order must have been generated on CUFS;
- The purchase order must be approved and open;
- The invoice must be for the same supplier and currency as the purchase order.

Transfer details from the invoice to the system	→	Review how the invoice is to be paid	→	Match to the PO	→	Check Assets and Calculate Tax	→	Validate

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