

Finance Division

https://procurement.gwu.edu/university-payables

https://procurement.gwu.edu/payables-frequently-asked-questions

Reference Guide

How to Adjust an Invoice to Match a PO / Matching Error Exception

When the Unit Price is \$1.00 enter the invoice total/amount in the quantity field tab, the total field should equal the invoice or PO line amount and save in the bottom right.

							View Invoice
Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Date	Unit of Measure	Unit Price
13491-RESERVE FOR BAD DE	ConServe 1007843	183.07	~	~			1
PO Shipment Number	PO Release Number	PO Line Active Encumbrance	Total	Tax			
1		82,666.69	183.07	0.00			
Distributions Distribution Summary							
Distributions						Total: \$183.07	Distributed: \$183.07 (100%) Remaining: \$0.00 (0%)
Distribute By Add Dele	te Favorites - Add to Favori	ters					
Percentage Grant/Non G	ar Oracle Alias Expense Ty	ype Distribution Code					
[100 (GL) Non-Gra	ant (600108) UNIV	GL-600108					
							Cancel

> When there are multiple lines on the PO, do this for each line if the invoice line amount.

> When this is a PTA invoice enter the expenditure item date and then save.

EDIT LINE ITEM									
Expense Type Undefined	Line Descrip	tion	Quantity 1	Type of Activity	Region	Expenditure Item Date	Unit of Measure	Ur V 1	nit Price L2,625.00
PO Shipment Number	PO Release	Number	PO Line Active Encumbrance	Total 12,625.00	Tax 0.00				

> When this is a foreign invoice enter the region and type of activity and then save.

EDIT LINE ITEM									
Expense Type Undefined	~	Line Description	Quantity 1	Type of Activity	Region	Expenditure Item Date	Unit of Measure	~	Unit Price 12,625.00
PO Shipment Number		PO Release Number	PO Line Active Encumbrance	Total 12,625.00	Tax 0.00				

> When the distribution is missing under distribution click add and make sure 100 shows, by selecting amount if using all and percent if using only portion.



Distrib	outions Distribu	tion Summary			
Di	istribution	s			
Dis	stribute By 🗢	Add Delete	Favorites 🕶	Add to Favorites	
_□ ●	Percentage	Grant/Non Gr	Oracle Alias	Expense Type	Distribution Code
	Amount				
Distrik	Distribu				
Distric	Distribu	Distributions	Distribut		
D	istributior	IS Dictrib	ution		
		Distrib	ution		
Di	stribute By 🔻 🚺	Ac			
	Percentage	Distribute	Бу		
4 -	Amount	Percenta	age		
	Amount				

When the invoice amount equals the unit price enter 1 in the quantity field tab and save and follow the "when" step above.
EDIT LINE ITEM

Expense Type 54215-LABORATORY SUPPLIE	Line Description Animals Birds Marine Life: Handling fee for 1 rodent crate.	Quantity 1	Type of Activity	Region	Expenditure Item Date	Unit of Measure Each	~	Unit Price 295.00
PO Shipment Number	PO Release Number	PO Line Active Encumbrance	Total	Tax				
1		295.00	295.00	0.00				

When the unit price is anything other than \$1.00 you should NEVER change the unit price. You must divide the invoice or line amount by the unit price and enter the decimal into the quantity field and make sure the field marked total equals the amount you are trying to pay/process then follow the "when" step above.

EDIT LINE ITEM								
Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure Item Date	Unit of Measure		Unit Price
54215-LABORATORY SUPPLIE	Animals Birds Marine Life: Cyagen Biomodels to provide	• 0.46022114			······································	Each	~	3,708.00
PO Shipment Number	PO Release Number	PO Line Active Encumbrance	Total	Tax				
1		3,708.00	1,706.50	0.00				

> Enter the receipts under the purchase order tab; see the how to guide for further assistance.