PO INVOICE GUIDELINES

How to match supplier invoices to PO receipts, reconcile costs, and close PO lines accurately.

1. TOP POINTS

1 Verify prices when sending POs

PO Receipt cost establishes inventory value.

2 Match invoice to receipt

The PO Invoice screen compares PO Receipt quantities and costs with supplier invoice quantities and costs.

3 Update to reconcile and close

Matched invoice lines auto reconcile PO lines and close the PO when fully invoiced.

2. SCREEN LAYOUT

PO Receipts Section

- Left side of the grid shows received-not-invoiced lines.
- Displayed in supplier unit of measure and supplier currency.
- Key fields: PO No, Supplier Part No / Reference ID, Supp Qty, UM, Supp Price.

Supplier Invoice Section

- Right side of the grid is where invoice values are reviewed and edited.
- Key fields: Match, Supp Qty, Supp Price or Total Price, Tax Total.
- Matched Totals update Net Amt – Matched and Tax – Matched.

3. MATCHING WORKFLOW

1 Review receipt values

Qty and price originate from PO receipt transactions.

2 Edit if needed

Change invoice qty, price, total price, or tax to match the actual invoice.

3 Check Match

Select Match only when the invoice values agree with the supplier invoice.

4 Click Update

Fully matched quantities change the PO line status from Open to Closed.

4. EXCEPTIONS & COST EFFECTS

Quantity discrepancy

- Request a corrected invoice, or enter it as billed and request a credit memo / additional billing.
- If invoice quantity is less than receipt quantity, you may manually close the PO line in Purchase Orders.

Price discrepancy

- Request a corrected invoice, or enter it as billed and request a credit memo/ additional billing.
- Use Item Sources to update default supplier pricing and update Estimated Purchase Costs by Default Supplier followed by BOM Cost Rollup.

Cost impact

- Changing Supp Price does not retroactively change inventory or job costs.
- Inventory value remains based on the PO Receipt price.
- For severe errors, adjust inventory cost; for jobs, reverse issue, change inventory cost, and reissue.

Best practice: Match supplier invoices carefully, keep supplier prices current, and remember that PO Receipt cost — not PO Invoice cost — establishes inventory value.